

# Statesboro High School Band

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## 2008-2009 Operational Handbook

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## **Student Expectations:**

The SHS Band is an organization with a fine tradition of excellence. Participation in this program is a privilege – NOT a right. Students are expected to exhibit the highest standards of maturity and musicianship at all times. A positive attitude and an open mind are a must for students wishing to be successful.

The band program operates in much the same way that a family does – each individual family member contributes to the good of the whole. As such, the rules (and consequences of not following them) are vary slightly from those of the standard school class. When an individual fails to do his/her part, that individual is expected to make things right by working twice as hard, doing something for the good of the band. We succeed or fail as one cohesive unit - this makes the “band family” concept essential to our success, as it means we are ALL held accountable for our actions.

## **Performance Opportunities:**

We strive to provide many opportunities for student performance. Below is a partial list of the performing groups available:

### **Marching Band –**

As the most visible and recognized performing group, the marching band is responsible for performances at all football games, marching competitions and parades throughout the year. Practice begins in the summer and runs through December as the season warrants. Membership is required of band students in grades 9-12 at the director’s discretion.

### **Concert Band –**

Comprised mainly of 9<sup>th</sup> and 10<sup>th</sup> graders, the Concert Band serves as the bridge into high school literature, giving younger musicians a chance to further hone their musical techniques in preparation for more advanced literature. The group performs several concerts throughout the year, performing a repertoire of both popular and festival literature. Members are encouraged to pursue additional performance opportunities (District Band, Honors Clinics, Solo & Ensemble, etc.).

### **SHS Symphonic Winds –**

The Symphonic Winds is Statesboro High’s elite performance ensemble; as such, the class involves the most difficult and challenging literature – requiring advanced theoretical and pedagogical training. The Symphonic Winds is responsible for performing at all school functions requiring live music. Membership is through audition only – requirements are the same as the Georgia All-State Band requirements. Members are expected to practice daily, and are strongly encouraged to study privately with a local professional to further their musical endeavors. District / All-State Band Auditions are required of all Members. Participation in Solo & Ensemble Festival and honor band clinics is strongly encouraged.

**Auxilliaries / Winterguard –**

Auxiliary Units perform with the marching band during fall semester. The activity combines dance technique with Flag / Rifle / Sabre artistry to create stunning visual presentations. During the winter and early spring, the Winterguard prepares an indoor floor show to prerecorded music featuring more advanced techniques and an independently written show.

**Percussion Class –**

Students enrolled in percussion class (Fall Only) will be instructed on performance on a variety of percussion instruments. The class format allows for percussionists to receive more hands-on training on their instruments than in normally possible with standard concert class structure. Instrumental topics to be covered include drum line (battery), mallet percussion, ensemble playing, rudimentary technique, percussion-related theory, and calypso / steel drum technique. Members of this class participate as members of the SHS Drum Line, SHS Front Ensemble, and the Steel Drum group.

**Jazz Band –**

Jazz is a style of music all its own. Students enrolled in Jazz Band will learn theoretical concepts unique to jazz playing, and will apply these techniques to a wide variety of popular and traditional jazz charts. Students must learn to “let loose” and “feel” the music. Improvisational techniques, solo playing, and swing are among the many pedagogical techniques touched upon in this ensemble.

**Small Ensembles –**

Small and medium-sized groups of similar instruments may be formed for special-needs performances throughout the year. These ensembles may participate in the Annual Solo & Ensemble Festival held in the Spring. Groups meet strictly after school, and are open to all members. Examples of possible groups are: Brass Choir, Woodwind Quintet, Clarinet Choir, Percussion Ensemble, and Jazz Combos.

\* Both marching and concert band formats are essential to the development of a quality band program. Members are expected to participate in band for the entire year, as our band suffers greatly from the inclusion of “seasonal” members. Some schedule conflicts can’t be avoided – the staff will make every effort to include all personnel interested in performing with us.

## Fall Band Participation:

In the interest of creating one united organization committed to excellence in all areas of instrumental music, the band staff has reorganized the participation requirements for students enrolled in fall band classes. Students who are enrolled are expected to participate in some fashion as a member of the SHS Blue Devil Marching Band. We understand that young people these days have more on their plate than ever between classes, work, and teenage life; to make things easier, we have created two participation options to choose from:

### *Alternate*

- After School Rehearsals required only as needed
- Performs Only at Home Football Games
- Performs only in the stands; no marching required
- No Travel is required (No away games or competitions)
- Pays only a Uniform Fee: \$35 – includes all uniform cleanings (marching and concert uniforms) and band t-shirt

### *Full Member*

- Attends all after school rehearsals
- Performs at both home and away games; performs at competitions
- Performs both in the stands and at the Band Halftime Show
- Travels to all away games, playoffs, and competitions
- Pays Band Fee: \$100 – includes all uniform cleanings, band t-shirt, contest registrations, show writing, and travel expenses

There are a limited number of Full Member positions – this was determined based on the Band Commitment forms signed at the end of the previous school year. The Halftime Show Presentation is designed to hold this set number of positions, and cannot be changed.

In the event that a position opens up in the Halftime Presentation, the band director will first ask for a volunteer among the alternate members. If no alternate volunteers for duty, the director reserves the right to fill the spot by requiring the participation of an alternate member. The staff will take into account any athletic or academic conflicts before pressing an alternate into service. The selected member would then be required to attend all rehearsals and performances as a full member. No additional fee payment will be required from those who are pressed into full member service.

By enrolling in the band program at SHS, you enroll in the total program, including marching band. We do not condone “selective participation” within band activities. Choosing to serve as an alternate does not guarantee that you will not have to march in the halftime presentation.

## Band Fees:

Though we are largely funded through taxpayer contributions via the Bulloch County Board of Education, the financial needs of a top-caliber music program often exceed the amount of funding we receive. We rely on fundraising efforts to purchase these items and keep our participation fees low. Many schools now charge participation fees in excess of \$300...the SHS Band Boosters pride themselves on working hard to ensure that our band raises the necessary funds to operate, keeping our fees among the lowest in the state.

State funding provides our facility, our instruments, our music, and funding to provide a Director, Assistant Director, and Auxiliaries Coordinator. All other needs (uniforms, uniform cleaning, halftime show materials, travel expenses, other instructors, contest registration, honor band participation costs, awards, supplies, banquets, social activities, concert expenses, equipment trucks, etc.) must be provided by our Band Boosters.

### 2008 – 2009 Fee Schedule

Uniform Fee (Alternates)	Paid by ALL Members	\$35
Band Fee	Full Participants (Includes Uniform Fee)	\$100
Auxiliary Uniform Fee	Custom Uniform – Varies by Unit	VARIABLES
Band Shoes (Black)	Winds / Percussion	\$25
Band Gloves (Black)	Winds	\$3 / pair
Honor Band Fees	Varies by Event	VARIABLES

A student cannot be issued a uniform until fees are paid. Students must be in uniform to perform with any group. Students who are unable to perform for a *class required* event will be issued an alternative assignment to receive academic credit for that performance.

Payments for Shoes, Gloves, and other Custom Uniforms must be received before the items can be ordered. Students will not be registered for an honor band audition until the fees for that event have been paid.

Any check marked by a bank as “returned” is subject to a \$5 fee.

## Trip Accounts:

With the ever-changing economic climate, it is becoming more cost-prohibitive to travel. Many of the most prestigious events in the music world take place in major cities. Travel is a necessary part of the band experience. In an effort to help all students have an equal opportunity to travel regardless of financial circumstance, we have established a trip account for each student.

Trip Accounts are open for a two year period. Each time the band hold a fundraiser, instead of a silly little prize or a cash reward for one top seller, the Band Boosters will share a *portion* of the profit with each student. These shares are based on student

sales, and are set by the Band Boosters. Students will receive a credit to their trip account at the conclusion of the fundraiser. Please understand that we still need funds to operate our band program – the bulk of our fundraising profit must go into the general fund to keep our program running! Trip accounts are designed to HELP with the expense of a trip. Though it is possible to pay for an entire trip with fundraiser proceeds, how much you earn is directly dependent upon your hard work in fundraising.

Rules to be aware of concerning Trip Accounts:

- You cannot “withdraw” money or receive a refund of monies paid into a trip account. All payments made into a trip account are NON-REFUNDABLE, even if the monies in that account include personal payments on a trip (unless that particular trip has a different refund policy).
- Trip accounts operate on a two-year cycle. If unused after the second “trip year,” the funds in your trip account return to the general fund. USE IT, OR LOSE IT!!
- Trip Account funds CANNOT be used for fee payments, shoe orders, or other band charges.
- When a student leaves the program for any reason (including graduation, dismissal, voluntary quitting, and moving / withdrawal from school), the funds in that trip account return to the general fund.
- Trip Account Balances and Fundraising Activity can be checked at any time on CHARMS.
- Deposits made by the Booster Club are based upon your fundraising participation (items sold / work performed), and are only A PORTION of the profit from that fundraiser.
- Funds in a student’s trip account cannot be used to pay for another person’s trip (unless that person is a member of their immediate family – parent / sibling)

Deposits for a major trip are taken directly from the trip account. Please note that failure to make a required payment can result in your being cut from the trip.

Trip Account funds are a SUPPLEMENT to help you fund the cost of travel. As such, you may still be required to make payments on a trip. Please plan ahead to avoid a problem. Trip account funds are used to cover trip payments beginning with the LAST trip payment. Here is an example of trip account funds being used:

**Example Trip - \$600 cost**

You have \$350 in your trip account.

Deposit 1 - \$200 – You must pay this deposit!

Deposit 2 - \$200 – You pay \$50 ; Trip Account pays \$150.

Deposit 3 - \$200 – You pay nothing ; Trip Account pays \$200

You paid \$250 ; your Trip Account paid \$350!!!

Please keep in mind that a \$600 trip would likely be split into 12 monthly payments of \$50, making this a much more realistic scenario for families on a fixed income.

## Classroom Rules:

As stated above, the band program runs in a similar fashion to a family. As such, the policies and penalties will differ slightly from the average classroom – all regulations are based on the simple principle of respect (for oneself, the music, and others). It is also understood that all regulations of the Bulloch County School System and Statesboro High School are to be followed at all times. The rules listed below are a supplement to those guidelines.

- EARLY IS ON TIME – ON TIME IS LATE!! “Call Time” means the time at which rehearsal, bus loading, departure, or performance BEGINS. If you arrive even one minute late, you run the risk of being left behind. During class time, the school’s tardy policy will be enforced.
- Food or Drinks are not allowed in the Band Room **EVER**. A SEALABLE bottle of water is the only consumable allowed in the room during rehearsal.
- Gum and Candy are NEVER allowed anywhere – these items rot pads, gum up valves, and attract insects to your instrument long after you’ve put it away.
- The instrument storage room is for instruments only – no books, food, drink, or clothes. We cannot be responsible for personal possessions left in storage cubbies, folder slots, or areas of the band room.
- When not playing, respect others’ instructional time by remaining quiet and fingering through a passage in your own music.
- Play ONLY your instrument when asked to do so.
- Instrument and supplies must be brought to rehearsal everyday, and ALL instruments must go home at the end of the day – we cannot guarantee the security of storage facilities when a staff member is not present.
- Instruments must be labeled with a proper nametag (provided) at all times.
- Students are not to congregate in side rooms from the main classroom (e.g. guard room, percussion room)
- Music slots are to be kept clean and free of debris.
- The Electronic Device Policy WILL BE FOLLOWED!

## Disciplinary Procedures – Band Classroom:

Punishment for violation of any rules varies depending upon the infraction. Possible punishments include additional assignments, detention / work detail, or administrative referral. I prefer to handle band discipline internally, as it maximizes the benefit of the correction for both the student and the band as a whole. Typically, the procedure for minor infractions is as follows:

- 1<sup>st</sup> offense – Verbal Warning
- 2<sup>nd</sup> offense – Alternative Assignment / Seating Change
- 3<sup>rd</sup> offense – Parent Contact / After-School Work Detail
- 4<sup>th</sup> offense – In School Suspension / Parent Contact
- 5<sup>th</sup> offense – Disciplinary Hearing with Administrator
- 6<sup>th</sup> offense – Office Referral

Severe or repeated infractions will result in an administrative referral and appropriate disciplinary action. Again, membership in our band program is a *privilege*, not a right. We’re extremely fortunate to have a rich history of success and the support of both our school officials and the community. The quality of the band program depends on the

quality of its members. Continued participation in band can be insured by giving 100% in everything you do, respecting yourself and others by always doing the right thing.

Other regulations may be instituted by the director at any time when the situation warrants. These regulations are in place to promote the success and safety of the band program and its members. Excessive defiance of these regulations or the endangerment of another student is cause for administrative referral and recommendation for removal from the program! The nature of the band activity introduces hazards into the classroom which are not present in standard learning environments. The safety of all participants takes precedence over all other needs.

## **Disciplinary Procedures – Marching Band:**

The nature of the marching band activity requires a more unique approach to discipline. Many of the usual behavior modifications techniques used in the classroom setting are impossible or ineffective.

Marching Band itself is deeply rooted in military tradition. At Statesboro High School, Marching Band is also considered an Athletic Team. Physical training is an essential part of both military and athletic training, and is used to foster discipline and healthy habits among the group.

Safety is paramount! Even a minor distraction can cause a major problem – a collision can result in an injury or severe equipment damage.

### **Additional Marching Band rules:**

- Electronic Devices should never be brought on the field or to a performance! When in Uniform – don't have it! Devices will be confiscated and returned to a parent.
- Gum / Candy is **still never allowed**.
- Students are to MARCH at all times during rehearsal. Improper step size and careless technique can cause a collision and possibly injure someone!
- Be ready when a staff member calls "SET." "SET" means being in the proper position (form) with your instrument in playing position.
- You must bring all equipment to the field.
- Rehearsals are closed to other students of Statesboro High School. We welcome parents and family members provided they do not distract others.
- Any student creating an unsafe condition for himself or others will be asked to leave rehearsal for the day. An unexcused absence will be recorded for that day, and the event will be reported to the student's administrator.
- "Back talk" will not be tolerated. With over 100 students on the field, the staff will have limited time to give detailed instructions only once. Students are expected to follow instructions at all times to the best of their ability. Insubordination is a severe offense.

### **Consequences:**

- **1<sup>st</sup> Offense** – Verbal Warning
- **2<sup>nd</sup> Offense** – Physical Training (Push-ups / Laps)
- **3<sup>rd</sup> Offense** – Dismissal from Rehearsal (Unexcused Absence) / Loss of 3<sup>rd</sup> Quarter Break
- **4<sup>th</sup> Offense** – "Benched" for one week (report to all practices – sit out performances)

- **5<sup>th</sup> Offense** – Demoted to Alternate Status / Dismissal from Program

**Severe Infractions** such as endangerment of another student, insubordination, and violations of county and school policy will result in administrative action (office referral), and can result in loss of travel privileges or removal from the group.

**Consequences do not reset** each day! A pattern of poor behavior results in more severe consequences, and can cause you to lose performance or travel privileges.

## **Travel Regulations:**

Our activities will often involve travel to other schools for football games and competitive events. The following regulations are to be followed for all off-campus activities:

### **General Travel Regulations:**

- All students must have a health form / permission for on file before travelling.
- Bring all requested / required items and toiletries. A good rule of thumb is to pack 1 extra day's worth of supplies.
- Bring **ONLY** what you need...plan your wardrobe – leave your closet at home.
- Any items brought on a trip are the student's responsibility. The school and band staff cannot be held responsible for lost or stolen personal property. This **ESPECIALLY** applies to video games, MP3 players, and smaller electronic items.
- Students must follow directions from all staff and chaperones.
- Stay with the group at all times.
- Report to call times / check-ins **EARLY**.
- No swimming unless an adult chaperone is present.

### **Bus Regulations:**

- Bus Seating is assigned in advance.
- No seating changes will be made without the director's approval.
- Students are to sit with a member of the same sex.
- All Bulloch County School Transportation regulations apply.
- All students must ride the buses provided to the event.
- Students wishing to depart with a parent must present a note before the group leaves for the event. Students can only be released to a legal parent / guardian.

### **Hotel Regulations:**

- No opposite sex room visitation for any reason.
- Rooming assignments will be completed prior to departure, and cannot be changed.
- Students should congregate only in lobby / public areas of the hotel.
- No one is to leave their room for any reason after curfew unless an emergency evacuation is ordered for the hotel. (No ice, no vending, no pizza deliveries, etc.)
- Room doors should only be opened for Band Staff and chaperones. Hotel staff should not contact individual students – they will contact the director, who will then contact students.
- Charging items to a room is not allowed. Phones will not be able to call outside the hotel, and pay services through the television are disabled for student protection.
- Students are responsible for any damage / missing items charged to their room at check-out.

These guidelines are a supplement to the County and School handbooks. Any student found in violation of any of these regulations may face disciplinary action up to and including loss of travel privileges for one year or removal from the program.

## Attendance / Participation:

Attendance is required and expected of each band member. Without 100% attendance, there can be no rehearsal, and the entire band suffers. If you are present at rehearsal, you are expected to participate. If you're well enough to be at school, you're well enough to participate in band.

Band is a performance-based activity. Performances will be factored into your grade as tests. You will be required to attend some after-school hours activities as part of your participation in band. The only acceptable excuses AFTER an absence are:

- Unforeseen Emergency (accident, etc.)
- Death in the family
- Legal school absence (documentation required)

Having to work or not having transportation is NEVER an excuse! Allow us to help remedy your situation by telling us about potential problems in ADVANCE! Conflicts can be submitted via written request, personal visit, or E-Mail. Handling of conflicts is the student's responsibility!

You must be in your assigned area with ALL required items to ensure that you get credit for your attendance.

Tardiness to after school rehearsals is punishable by physical training.

Excessive tardiness to after-school rehearsals will result in the loss of a student's 3<sup>rd</sup> quarter break for that week.

\*\* EXCUSED ABSENCES MUST BE APPROVED IN ADVANCE!!!!

## Attendance / Participation – Marching Band :

In addition to the attendance policies above, the following regulations have been enacted by the 2008-2009 student leadership to promote the success of the Marching Band Program:

**Three Strikes Rule** – Students accumulating 3 unexcused absences jeopardize their position in the field show. We attempt to learn and perfect drill performance at a very fast pace – even missing one rehearsal puts a student VERY FAR behind! Students enrolled in Band Classes may be placed in alternate status for excessive absences from rehearsals.

**Performance Absences** – Students who have an unavoidable conflict for a performance are responsible for reporting that conflict well in advance. If possible, the student should plan to secure a substitute (an alternate) to take his / her place in the show. Substitutes should shadow the student at enough practice sessions to competently march the student's position. It is unfair to expect a substitute to learn drill in a short amount of time due to poor planning. Excused absences are detailed above; please be considerate of the rest of your "band family" when dealing with potential absences. We need each and every performer!

An unexcused absence from a performance counts as 2 "strikes," and can also affect your grade in band class (home football games only)!

**"No Miss" Thursdays** – Marching Band takes up A LOT of a student's time. To make it possible for students to be successful in their academic endeavors, a degree of flexibility is required. On the student's side, being responsible enough to manage multiple commitments is essential to success. Since practically all marching band performances occur on Friday or Saturday, our Thursday rehearsals are used largely for "run through" or "dress" rehearsals.

We ask that any conflicts (tutoring, other club duties, etc.) be taken care of on other days of the week. Many teachers and club sponsors are very understanding of this policy, and will do everything they can to accommodate students involved in fall athletics.

Students who miss a Thursday rehearsal will not be allowed to perform at halftime the following Friday. Students tardy to a Thursday rehearsal must make up the time either through physical training or additional service for every 5 minutes missed.

## Homework / Daily Grades:

Did you know? You have homework in band every day – forever. PRACTICE!!! The more you practice, the better you perform. Good performance habits begin at home or in the practice room.

Daily grades are taken EVERY DAY and calculated as a sum of several factors:

- Participation – follow all classroom rules and participate in all activities during class.
- Practice – All Instruments must be taken home each day.
- Equipment Check – You must have all equipment each day!

## Incentives:

Performance in band is a reward in itself. Students involved in band have an opportunity to perform for a diverse audience. Band members will also have opportunities to travel and perform for audiences outside our community.

As a band member, you will have more opportunities to travel and share your talent than students in any other activity. Picture this: Our highest attended football game last year saw more than 6000 fans at Womack Field. Band students were featured on TV, local radio stations, several internet telecasts, and the Statesboro Herald. Students from our band program frequently involve themselves in honor band clinics at world-renowned colleges and universities. Many students receive a music scholarship or service award from their college of choice just for continuing their band career!

There are also a variety of awards and incentives available to students who excel in band while enrolled at SHS. Actual awards available depend upon many factors, and are determined and awarded by the staff at the Band Awards Banquet in Spring.

## Student Leadership (Marching Band Only):

All positions listed below require a completed leadership application. Drum major candidates are also required to complete the drum major audition process. The number of positions is determined each year by the director based upon need and band enrollment.

Position	Description	Eligibility
Drum Major	Conductor during Marching Band	11-12 <sup>th</sup> Grade
Asst. Drum Major	Conducting Intern	10-11 <sup>th</sup> Grade
Band Captain	Disciplinary leadership position	11-12 <sup>th</sup> Grade
Band Sergeant	Attendance / Discipline	11-12 <sup>th</sup> Grade
Section Leader	Teach sectionals / set drill	10-12 <sup>th</sup> Grade
Quartermaster	Uniform Issue / Maintenance	10-12 <sup>th</sup> Grade
Librarian	Administrative support position	10-12 <sup>th</sup> Grade

A privilege of being a band officer is the ability to assist the director in the planning stages of marching band activities. Officers meet in the summer to discuss new music possibilities and activities for the upcoming year. Officers are also allowed use of the conference area, and receive an award at the end of the year for their service.

## Athletic Letters (Marching Band Only):

Any student who participates in band in grades 8-12 is eligible to letter in band. Band letters work the same way athletic letters do, with the first year earning the actual letter to be placed on an SHS letter jacket (which you must purchase separately). Each year after lettering, a student earns an experience bar as he/she earn another "letter." The Band Letter is the ultimate expression of outstanding individual performance, and is recognized as a symbol of excellence throughout our community. As such, the requirements to letter are strict in order to reserve the honor of a letter for the most outstanding band members.

Band Letters are awarded based on a point system, just as other athletic teams. Just as in athletics, it is possible to letter in a student's first year (in the event of a "dream season"). Points are awarded for the following events:

- Contest Entry (Group or Individual)
- Contest Results (Ranking / Rating)
- Involvement in Ensembles / Groups
- Auditioning for District Honor Band / All-State
- Admission into an Audition-based Honor Band
- Solo & Ensemble Results
- Rehearsal Attendance
- Outstanding Musicianship

Points can be taken away (demerit) for violations of rules, excessive tardiness or absences from required events.

\* The decision to award a letter is made at the director's discretion, and is a fair and impartial one based on hard facts. A band letter is an exclusive honor, and requires a total commitment on the student's part. All award decisions are final.

\*\* The director reserves the right to award or demerit points based upon any action deemed relevant. Band is about more than just excellence in performance. Point values are determined each year based on events schedule, and are posted on CHARMS. Students can check their point balance at any time using CHARMS.

## **Booster Information:**

We are very fortunate to have a school board that supports and funds our band program. Because of that support, there are no fees associated with your participation in class band. However, there are still expenses that run above and beyond the support provided by the Board of Education. The Band Booster Club is responsible for organizing fundraising activities, and will ask from time to time for student involvement. Students are expected to do their part by participating in fundraising activities. Without the money provided by these efforts, we would not be able to enjoy many of the things that we do today.

The Booster Club publicizes important information through an E-Mail list and on our website ( [www.statesboroband.com](http://www.statesboroband.com) ). If you don't have access to the internet, activities are posted on the board in the band room. You can also get an update by contacting the band office during office hours (M-F 8:30 – 9:30).

## **Equipment Procedures:**

### **School Owned Instruments/Equipment –**

The school owns some of the larger, more prohibitively expensive instruments/equipment in the band (Percussion, Tuba, Baritone, Sousaphone,

Marching Baritone, Mellophone, Horn, Oboe, Bassoon, etc). Students are responsible for all mouthpieces, reeds, mallets and sticks, oils, rags, and other supplies needed for the operation and care of your instrument. It is the student's responsibility to keep instruments properly cleaned, and protected from damage. Any damage incurred beyond normal wear and tear will be the responsibility of the student. Equipment will be inspected periodically throughout the year and upon return – if damage beyond what is considered "normal wear and tear" has occurred, the instrument will be sent to Portman's Music for a repair estimate. All charges for repairs considered by Portman's Music and the Band Director will be charged to the student's account. No instrument should be removed from the storage room without first being checked out through CHARMS.

Percussion students will be required to maintain a personal stick bag. The bag will contain one pair of concert snare sticks, one pair of hard plastic bell mallets, one pair of medium yarn mallets, and medium timpani mallets. The stick bag and all mallets may be purchased from any band supplier.

### **Personally Owned Equipment:**

A record of your instrument's model and serial number will be kept in CHARMS. You are responsible for insuring that this information remains current. If you need assistance finding this information, please ask a staff member.

Instruments and other equipment are to be kept in working order at all times. Students are responsible for their own personal instruments. Do not leave your instrument in a position where it can potentially be damaged. The school cannot be held liable for instruments that have not been stored or packed properly. Periodic inspections of student instruments will be conducted to insure that care is being taken to keep the instrument in good working order. I cannot stress enough the importance of a functional, quality instrument. Should you need suggestions or advice when considering an instrument purchase option, please allow me to offer information and insight into the process. I will also happily furnish a list of model numbers and vendors to assist you in your search.

**WARNING!!!** There are a lot of instruments being sold at Wal-Mart, Sam's, K-Mart, J.C. Penny, etc. These horns may seem like a good buy (they're priced CONSIDERABLY lower than the recommended horns, but remember – you get what you pay for. These instruments are made from inferior grade metals and plastics, and cannot be repaired once damaged due to a lack of available parts in the repair community. It is a much wiser investment to spend a little extra now on a quality instrument that will last several years, rather than replace a more inexpensive model when a problem arises.

\*\*\*Students MUST have a nametag on their case at all times. This keeps their instrument readily identifiable. Many students have the same model of instrument, and can't tell them apart from the exterior case alone. A nametag ensures that students take the correct instrument home each day, and never have to worry about another student harming their instrument. Nametags will be provided as soon as they

are available. Failure to have a nametag may result in revocation of storage room privileges.

## **Communication:**

**Website ( <http://www.statesboroband.com> )**

In an effort to help our environment and prevent waste, we primarily distribute materials online via our website. This way, you can download, read, and print only the information that is relevant to you. Instead of wondering where a handout wound up (locker, bookbag, band room floor), you now have access to the information when you need it. This is the best method of communication.

The website is updated often (usually daily) and features information on:

- Band Rehearsal Schedules
- Practice Assignments
- Performance Details
- Downloadable Recordings of Band Performances
- Booster Activity Updates
- Handbooks / Forms / Permission Slips

## **CHARMS (link on the top right of the band webpage)**

The CHARMS information system manages all the “paperwork” aspects of our band program. We purchased access to CHARMS in an effort to make getting detailed information about your student easier. You don’t have to wait for a staff member to return your phone call, collect the information you need, and get back with you; you now have access to your child’s information 24 / 7.

You can find the following in CHARMS:

- Fee Payment Activity (amounts due / payments processed)
- Uniform Information
- Checked-Out Item Information (Music / School Instruments)
- Letter Jacket Points
- Field Trip Account Information

## **Contacting us:**

Should you ever have questions or concerns about participation in band, the staff is available to help in any way possible. E-Mail is preferred, as we have ready access to computers in our classroom, and check E-Mail throughout the day. If you are unable to access E-Mail, feel free to call the band office. Please understand that instructing our students is top priority; we are not allowed to take phone calls during instructional time. Please leave a clear and detailed voicemail including your name, telephone number, and a brief description of your need. A staff member will return your call as soon as possible.

I do ask that you NOT contact the band staff at home or via cell phone unless there is an emergency. Statesboro is still a small town, and despite how much we appreciate everyone in our “band family,” staff members have their own families to attend to once they leave school. Non-emergency requests should be handled through our Officer Phone Tree (Students) – or through the Band Office (E-Mail / Telephone / Conference).

We take great pride in our open door policy – should you need us, please do not hesitate to contact us! Welcome to our “band family!” You’re now part of something great here at Statesboro High. We look forward to meeting and working with all of you.

Joe Ferguson, *Director*  
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Lisa Muldrew, *Assistant Director*  
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Band Office Phone: (912) 764-3013

Band Website: <http://www.statesboroband.com>