

Volume

1

ROSWELL HIGH SCHOOL BAND

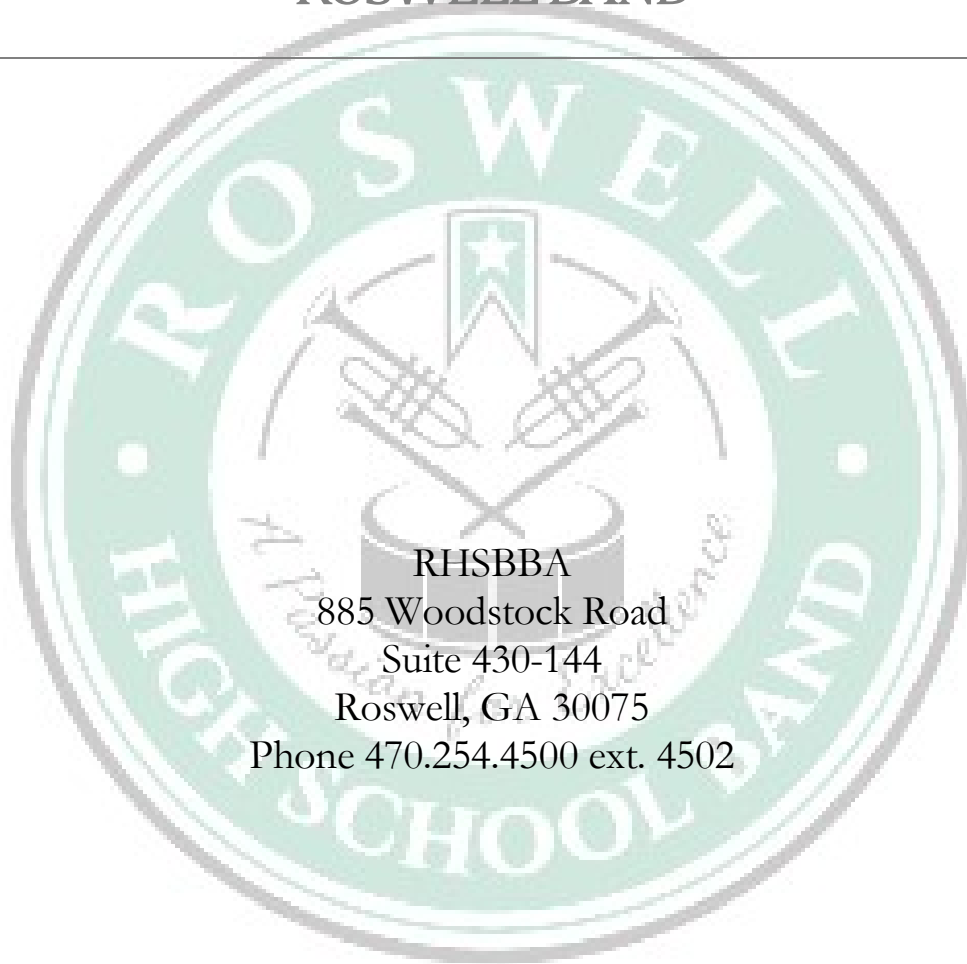


Program Handbook

2019-2020

ROSWELL HIGH SCHOOL

ROSWELL BAND



RHSBBA

885 Woodstock Road

Suite 430-144

Roswell, GA 30075

Phone 470.254.4500 ext. 4502

Table of Contents

CONTENTS

| | |
|--|----|
| General Information | 1 |
| General Information | 2 |
| General Information | 3 |
| Policies, Rules and Procedures- Grading and Classroom Procedures..... | 4 |
| Policies, Rules and Procedures-BAND ACTIVITIES and Conduct Expectations..... | 5 |
| Policies, Rules and Procedures cont. | 6 |
| POLICIES, RULES AND PROCEDURES-Attendance..... | 7 |
| POLICIES, RULES AND PROCEDURES | 8 |
| lettering requirements and band room expectations | 8 |
| POLICIES, RULES & PROCEDURES- Performance Procedures | 9 |
| POLICIES, RULES & PROCEDURES- model schedules for performances | 10 |
| POLICIES, RULES & PROCEDURES-Overnight trip procedures..... | 11 |
| POLICIES, RULES & PROCEDURES- Instruments & Uniforms | 12 |
| ROSWELL HIGH SCHOOL BAND BOOSTERS | 14 |
| APPENDIX I : GENERAL INFORMATION | 15 |
| APPENDIX II : GLOSSARY | 16 |
| APPENDIX II: GLOSSARY CONTIUNED | 17 |
| APPENDIX II : GLOSSARY CONTIUNED | 18 |
| APPENDIX III: ATTENDANCE..... | 18 |
| APPENDIX IV: PRIVATE LESSONS..... | 18 |
| APPENDIX V: FORMS..... | 19 |
| APPENDIX VI: VARSITY LETTER REQUIREMENTS..... | 20 |

GENERAL INFORMATION

WHAT IS THE HIGH SCHOOL BAND EXPERIENCE?

Unlike most other classes, band offers a wide variety of opportunities for the student. It is one of the only classes where excellence is not only expected, but essential to success. In band, everyone MUST achieve to the highest level or a performance will sound terrible. Even one person making a grade of 60 on a piece of music means 40% of the notes were played in error... not pleasant to hear!

In addition to teaching performance skills, band teaches the student to be an active, thinking person. For each note played, there are numerous considerations and instantaneous decisions to make. How loud or soft? How fast or slow? How does the note start? How does it end? Who else plays it? Am I in-tune? Nowhere else on campus is the demand for active thought any stronger!

Band also teaches life skills. Communications are the main component of music. The rehearsal and performance schedule of the band demands planning and time management...skills that will be valuable all through life. Goal setting, problem solving, peer interaction... all these develop quickly as a part of the band experience.

The band program at Roswell is establishing itself as a top contender in the state. Few other activities offer the travel opportunities, the chance to meet and interact with the legends in the field, and the satisfaction of knowing that your time, talent, and effort have paid off at the highest levels of achievement.

ENSEMBLES

Roswell Marching Band has summer rehearsal, two-week long summer camp and regular practices at least 3 days a week after school. This group performs at football games on Friday nights, marches in parades and will travel to at least 3 competitions during the months of September, October and November.

Roswell Wind Bands focus primarily on Concert Band literature during the school day. In addition to the Marching Program, instrumentalists have the option of joining the Jazz Band and performing in solo or ensemble groups as well.

Roswell Jazz Band focus on the true American art form of Jazz. The ensembles meet on Wednesday starting after football season.

Roswell Indoor Drumline practices after school two days per week, and some Saturdays beginning in November. The focus is engagement of percussion and visual techniques, and performances are held in the gym. Competitions are held on Saturdays throughout the spring semester. The Indoor Drumline competes at local, state, and national level competitions

Roswell Winterguard performs to pre-recorded music in gymnasiums from November till April. This activity combines modern dance with flag, rifle and sabre choreography. Membership is open to any student at Roswell High School. Winterguard performers typically rehearses two or three days a week, with occasional Saturday rehearsals. They compete on Saturdays in the Southern Association of Performance Arts (SAPA) and Winterguard International circuits (WGI).

GENERAL INFORMATION

Membership Information

As a member of the Roswell Band Program, you have the opportunity to use music as a form of expression. With performing the best in music as our goal, your responsibility is to always strive for your personal best in the atmosphere of team goals. With this as your personal objective, the program will grow ever onward and upward! The Roswell Band Program program is open to all interested students who demonstrate the desire, ability, and proper attitude to be a member of the group. Students desiring membership must audition for placement in one of our ensembles. Incoming freshmen will be placed into Wind Ensemble III/Intermediate Band I or may audition to be placed into a higher ensemble. The spring auditions will place students for the following year's placement. Students will be placed according to their educational needs into either Wind Ensemble III, Wind Ensemble II or Wind Ensemble I. Students will be placed at the discretion of the director. It should be understood that everyone has an equal and fair opportunity for band participation. However from time to time, it may become necessary to exclude or dismiss those students who fail to meet the band's standards.

THE IMPORTANCE OF ATTITUDE!

The greatest single factor that will determine the success of any individual or organization is attitude. The right attitude must be present along with sincerity, concentration, and dedication. Such an attitude makes an artistic performance inevitable and is the factor which makes the difference between a winning organization and mediocre group. You who are in band are a favored few. The band can do much for you. Make the most of it in every rehearsal and performance.

ATTITUDE

The longer I live, the more I realize the impact of attitude on Life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearance, giftedness, or skill.

It will make or break a company... a church... a home.

The remarkable thing is we have a choice everyday regarding the attitude we will embrace for that day. We cannot change our past... We cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude... **I am convinced that life is 10% what happens to me and 90% how I react to it.** And so it is with you... we are in charge of our Attitudes.

-CHARLES SWINDOLL -

PRACTICE IS EXPECTED AND REQUIRED!

The better you play, the better the entire ensemble plays. Individual practice is necessary and should be viewed and encouraged with the same enthusiasm as is homework in other subjects. The following suggestions are a vital part of receiving a good grade in class and becoming a better musician.

Pick a set time each day (or every other day). Have a set place to practice. Spend a few minutes on tone production.

Play a variety of scales at every practice session. Take a short break after 15 minutes.

Practice sight-reading. Work on technique such as tonguing, slurs, intervals, etc. Work on musicianship (listen and be aware of the details).

Work to increase your endurance.

Work to increase your range. Play up to your top note, then hold the note. When that note becomes easy to produce and sounds good, add the next chromatic note higher. Continue this process, but be patient - it may take a while.

Set specific goals for yourself. Be realistic.

Remember: a few quality minutes of proper rehearsal is better than hours of unstructured playing or random squawking.

Practice the entire piece, not just the technically difficult parts.

Practice technically difficult sections at a slower tempo until correct, then speed up tempo a little until normal performance tempo is reached with accuracy.

GENERAL INFORMATION

FUNDRAISING

The Roswell Band Program programs are almost completely self-funded. The Concert and classroom programs receive limited funding from Fulton County, while the Marching Band receives NO funding at all. To operate at a high level and offer our students a quality instrumental music program, the RHSBBA provides whatever financial resources the county doesn't.

The operations of the band program are funded in two ways, fund raising and participants' fees. Whatever is not provided for through fund raising is provided by fees. It has been the objective of the RHSBBA to maximize the fund raising element of the financial equation, thereby minimizing the fee element, while not diminishing the quality of the program.

Successful fund raising depends entirely on the participation of every member of the program; parents, students and community. The RHSBBA has established and is always looking to increase the number of high value fund raising opportunities. Currently, the major fundraising programs are:

- Football Concessions
- ExtravaBandza
- M.A.R.C.H.
- Pizza Cards
- Mattress Sale

Information on fund raising programs and opportunities are posted in detail at roswellband.com in e-blasts, the newsletter or by simply contacting any booster officer.

BAND ACCOUNTS

Band accounts are established for every family in the band program to provide accurate accounting for all financial transactions. The accounts are maintained and managed by the RHSBBA. Charges for all band activities (band camp fees, Marching and Concert Band fees, etc.) and payments and band credits earned are tracked through the band accounts.

It is each band participant's right to check their account status as often as desired. A band statement can be requested by simply contacting one of the treasurers listed in RHSBBA Contacts in this handbook or on www.roswellband.com

Refunds will not be provided to any student voluntarily quitting any ensemble or if removed from the ensemble by band director.

A pro-rated refund will be provided to any approved exit from ensemble. Pro-Rate will be based on how many weeks remaining less a non-refundable administration fee

Refunds will be no greater than 50% of total fees. Approved reasons for a refund: Student/family moving out of district. Health reasons (with associated doctors note) that prohibit student from participating. Student academic performance falls below minimums and must exit program.

FINANCIAL OBLIGATIONS AND RESPONSIBILITIES

It is the responsibility of each participant to faithfully fulfill their financial obligations and responsibilities to the band program. The program is almost entirely funded by the participating members. Every attempt is made by band faculty and booster leadership to minimize the program cost while providing a quality band program to all.

As a not for profit organization, operating reserves are not maintained to cover the failure of members to fulfill their obligations in a timely and responsible manner. Shortfall in collections and failure to fulfill financial obligations result directly in the reduction of current and future services provided to our students, and ultimately result in higher future fees or the termination of important program activities.

We realize that events occur which were not anticipated at the time of incurring band financial obligations which may prevent timely compliance. These should be communicated immediately with the faculty, booster president or treasurer. Every attempt will be made to work out a solution agreeable with all parties.

All payments of band obligations should be mailed to the RHSBBA (address below) or deposited in the green mail box in the band room. Whenever possible, do not send cash. Please indicate on your check/form which student the payment is for and what charge the payment is for to insure accurate posting to your account.

Send payments and make checks payable to:
Roswell High School Band Booster Association (RHSBBA)
885 Woodstock Road
Suite 430-144
Roswell, GA 30075

*There will be a charge of \$25 applied to any check returned due to insufficient funds (NSF). Any returned check not paid within 30 days of return can subject the maker of the check to legal action. Any member incurring two returned check will be placed on a cash, certified check or money order basis for the remainder of their participation in the band program.

CHARMS

Each student will be given an account in CHARMS, which is an online software that RHSBBA uses to manage and maintain the student accounts, sign up volunteers and contact information. Student account statements can be viewed at any time by all band families through CHARMS.

POLICIES, RULES AND PROCEDURES- GRADING AND CLASSROOM PROCEDURES

GRADING POLICY FOR CLASSROOM ENSEMBLES

Musicianship Standard – 40%

Students will demonstrate basic musicianship techniques related to tone production, intonation, note and rhythm recognition, musical terms, and pedagogical specifics for their instrument. In order to successfully demonstrate these requirements, students will need to have instrument, instrument accessories (reeds, mouthpiece, etc.), and music in class every day. Instrument must be in playable condition. Student must actively participate in all warmups, technical development exercises, and literature instruction in order to qualify for the maximum grade.

Performances & Rehearsals– 25%

400 Pts for concerts and camps, 100 Pts for after school rehearsals

Playing Exams – 20%

100 Pts per assignment.

Final Exam – 15%

End of Semester exams; including performance and written sections.

CLASSROOM PROCEDURES

All students are expected to participate daily. Please try to avoid long periods of time with an instrument in non-playing condition or in the shop. Alternative assignments will be given to those who forget to bring their instruments or music from home. Class time needs to be productive. Due to the number of students in each period, coupled with the fact that they have instruments in-hand, it is easy for the noise level to get out of control. Students should not play randomly when they enter the class. We will warm up as a group. When the conductor stops during rehearsal, students should remain quiet in order to hear the instructions. Productive use of rehearsal time means higher performance levels.

Students should take care of sheet music needs, instrument care and preparations, etc., before class. Do not lose valuable time going to get valve oil or searching for another reed. Percussionists should set up everything for the day's rehearsal at the beginning of class. They should not waste time searching for sticks, mallets or accessory instruments during rehearsal.

All instrument cases should be left in the student's storage cabinet. All book bags should be stored in the designated area at the side or back of the room. The band seating area should be free of clutter.

The director's office is off-limits to students unless they have been asked to enter by one of the directors. Telephone use should be limited to emergency situations only. The copier inside the office is for teacher use only. Please respect the working space of the directors and the privacy of the office. Knock before entering.

BAND CLASS DISCIPLINE POLICY

Students participating in a band class at Roswell High School are expected to demonstrate an interest in learning. Appropriate classroom behavior will guarantee each student the opportunity to make the most of the classroom experience. A quiet attentive atmosphere will produce the greatest results. Adherence to school policies will allow the focus to be on the educational objectives, not on the disciplinary procedures resulting from rule infractions. If there are questions or concerns regarding class management, they should be handled in a private conference with the teacher, preferable at the conclusion of the class period.

POLICIES, RULES AND PROCEDURES-BAND ACTIVITIES AND CONDUCT EXPECTATIONS

CLASS PERIOD ACTIVITIES

The activities that occur during band class will vary. Classes might be divided between full band rehearsals and sectionals, sectionals and chamber music, or full band and music theory, etc. During the first ten weeks, one segment of a class might be utilized to review marching music. Time can also be devoted to audition preparation, listening exercises, music history projects, or video presentations. During full ensemble rehearsals, we will work the entire band class on technique; reading skills; concert preparation; balance blend and intonation skills; and other aspects of performing in the large group setting. During sectional rehearsals, we will utilize the practice rooms to divide the class into like instrument groupings and will focus on the specific instructional methods related to instrument families (i.e. woodwinds, brass, and percussion). This time will allow for more individualized attention to specific concerns within sections during the music preparations process. It will also allow us to distribute written materials specific to each instrument.

Chamber music rehearsals will allow each student the opportunity to play in a small ensemble (trio, quartet or quintet), and the responsibility for organizing rehearsal time, identifying and correcting any performance related problems, and make decisions on interpretations, phrasing and stylistic aspects within a piece of music. All students will be assigned into chamber groupings.

Music theory time will consist of written and/or oral examples dealing with the structure and function of music. Ear training will be emphasized along with rhythmic dictation and written exercises that show the students more about the mechanics of music.

Audition preparation time will be assigned to individual students on an as-needed basis. Since we have large numbers of students auditioning for District Band, All State and other ensembles, we will utilize some of the split class time to allow students to prepare for these tryouts. Materials will be made available to assist in sight reading skill preparation.

Listening sessions or video presentations will be structured to provide feedback on Roswell performances, as well as allow students to study examples of outstanding performances by other organizations. This will coordinate with the music history elements as we listen to music of varied styles and historic periods.

THE IMPORTANCE OF DISCIPLINE!

Due to the nature of the organization and the number of participants, band discipline must be strict. The structure in place is to ensure the best educational environment for ALL students. Band students and parents must be willing to accept the ideals, principles and rules of the organization. Band members are constantly on display, each member must always be aware of the importance of good behavior. Any misconduct casts a direct reflection on the band and school and may well undo the good work of many loyal students. Any student, who casts discredit on the band by their conduct or actions, either at school or on a trip shall be subject to

dismissal from the band in addition to other disciplinary action by the school. Students who are repeatedly disciplined by school authorities for violation of school policies are a liability to the program and will be subject to dismissal.

We support the parent who feels that, in order to get their student to do better in his/her school work or to punish the student for misconduct at home, their student should not be allowed to come to band practice. However, if the parent chooses to use this form of discipline, the parent will need to remove the student from band for the remainder of the term.

PROGRAM RULES

- Drinking alcoholic beverages and taking non-prescription drugs will not be tolerated and will be cause for immediate dismissal
- Smoking, dipping, and chewing of tobacco or tobacco products will not be tolerated.
- All students are expected to behave properly at all times. You are representing Roswell High School and Roswell, Georgia. Anyone guilty of gross misbehavior will be dismissed.
- Absolutely no hazing or initiation of rookies in any form will be tolerated.
- All school rules (including smoking) will be strictly enforced. The Music Department and the school authorities will deal with any infraction of these rules. School policy shall have priority over band policy in the event of a policy conflict.
- Absences from regularly scheduled rehearsals will not be tolerated and may result in the loss of your position. Please refer to the Attendance Policy for details.
- Insubordination directed toward staff or chaperones will not be tolerated.
- All students are required to attend all band activities unless excused by the band staff.
- Students are required to remain with the band after games and will be dismissed as a group.
- Courtesy is expected at all times. When assigned to a particular group or bus you are expected to stay with that group until the chaperone or the directors/student leadership releases you.
- Young adults do not damage property or equipment. As Roswell Band Program members, you reflect not only the values you learn at Roswell HS, but in the community as well.
- Students should not leave their personal items in the band room, other than instruments. The band room is not a locker to keep shoes, books, clothing, radios and other such items. All instruments are to be properly locked up in the instrument room when not in use. It is not wise to leave instruments in the band room for long periods of time.
- The reputation of the Roswell Band Program will be built on quality of character and musicianship. **NOTHING LESS THAN YOUR BEST IS EXPECTED!**

POLICIES, RULES AND PROCEDURES CONT.

MISCELLANEOUS BAND PROCEDURES

1. Bus lists for trips will be posted in the band room at least one week prior to an event. Each student is responsible for placing his/her own name on the list. **No changes will be made after the lists come down.**
2. Students are assigned a specific cabinet for storage of instruments/accessories. They should only use their assigned cabinet. Much confusion can arise when searching for an instrument that is not in its proper place.
3. Fees for All-State, District band, Solo and Ensemble, etc. are always collected at the beginning of the school year.
4. We need all of the music at rehearsals. If you take a folder home and are out of school the next day, please make arrangements for your music to be at school for your stand partner's use.
5. Uniforms are inspected before every performance. Please make sure and have everything clean and in good repair before you report.
6. After school rehearsals are critical to our continued success. Concert band rehearsals count as a portion of the student's grade and all rehearsals count toward a Varsity letter.
7. If you must miss a rehearsal, please let the directors know in writing at least one week before the rehearsal date.
8. Students may practice in the band room before homeroom, after school, or during their lunch period. In order to practice during lunch student must get a pass from the directors before homeroom on the day they wish to practice. Passes will be limited to those students with upcoming try-outs, or to the largest number who can effectively rehearse in our practice rooms.

9. Membership, chair placement, or leadership positions, may be changed if students violate the rules of the program. Members may be moved to alternate status in our extracurricular activities for rules infractions, excessive tardiness, absenteeism, or failure to show minimal effort learning music or routines. Alternates are still considered members in good standing of the program and may be placed back into regular position at any time.

10. **Parents are asked to pick up students immediately following events.** Please consult schedules and be at Roswell at the assigned arrival time. Waiting for students to call home after we arrive results in a 45-minute (at least) additional wait for chaperones and directors. Please be courteous and arrange rides ahead of time.

SCHEDULE CONFLICTS

1. When a student becomes involved in the band program he/she commits to the entire band schedule. Please understand that we try to publish our rehearsal/performance schedule well in advance so that participating students can avoid conflicts. Conflicts between band and other activities or events are the responsibility of the student. Students should not become involved in activities that may directly conflict with band activities. When outside activities create hardships concerning band, unless it is a rare and unusual situation that may only happen once, the student would need to consult with the directors about alternatives that might be possible. Students should not expect excused absences for conflicts automatically.
- 2.

All schedule conflicts regarding performances must be worked out in favor of the students' responsibility to the band. Don't forget, each member is supremely important to the entire band. We do not have 2nd or 3rd string players in the band, like in athletics. This is why each student's commitment is so important. One absence in a rehearsal or performance has a large impact on everyone.

Work is not an excuse for missing any band activity. If a student plans to work during the school year, managers should be notified of the student's prior commitment to school activities. When students plan ahead, many things are possible.

POLICIES, RULES AND PROCEDURES-ATTENDANCE

ATTENDANCE POLICY

In order for **all** students to have a successful experience each member should attend all rehearsals and performances. One student's absence effects more than one student. This organization can **only** be successful when it acts as a cohesive team. In intricate drill and musical preparation, one single absence can hold back the entire organization. Every member is critical to our maximum achievement. With proper planning, conflicts CAN be avoided.

ABSENCES AND TARDIES WILL BE DEALT WITH IN THE FOLLOWING MANNER:

| | |
|----------------------------------|---|
| TARDY | Tardiness due to approved school activities, see the directors one week in advance to avoid penalization. Otherwise, time-for-time will be enforced with 3 rd quarter privileges revoked. |
| EXCUSED ABSENCE | An absence will be counted as excused if approval is given in advance and/or the absence falls under school system guidelines for excused absences (see below). No penalty will occur if this criteria is met. * In order to obtain an excused absence, the following criteria must be met by student/parent: 1. Directors must be notified more than a week prior when possible. In the unfortunate event of an illness or emergency, please contact the band office as soon as possible. 2. <u>Absence request form must be filled out online.</u> 3. Request must be approved by directors. |
| UNEXCUSED ABSENCE | If arrangements are made in advance and an unavoidable conflict surfaces, a student is allowed one (1) unexcused absence from a rehearsal without penalty: An unexcused absence from a performance or a second unexcused absence from rehearsal will result in immediate loss of lettering eligibility and possible removal from the performing ensemble, as well not performing at the next game. Unexcused and excused absences on Thursdays will prevent a member from performing with Marching Band |
| CONFLICTS WITH SCHOOL ACTIVITIES | If the conflict is approved by a director before the missed rehearsal, then the absence will be counted as excused. If the directors are not given at least a week's notice of the absence, then the unapproved absence will be counted as unexcused. |
| UNARRANGED, UNEXCUSED ABSENCE | No shows will result in the loss of ability to earn a letter and possible termination from extra-curricular activities, not performing at the next home game as well as all 3rd quarter privileges revoke. |

Individual needs will be addressed as they occur. This system is subject to modification by the directors.

ATTENDANCE - FULTON COUNTY SCHOOL PROCEDURES!

Students may be temporarily excused from school under the following conditions:

- When personally ill and when attendance in school would endanger their health or the health of others.
- On special and recognized religious holidays observed by their faith.
- When mandated by order of governmental agencies (pre-induction physical examination of service in the armed forces or court order).
- A student may be granted an excused absence not to exceed one day in order to register to vote.
- Students may be excused from school attendance when prevented from such attendance due to conditions rendering school attendance impossible or hazardous to their health or safety.

If a student is in school, he/she is expected at rehearsal that day!

The mere filing of a request does not guarantee an excused absence!

Phone calls must be followed up by the appropriate paperwork!

All follow-up is the responsibility of the student/parent!

POLICIES, RULES AND PROCEDURES

LETTERING REQUIREMENTS AND BAND ROOM EXPECTATIONS

VARSIITY LETTER REQUIREMENTS

The Varsity Letter is an award designed to reward outstanding contributions to a specific school activity. The band letter represents participation above and beyond the minimum level of attendance and performance.

Students will earn pts based on their participation in various band activities. There are several different activities and performances that will carry credit toward the letter, so it is possible for a student to be flexible and creative when scheduling their band functions in order to qualify for the award.

ALL STUDENTS WILL BE RESPONSIBLE FOR ENTERING THEIR OWN PARTICIPATION PTS USING THE LINK ON THE BAND WEBSITE. (www.roswellband.com). STUDENTS MUST ENTER THE PTS WITHIN SEVEN (7) DAYS OF THE EVENT. AFTER SEVEN DAYS, THE PTS WILL NO LONGER BE AVAILABLE.

Remember...it is possible to earn a varsity letter through any combination of band events, including chamber ensembles, supplemental activities, community honors groups, etc. Students must also attend the scheduled rehearsals and performances of their band class or activity in order to qualify.

Pts needed to qualify for a varsity letter:
Competition Marching Band Members: 145
Fall & Winter Color Guard members: 75
Fall (only) Color Guard Members: 55

PLEASE NOTE: IN THE EVENT OF AN UNEXCUSED ABSENCE OR A NO-SHOW FOR A SCHEDULED REHEARSAL OR PERFORMANCE, THE STUDENT WILL IMMEDIATELY LOSE THE OPPORTUNITY TO EARN THE VARSITY LETTER. SCHOOL DISCIPLINE INFRACTIONS (ISS, OSS) WILL ALSO RENDER THE STUDENT INELIGIBLE FOR A VARSITY LETTER.

USE OF BAND FACILITIES

The use of band facilities before, after, and during school is a privilege. Students who abuse the facilities and its contents will be disciplined accordingly. Any abuse or damage will be considered vandalism.

The following rules are in effect for the entire band area:

1. Only band students are permitted inside the facility except for business with the directors.
2. No playing around or horseplay.
3. NO FOOD, DRINKS, OR GUM are allowed in the band facility at any time.
4. All equipment, including instruments, auxiliary items, percussion items, etc., are off limits without expressed permission of the directors.
5. No littering or rearranging furniture.

No storing of personal items such as books, clothing, lunches, etc., will be allowed. The band facility is not a locker. The band will not be responsible for such items.

6. **The Band Lobby is off limits during study hall and ALL LUNCHES. Students will be given detention if caught loitering.**

POLICIES, RULES & PROCEDURES- PERFORMANCE PROCEDURES

REHEARSAL/PERFORMANCE

PROCEDURES

Rehearsal time is valuable time and every moment must be used efficiently. The following rules apply to all groups:

1. Upon entering the rehearsal hall, acquire your instrument, music and equipment and go directly to your seat.
2. When the director or staff member steps in front of the band, all talking and noise will cease.
3. Warm-up will student or director led.
4. Students who are late will receive a tardy or will have third quarter privileges revoked.
5. There is no excess playing during any time.
6. Rules for Marching Band will follow the same procedures as class.
7. While on the field, drum majors oversee the band. There will be no excessive talking. Inattentive students will be disciplined or dismissed from the rehearsal and replaced by alternates.
8. Students are expected to make a real effort to improve daily. This can be accomplished only with outside practice and effort.
9. At the end of rehearsal, each student is to put away his/her own instrument, music and other items. NO items may be left out of place. This applies to all Roswell Band Program functions.
10. Violations of these procedures may result in detention or other disciplinary action.

BUS PROCEDURES

1. Load only when the chaperone has check you in.
2. Anyone not on the list goes last and must be added to the list. (Drum Major checks bus to bus).
3. No one enters through the emergency door of the bus.
4. Instruments should go under seats when possible, in back two seats if too large to fit under the student's seat.
5. NO screaming or excessive noise
6. Any incidence of swearing/profanity; arms and heads outside windows; uniform abuse; etc., will be dealt with by the directors upon return to Roswell.
7. **The bus should be kept clean at all times. Student leaders and chaperones are NOT bus maids.** Student leaders will check their assigned bus for trash, lost equipment and other items which may have been left behind. Chaperones and Student Leaders have the authority to call individuals back to the bus to clean or claim found items.
8. Electronic entertainment devices are allowed with headphone only.
9. Depending on conditions, we will announce our procedures for stadium entry, case storage, etc. when we arrive at our destination. Students should remain seated and quiet until the all clear to unload.
10. If any written information schedules, gate passes, etc. needs to be distributed, this will be done by the adult chaperone posted at the front door of the bus. The information will be given to the students as they exit the bus.

FOOTBALL GAME PROCEDURES

11. Band assembly times will vary with the football schedule, and will be announced during the dress rehearsal prior to the day of the game.
12. Students should arrive in full uniform
13. Instrument cases and ponchos will not be needed except in the event of inclement weather
14. All instruments and uniform parts should be CLEAN and in good condition. Instruments should be cleaned regularly to remove the excess dirt that accumulates when playing outdoors.
15. All members are expected to attend every function in which the band participates. If you are unable to attend a performance, you must provide a written excuse to the director five (5) days or more in advance. Personal illness, death in the family, weddings, and religious holidays are usually the only legitimate excuses for missing a performance.
16. No band member is permitted to leave the organization in advance of group dismissal at any time, unless excused by the director **ONE WEEK PRIOR TO THE PERFORMANCE.**
17. While seated in the stands, only band members are allowed in the ranks.
18. The band will always sit in sections.
19. Attention should be given to the band director and drum majors when they are standing in front of the band.
20. We play only as a group in the stands. Solo performance is strictly prohibited.
21. No inappropriate cheers. Organized cheers, planned ahead of time or done with the cheerleaders are permitted.
22. Wind players should avoid jumping around in the stands, and should remain seated whenever possible in order to avoid accidental damage to the instruments.
23. To move from place to place in rapid manner, we must be able to give instructions to the group in an organized manner.
24. Students will ride buses back to Roswell following away games and will be released after the announcements in the band room. It is requested that parents and friends **DO NOT PARK** in unmarked areas or on the curb, in order to prevent hazardous conditions involving the buses and equipment truck
25. **STUDENTS WHOSE EQUIPMENT IS CARRIED ON THE TRUCK SHOULD ASSIST IN THE UNLOADING AND STORAGE OF THE INSTRUMENTS.**

POLICIES, RULES & PROCEDURES- MODEL SCHEDULES FOR PERFORMANCES

MODEL SCHEDULES

THIS IS A GENERAL ITINERARY THAT MAY CHANGE! All changes to times will be announced the week of the game depending on the distance of the game and/or special circumstances (we need to perform pre-game, roads closed due to homecoming parade, etc.).

MODEL SCHEDULE FOR HOME GAMES!

| | |
|---------------------|---|
| 3:30 P.M. | SCHOOL DISMISSED |
| 3:30 P.M.-5:45 P.M. | Eat and change into uniforms |
| 6:00 P.M. | On the patio at attention for uniform check (**failed check= not performing) |
| 6:05 P.M. | Warm Up and Stand Tunes Check |
| 7:00 P.M. | MARCH IN |
| 7:30 P.M. | Kick-off |
| Halftime | Marching Band Performs |

MODEL SCHEDULE FOR AWAY GAMES

| | |
|---------------------|--|
| 3:30 P.M. | SCHOOL DISMISSED |
| 3:30 P.M.-5:45 P.M. | Eat and change into uniform |
| 5:45 P.M. | In the Band Room at attention for uniform check (**failed check= not performing) |
| 6:00 P.M. | Departure |
| Halftime | Marching Band Performs |

Concert Procedures

On the day of a Roswell concert, students will be expected to assist in the transport of percussion equipment, chairs and stands to and from the performance site. Transport and setup of equipment to the performance site will normally occur immediately following school on the day of the concert. Break-down and transport of equipment back to the original location will normally occur immediately following the concert. It is part of their responsibility as a member of the ensemble. Student arrival times and warm-up procedures will be announced to the students during class. Times will vary due to concert times, locations, and band placements. **ALL PARENTS ARE STRONGLY ENCOURAGED TO ATTEND ALL CONCERTS.**

MODEL SCHEDULE FOR CONCERTS

| | |
|----------------|--|
| 3:30 P.M. | SCHOOL DISMISSED |
| 6:30 P.M. | ROSWELL Concert Band ON STAGE FOR WARM UP ROSWELL Symphonic Band IN BAND ROOM FOR WARM UP |
| 6:50 P.M. | ROSWELL Wind Ensemble 1 IN AUDITORIUM |
| 7:00 P.M. | CONCERT STARTS |
| 8:15-8:45 P.M. | CONCERT ENDS |

POLICIES, RULES & PROCEDURES-OVERNIGHT TRIP PROCEDURES

- Members of the Roswell Band Program are expected to represent our school and the community in the most positive and responsible manner possible at all times.
- All Fulton County Board of Education, Roswell High School and Band policies and rules are in effect for all trips and activities.
- Conduct violations that are school suspension offenses or deliberate disobedience of a directors' instructions will result in the immediate removal from the trip of the involved student(s) and their return to their parents as soon as possible. The student's parents will be responsible for any and all costs incurred by the RHSBBA or Roswell High School for the return trip of the student(s).
- Students are to follow directors' and chaperone's instructions at all times.
- All students should realize that for the duration of the trip any personal desires, uniqueness of character or other individual traits must be considered secondary to the needs of the ensemble. All decisions will be made based on what is best for the entire group, which will facilitate large group movement and control.
- Public displays of affection (PDA's) are inappropriate. Please refrain from pursuing such inclinations at all times during the trip.
- Students bus and room assignments will be made and maintained throughout the trip. Only upon authorization by the band directors will any changes be made.
- No girls are to be in boys' rooms, as well as no boys are to be in girls' rooms, at any time. First offenses will result in removal from the trip and return home. No couples are to room together, regardless of sex or gender.
- Hotel rooms are to be locked at all times. Never leave money or other valuables in your room such as instruments, radios, cameras, etc.
- All scheduled events must be strictly attended by everyone. Please be flexible. When traveling with large groups you should expect some delays and inconveniences. If you can adjust, it will help improve the situation.
- Student's hotel door is to remain completely closed through the lights-out period each night. If students are found outside their rooms or open their door they will be sent home on the first offense. NO EXCUSES ACCEPTED!
- When traveling without a Chaperone, students must stay in groups of four (4) at a minimum. If you are observed by a Chaperone not following this rule, the student(s) will be assigned a Chaperone for the rest of the day. This rule is purely for the safety of the students.
- Chaperones will take roll each and every time the buses are loaded. Each student will be accounted for as they enter the bus.
- Conversations are to be at a normal level on the bus.
- The bus will be kept clean at all times. Chaperones will not pick-up after the students. Student leadership will monitor the condition of the bus during the trip.
- Radios without headphones, loud conversations/noise, and drumming will not be acceptable on the bus.
- Key Captains will be assigned to each room. If a key is lost, a replacement fee will be charge to the Key Captain. If the Key Captain does not want to be responsible for the keys, they can be turned over each morning to their chaperone
- Any negative behavior not specifically mentioned which tends to reelect unfavorable on the students and/or chaperones during the trip will be in violation of the expected behavior and will result in appropriate discipline per the band directors.

SCHOOL-OWNED PROPERTY

Instruments - Each student who uses a school-owned instrument is completely responsible for the care of that instrument or piece of equipment. Lost or damaged items shall be replaced or repaired at the student's expense. Before school-owned instruments are checked out, a check-out form must be filled out and filed with the directors. Students must return any item checked out at a director's request.

Uniforms -Marching students will be issued uniforms. The students must supply the designated style shoes and socks. Members of auxiliary units must check with their instructor for uniform information. Uniforms are to be hung neatly at all times. The Rental Fee form is distributed with the band camp packet. **NOTE:** *Accessories such as shoes, gloves, socks, etc. are the financial responsibility of the student and owned by the student. This includes cleaning and upkeep expenses. Such accessories are not to be stored at school. The band will not be responsible for the items in any way. In Class Band students will buy their respective uniform. YOU OWN IT! Please keep it in pristine condition.*

Music - Each student must keep their music in good condition (clean and not torn). Music which is lost or returned in poor condition will be replaced at the student's expense. See librarians for any problems concerning music.

Items lost or damaged due to student neglect shall be replaced at the student's expense.

POLICIES, RULES & PROCEDURES- INSTRUMENTS & UNIFORMS

INSTRUMENT REPAIR INFORMATION - FOR SCHOOL OWNED INSTRUMENTS

- Instruments owned by the Fulton County School System include those that are not normally purchased by individuals (i.e., marching instruments, tubas, bass clarinets, and other expensive specialty type instruments). These instruments are purchased through the Boosters or with Fulton County funds.
- These instruments are signed out to individual students (or may be shared depending on the number of students vs. instruments owned) for use during the year.
- School instruments require regular maintenance and upkeep. Funds for the maintenance of the instruments are currently provided through Fulton County Schools.
- Accidental damage is the responsibility of the individual student/parent. (Read the statement on the sign-out form.).
- BEFORE ANY SCHOOL INSTRUMENT IS TAKEN TO THE SHOP, it must be cleared by a director. If the instrument is taken in for repairs without the knowledge of the directors, then the family whose name appears on the sign-out form will be responsible for paying the full cost of the work.

BAND UNIFORM POLICY

Marching and symphonic/concert uniforms are fitted/distributed/ordered on a cyclical basis. Specific dates and times will be communicated to students in class, by postings in the band room, announcements by the drum majors and section leaders, to parents via email, at RHSBBA meetings, on the website, social media platforms and in the newsletters. If a student has a conflict on the scheduled date and time, that student is responsible for contacting their section leader AND a Uniform committee chairperson PRIOR to the scheduled date – the uniform committee persons will schedule an alternate date and time. The schedule is to allow ample time for each student to complete the fitting process. The proper fitting of a uniform takes time. Each student is required to try on a uniform to ensure proper fit.

The collecting/storing of marching uniforms is also performed on a cyclical basis. Students will be advised as to when and how uniform items are to be RETURNED. At collection time, help your student gather ALL uniform items, any temporary hems you put in MUST BE REMOVED, all items must be returned cleaned by a professional cleaner or according to instructions. Any student returning an item that has not been cleaned will be charged a \$15 cleaning fee. This will ensure all uniforms are ready to be placed in storage.

Each uniform item has an inventory number. The inventory numbers are recorded when the uniforms are issued. The uniform committee keeps the inventory record. Each student is responsible for keeping track of the EXACT NUMBERED UNIFORM ITEMS THAT HAVE BEEN ISSUED TO THEM. Failure to return the uniform item that is issued will result in having to pay the replacement cost for that item.

- **May to Early Summer:** Order and pay for marching and symphonic accessories. Fit and hem marching uniforms.
- **Mid to Late Summer:** Pick up marching and symphonic accessories previously ordered.
- **Fall:** Fit and distribute symphonic/concert uniforms.
- **December (Unless a later performance date has been scheduled)** Return marching/color guard uniforms for final cleaning and storage (temporary hems must be removed before cleaning).

MARCHING BAND PERSONAL ACCESSORIES

There are several personal accessory items that each marching band member is responsible for purchasing.

- **Black Gloves** - Freshmen and students new to marching are required to purchase 2 pair of gloves - this ensures the availability of a clean pair at all times. A suggestion is one pair for football games and reserve the other pair for parades/competitions. Gloves are washable and should be kept clean. Additional gloves may be purchased throughout the season as needed, just ask the uniform staff.
- **Shoes** - The band wears black MTX marching shoes. These are specific marching shoes and each member of the band is required to own a pair. It is the student's responsibility to keep their shoes shined. It is suggested student's put their name in their shoes under the insole.

- **Socks** - Only full length, solid black socks. NO anklets are to be worn.

Concert Attire

Each student will be fitted from a concert uniform and will be responsible for wearing the uniform on concert days. During Uniform fitting days, each student will be responsible for placing an order for their uniform option.

-Men: Black Vest, Black Shirt, Black Tie, Black Flat Front Pants, Black Shoes and Black Dress Shoes

-Women: Black Pants, Black Blouse or Collard Dress Shirt or Black Dress.

UNIFORMS

WEARING THE MARCHING UNIFORM!

While in uniform, each band member represents Roswell High School. Uniforms are never to be worn to events other than those designated by the director. Always wear the entire uniform with all accessories, unless otherwise informed by the director.

Students are **NEVER** permitted to wear **jewelry (earrings, bracelets, necklaces, piercing), watches, any make-up (including foundation or lipstick), or nail polish** when in uniform. **Both FEMALE AND MALE students are required to tuck all hair that falls below the jacket collar up into the hat. A white tee shirt** is to be worn under the marching jacket unless otherwise instructed by the uniform committee members. Compression shorts, or thin athletic shorts are appropriate under uniform pants. Long underwear is great later in the season. **No jeans, jean shorts, cargo pants or other bulky garments may be worn under the uniform. Solid black socks** (not blue or brown and no anklets) must be worn with the marching black marching shoes. **Clean black gloves** are always worn when performing.

CARING FOR MARCHING UNIFORMS!

The uniform committee will handle the cleaning of all marching uniforms this year. Students **SHOULD** wash and press their uniform. **DO NOT DRY CLEAN THE UNIFORM.** The uniforms will be stored in the band room and only taken home to be cleaned. Students will be advised when to arrive at school in order dress in their uniforms prior to performances. Following a performance, students will need to hang their uniforms and place on the garment racks as instructed by the uniform committee members.

Always place the shako down on a clean surface with the top of the shako down. To clean the hat, wipe with damp cloth. Allow to air dry completely after each wearing. Before turning in hat and box, wipe inside and outside of the hat and allow to air dry. Do not leave any items in the hat box such as gloves, music, etc.

A garment bag will be issued for travel. Only uniforms and accessories should be placed in the garment bag. Hat boxes are not to be carried in the garment bag. Shoes are to be placed in the shoe bag provided.

Last but not least, the uniform should always be worn properly with pride and dignity.

MARCHING UNIFORM REPLACEMENT COSTS

| | |
|------------------------------|------------------|
| Jacket | 278.00 |
| Hanger | 5.00 |
| Pants | 127.00 |
| Jacket/Gauntlet Button | 2.50 (5 Buttons) |
| Gauntlets | 56.00 |
| Marching Hat | 88.00 |
| Hat Box | 30.00 |
| Garment Bag | 20.00 |

COMPLETE UNIFORM 606.50

ROSWELL HIGH SCHOOL BAND BOOSTERS

The Roswell High School Band Boosters (RHSBBA) is a voluntary association of parents, faculty and community supporters of the Roswell Winds, Guard and Percussion Program. The mission of the RHSBBA is to support and enrich the students' musical and educational experience. The RHSBBA provides administrative, operational and financial support for the entire band program through the dedicated efforts of its membership. A successful booster organization requires the participation of every family involved in the band program. Numerous opportunities exist for every participating family to get involved. Whether you can devote an hour or several days per week, whatever your skills or interest are, opportunities exist for you to contribute to the program's success. Speak to a member of booster leadership, attend booster meetings or simply show up at a practice or performance and ask how you can help. Participation offers tremendous satisfaction in being a part of your children's band experience, the opportunity to get to know the band members and their families and share this special experience with your own child.

The RHSBBA meets once a month. When no general business is to be presented, the meeting group will be updated and posted with the band calendar. The first Tuesday of every month is our General Membership meeting starting at 7:00 P.M. followed by an executive board meeting. The purpose of each meeting is to conduct the business of the booster club and to communicate and discuss issues and upcoming events affecting the band program. The general membership meetings last about an hour, while the executive leadership meetings tend to be longer. These meetings afford all members the opportunity to have their voice heard and to shape and direct the future of the band program.

With extremely limited funding from Fulton County, and the many demands on our faculty and professional staff, the program can not operate successfully without an active and supportive booster organization. A booster organization can not perform without the dedicated efforts and commitment of every family involved in the program. The RHSBBA is YOUR organization and through it, you can directly affect the quality of your family's band experience.

Although there are many opportunities presented to get involved in the RHSBBA, Chaperones and the Equipment Team members are the two groups that are On-Call for just about every event throughout the whole school year. The following descriptions are the procedures these committees follow during the football season.

CHAPERONES

- No excessively loud noise - No profanity
- No abuse of uniforms
- Stay seated while the bus is moving
- Chaperones must sit in the front seats and the last row of the bus.
- Assist in checking roll each time the band boards the busses.
- Make sure the band seating area is clear.
- Assist with plumes during warm-up prior to performance.
- Clean up band seating area; check for lost items
- Clean up and check bus for lost items after arrival.
- Report any buffoonery or negligence of students or staff to Mr. Moon

damage to the props. The truck "Load Master" oversees the truck and his direction should be followed at all times.

- For games, check with the Director about specific load times.
- Always be mindful of the time.

EQUIPMENT CREW

- Coordinate with the directors and instructors several days prior to the game or event regarding specific needs, warm-up areas, etc.
- Develop a checklist to be used when loading to guarantee no "forgotten" items.
- Have a diagram and checklist for placement of the "pit". Assign two people per mallet instrument.
- Conduct a safety briefing for anyone not familiar with the instruments or props. We use lift gate trucks that present a very dangerous situation if not handled properly. The props could be heavy and require a special lift procedure to prevent injury and/or

APPENDIX I: GENERAL INFORMATION

PARENT INVOLVEMENT - We need you! Even if your time is limited there are numerous ways in which you can make the Roswell ensembles even better. Your talents and abilities are needed in areas such as: Equipment Team, uniform fitting, carpentry, typing, sewing, ticket sales, fundraising, social media, photography, field maintenance, chaperoning...and the list goes on and on. There are always plenty of projects to go around. The more you get involved, the more you get to see the benefits that your child enjoys as a part of the band.

REHEARSALS - In order to give the student the maximum benefits of the program, it is necessary to hold some after school rehearsals. Marching band requires the most time, since it is a totally extra-curricular, and since it involves not only playing, but moving in intricate formations as well. Concert band rehearses periodically during the winter months, and jazz ensemble as well as all other ensembles (also all extra-curricular) rehearse in the afternoons after school. Schedules are published well in advance, and the directors and sponsors are very willing to work out any conflicts that might arise periodically. Rest assured that we would get by with the minimum after school time necessary in order to produce the quality of performance that the students deserve.

PRACTICE - As with any activity, the individual gets back in direct proportion to what he/she puts in. Individual practice is necessary and should be viewed and encourage with the same enthusiasm, as with homework in other subjects. There are many values in the study of music as a discipline that transfer to other areas of learning. Some of our parents have music rooms at home to encourage practice. In order for a student to realize his/her full potential and in order to move to the top of our bands, private instruction is becoming necessary. Please help your student understand the importance of organized practice time.

TRAVEL -Future travel plans for our band program include parades, music conventions, and other related events. Remember, however, that trips must have some educational value and should not be considered as the main objective of our band program. It is difficult to try and justify a trip that will cost each band member several hundred dollars if there is no sound musical basis for going. First priority goes to providing for the instructional needs of our program.

AWARDS AND HONORS - In addition to the many trophies, plaques, and banners awarded to the marching, concert, jazz bands and ensembles, there are opportunities for each student to participate in the following: Solo and Ensemble festival, District Honor Band, All-State Band and Orchestra, Governor's Honors Program, University Honor Bands, All-American Band, Atlanta Symphony Youth Orchestra, Atlanta Youth Wind Symphony and countless other community groups. In addition, all students are eligible for a varsity letter for their participation in the band program. We are one of the only activities in which a student can easily letter all four years of participation. Letter pt details and procedures are published in this handbook beginning on page ___ and on roswellband.com

SCHOLARSHIPS - There are a wide variety of scholarships available to band students. You do not have to major in music in college in order to receive financial assistance. Many universities grant partial scholarships or one-time grants to non-music majors who agree to play in a college ensemble as elective credit, or waive out-of-state fees in exchange for their participation in the music programs.

ROSWELLBAND.COM, NEWSLETTERS, AND E-BLASTS - Our best means of communication is our website. It is extensive in its coverage of current program, middle school information and alumni updates. **ROSWELLBAND.COM** is constantly updated with the most current information with regards to ALL aspects of our program. Our monthly newsletter is a high-quality publication filled with information and links to additional information on our website. The RHSBBA Director of Communications will send out E-Blasts with notices, reminders and updates as they are necessary. Make sure that the Secretaries have your most recent email addresses so that we can send you all forms of communications.

SOCIAL MEDIA - The Roswell Band Program has accounts on Facebook (Roswell WGP), Twitter (@roswellwgp) and Instagram (@roswellwgp) we encourage to follow us on all of these social media platforms. Not only do we post reminders and information on these platforms, but it is a fun way to link with the Roswell HS community.

APPENDIX II : GLOSSARY

ALL-STATE BAND/ORCHESTRA - The top honor group in the state. Auditions are held in the late fall and consist of a prepared musical selection, scales, and sight-reading on the District level. If passed, the student goes to the state level audition, which includes a more difficult prepared musical selection, scales, and sight-reading. The All-State groups perform in early spring in Athens, GA.

ASSISTANT MARCHING BAND DIRECTOR - The Assistant Marching Band Director shares the responsibility for the operation of R.O.P.E.

AUDITIONS - Auditions occur several times throughout the year. They can be for grades, chair placement, and/or band placement. Auditions will be announced in advance and may be adjudicated by area professionals from outside the Roswell Band Program.

BAND CAMPS – There are 2 weeks of band camp. 1 week at Roswell High School and the other week is at a small university in the Metro Atlanta area. Students concentrate on the music and marching for their competitive marching show and halftime program. Approximately 24 hours of field time are included at the camp or the equivalent of five weeks of regular after school practice. The director(s) and staff run the camp, with help from student leaders. Parent chaperones are assigned to assist the students with whatever needs might arise and to supervise them while they are at camp. There is a mandatory meeting prior to camp in order to exchange the necessary paperwork and to answer any questions that might arise. A fee is charged for the camp that covers the cost of instruction, meals, and activities for the week.

DIRECTOR OF ENSEMBLES - The **DOE** is in charge of the entire band program. This includes any and all aspects related to any of the groups who are involved with the band program. From time to time, additional staff members will be hired to work with specific groups, but they are under the direct supervision of the band director.

COLORGUARD - This group performs using flags, props, and dance to help enhance the overall effectiveness of the marching show. Color guard wears a different uniform. They are considered regular members of Marching Band. Colorguard selection is done in the spring, following 7 to 10 days of training sessions.

WIND ENSEMBLES – Each musician will be placed in 1 of 3 wind ensembles.

CONCERT SEASON - The entire school year. The bulk of performances will occur from September through May. There will be periodic section rehearsals, master-classes, and after school rehearsals required as a portion of the grade, but most students will be involved only one afternoon per week.

DISTRICT HONOR BAND - Usually held in January or February. Members are chosen through a districtwide tryout. District band rehearses for 2-3 days with a highly qualified guest conductor, followed by a concert on Saturday or Sunday. Membership is limited due to instrumentation / ability level needs.

DRUM MAJORS - Drum majors oversee the marching band. The drum majors are third in the chain of command behind the directors and staff. All other student leaders are under the authority of the drum majors during marching band activities. Drum majors are chosen in the spring, following an intense training session.

NEW MEMBER ORIENTATION - A general term for the meeting held each spring for the parents of incoming new members. Students are welcome to attend. Topics will include the specific operation of the band program, introduction of the directors, staff and student leaders, and a general question/answer session on band related topics.

FULL ORCHESTRA- From time to time, members of the wind and percussion sections may be used to rehearse and perform with the Roswell Orchestra. Members will be chosen by the director(s).

FUND RAISING - Needs no definition. Because the funds supplied by the County are so limited, it is necessary that we do several fundraisers throughout the year. Everyone benefits from the equipment and instruction provided by these funds, so everyone is expected to participate. Details are given out at the RHSBBA meetings, on RoswellBand.com in the newsletters and through E-Blasts.

APPENDIX II: GLOSSARY CONTIUNED

GENERAL MEETING - Regular RHSBBA meetings are held on the first Tuesday of selected months at 7:00 P.M. These meetings are the best way of communicating the needs and concerns of the band program, students and parent community. General meetings are open for all members of the band community to attend.

INDOOR DRUMLINE - Audition only performing group similar the marching band drumline. Rehearses and competes throughout the winter and spring in gyms.

ROSWELL HS JAZZ BAND – Jazz Band which usually rehearses one day a week throughout the winter and spring semesters.

LEADERSHIP CLINIC - Spring workshop on effective communication and teaching techniques. Open to everyone. The student leaders from the following year are chosen from those in attendance.

LGPE (DISTRICT BAND FESTIVAL) - Held in February/March, the festival is a chance for the concert bands to be adjudicated along with those from the entire district. Professionals give comments concerning every aspect of musical performance. Festival is an invaluable tool in the continued growth of a quality band program. Parents are encouraged to attend.

MANDATORY MEETING - Any meeting that requires at least one parent to be present. These meetings are rare, but extremely important. Often they are the only means of exchanging information vital to the well being and/or participation of a student in the band.

MARCHING COMPETITION - Held in the fall. The band travels to a site and performs for a panel of adjudicators. Bands are judged on the precision of marching, musical expression, and overall effectiveness of the show. Parents are encouraged to attend.

MARCHING SEASON - End of July through early November, with performances at all varsity football games, Fulton County Marching Exhibition, and select parades and competitions.

MARCHING UNIFORM - Consists of pants, show t-shirt, jacket, gauntlets, hat, plume, black gloves, black socks, black shoes. A vinyl rain poncho is required and will be worn over the uniform in the event of inclement weather. See sections on uniform care/issue for further details.

RHSBBA- RHSBBA is the booster club which supports the winds, guard and percussion program. RHSBBA provides 90% of the funding for the program and supplies chaperones and volunteers to cover various functions.

RHSBBA EXECUTIVE BOARD - The board members are defined by the by-laws and include the Presidents and officers. They meet once per month. Meeting dates are arrived at by mutual consent among the board members. The Board helps to clarify the policies and operation of the booster club.

PRIVATE LESSONS - The quickest way to advance in musicianship is often through private study. One-on-one teaching is not possible in a band class, but can work wonders on a regular basis. A list of qualified instructors will be posted in the band room.

NEW MEMBER TRAINING - Held in late spring, usually the week after school is out, at the high school. This camp is required of ALL new members. Students will learn the fundamentals and basic routines of marching, outdoor playing, and teamwork required for the marching show. Camp is run by the directors, staff, and student leaders. There is no cost involved for Rookie Camp.

SECTIONAL REHEARSALS - Sectional rehearsals are usually held during January, February, and March. Sectionals are for like instruments or groups of instruments. Most students will be involved only once per week.

SMALL ENSEMBLES/CHAMBER MUSIC - Flute choir, trombone choir, trumpet choir, percussion ensemble, brass quintet, woodwind quintet, jazz band, etc. Extra-curricular groups for students who wish to experience music beyond the scope of the daily class routines.

SOLO/ENSEMBLE FESTIVAL - District Festival where individual students or small groups may perform solo or ensemble compositions and are adjudicated by professional musicians.

STUDENT ACCOUNTS - A method for band members to earn the necessary funds to cover the cost of camps, trips, fees, etc. A full description of the student account rules and procedures is included in this handbook. Any modifications or alterations of the program will be discussed at the RHSBBA general meetings.

APPENDIX II: GLOSSARY CONTIUNED

STUDENT LEADERS - Members of the band program who have undergone the necessary training and have been assigned to specific duties in regards to the operation of the band. Appted by the director, the student leaders are expected to set standards of musical achievement, discipline, and positive attitude for the other band members. Student leaders are chosen each spring following a two-week training session.

SYMPHONIC CAMP (SYM CAMP) - Held in January or February, this innovative idea helps the students achieve higher levels of performance in the concert program. Guest conductors prepare the band(s) for a performance in a multi-day period, similar the District Band or All State experience. Individual master-classes are held for each instrument and the students gain valuable information concerning section and ensemble playing.

VOLUNTEER - YOU. No experience necessary. The more the merrier. Help a little or a lot. You'll be glad you did. There are literally hundreds of functions from large to small that require parent assistance. Make your talents and skills available to the band program. The rewards you get are very real, both in terms of the appreciation of the students and staff, and in terms of personal satisfaction.

WINTER GUARD - A performing group similar to the Marching Band Color Guard. Rehearses and performs at competitions from November through April. Membership is by audition.

APPENDIX III: ATTENDANCE

Students may be temporarily excused from school under the following conditions:

- When personally ill and when attendance in school would endanger their health or the health of others.
- On special and recognized religious holidays observed by their faith.
- When mandated by order of governmental agencies (pre-induction physical examination of service in the armed forces or court order).
- A student may be granted any excused absence not to exceed one day in order to register to vote.
- Students may be excused from school attendance when prevented from such attendance due to conditions rendering school attendance impossible or hazardous to their health or safety.

APPENDIX IV: PRIVATE LESSONS

Private lessons give the music student a chance to progress at an accelerated rate towards the mastery of his/her instrument. The private instructor is able to work with the student on an individual level, gearing the lessons to fit the specific needs of the performer. The student is able to hear the improvement in playing almost immediately, unlike the full band setting where players can hide or cover their areas of inexperience by allowing stronger players to carry the weight of the section.

At Roswell, the Band program can benefit greatly by the utilization of the fine instructors who teach in the metro-Atlanta area. All students are encouraged to study privately. Past experiences show that these students achieve a greater level of musicianship, and in most cases acceptance to more honor organizations as a result of the assistance of a specialist on their instrument. The cost per lesson varies with the instructor, as does the location. Some teach at home, others at area music stores, and some of our neighboring universities. It is well worth the time and effort of scheduling lessons if the student can achieve higher ranking in his musical ensembles. Letter pts are available for those who continue private study, but the overall rewards will be realized through better playing, more exposure to music, and increased satisfaction on the part of the students.

A list of private instructors will be provided through the band office as teacher schedules become available.

APPENDIX V: FORMS

In an effort to minimize paperwork and maximize efficiency, the band program has put some of the forms used often on Google Forms. If you are using the online version of this handbook, simply click on the link provided below to be connected to the Google form you need. If you are using the handbook in the printed format, go to RoswellBand.com > Resources>Forms & Handouts> Student Forms or Parent and then the form you are looking for.

ONLINE FORMS

ABSENCE REQUEST - Attendance at all Roswell High School band rehearsals, sectionals and performances is expected and is vital to the success of our program as well as its individual participants. If a student must miss a function, complete the Absence Request Form no later than 2 days BEFORE the anticipated absence. Unexcused absences may result in being removed from an upcoming band performance, being ineligible for a Varsity band letter and, in the case of multiple absences, may result in removal from extra-curricular activities such as marching band. Submitting this form does not guarantee an excused absence.

https://docs.google.com/forms/d/e/1FAIpQLSeEnSGS_o1IdYFUZvSQTTVebJT8PFXRuD0w0P07ewr4t0_V-g/viewform

DISTRICT/ALL-STATE BAND REGISTRATION - Complete this registration form for eligibility to audition for district/all-state. Your registration will not be complete until you turn in your registration fee to the front office.

<https://docs.google.com/document/d/1CxEWachhbH5UeMcWXXuVWIO-iES3lKubnCrhndnfc8/edit?usp=sharing>

VARSITY LETTER PTS REGISTRATION - The Varsity Letter is an award designed to reward outstanding contributions to a specific school activity. The band letter represents participation above and beyond the minimum level of attendance and performance. Students will earn pts based on their participation in various band activities. ALL STUDENTS WILL BE RESPONSIBLE FOR ENTERING THEIR OWN PARTICIPATION PTS. Students must enter the pts within seven (7) days of the event. After seven days, the pts will no longer be available. See the Awards and Honor section of this handbook for details and point levels required.

<https://goo.gl/forms/aS8hTbk3EufEs72>

PRINTED FORMS!

All printed forms (such as pre-game meal order forms, prescription administration form, reimbursement forms, background consent form and fundraising order forms or ticket order forms) change from year to year. They can all be found at RoswellBand.com > Resources>Forms & Handouts> Student Forms or Parent and then choose the form you are looking for. Printed forms are usually found in the handout rack in the band room, located right in front of the director's office as well as e-blasted to the community.

APPENDIX VI: VARSITY LETTER REQUIREMENTS!

The Varsity Letter is an award designed to reward outstanding contributions to a specific school activity. The band letter represents participation above and beyond the minimum level of attendance and performance. Students will earn points based on their participation in various band activities. There are several different activities and performances that will carry credit toward the letter, so it is possible for a student to be flexible and creative when scheduling their band functions in order to qualify for the award. It is possible to earn a Varsity Letter through any combination of band events, including supplemental activities, community honor groups, etc. Students must also attend the scheduled rehearsals and performances of their band class or activity in order to qualify.

ALL STUDENTS WILL BE RESPONSIBLE FOR ENTERING THEIR OWN PARTICIPATION POINTS USING THE LINK ON ROSWELLBAND.COM. STUDENTS MUST ENTER THE POINTS WITHIN SEVEN (7) DAYS OF THE EVENT. AFTER SEVEN (7) DAYS, THE POINTS WILL NO LONGER BE AVAILABLE.

PTS NEEDED TO QUALIFY FOR A VARSITY LETTER:

- Competition Marching Band Members: 150 pts
- Winterguard Only Members: 75 pts
- Indoor Drumline-75 pts

PLEASE NOTE: IN THE EVENT OF AN UNEXCUSED ABSENCE OR A NO-SHOW FOR A SCHEDULED REHEARSAL OR PERFORMANCE, THE STUDENT WILL IMMEDIATELY LOSE THE OPPORTUNITY TO EARN THE VARSITY LETTER. SCHOOL DISCIPLINE INFRACTIONS (ISS, OSS) WILL ALSO RENDER THE STUDENT INELIGIBLE FOR A VARSITY LETTER.

POINT STRUCTURE

Marching Band
IDL/Winterguard PTS

- Rehearsals - 2 pts
- Football Game - 3 pts
- Competitions - 5 pts
- Community Marching Band Performance - 1 pts
-
-
-
-
-
-
-
-

Demerits

- | | |
|----------|-------------------------------|
| -10 pts | Unexcused Rehearsal Absence |
| -30 pts | Unexcused Performance Absence |
| -5 pts | No Instrument |
| -5 pts | Behavior Issues |
| -500 pts | Use of illegal substance |
| -1 pts | Dirty/Improper Attire |
| -1 pts | Un-stored Inst/Music |