

MARCHING BAND RULES, POLICIES AND PROCEDURES

Rehearsal Attendance Policy:

Outdoor rehearsals are held on Mondays, Tuesdays & Thursdays for all members. Two excused absences (sick & absent from school with an approved excuse) are allowed from a Monday or Tuesday rehearsal for the entire season. The third excused absence eliminates that person from the next Friday performance. **Any unexcused absence from rehearsal** (present at school, absent from rehearsal), even one, from a Thursday rehearsal will eliminate a student from a Friday performance. More than one unexcused absence from rehearsal will place that student on the reserve list, removed from the competition show, and that student WILL NOT LETTER for the year. **Any absence from a Thursday rehearsal for any reason** will prevent a student from marching the next Friday performance.

Lettering Policy:

Consistency and continuity are very important to any performance organization and we encourage everyone to participate in every musical organization possible offered through the instrumental music program. All wind and percussion members of the 'Band of Chiefs' must be registered for a class **and** participate in both the marching band and another concert organization in order to be eligible for a letter (at the end of their **SECOND** year) or a service bar (for the 3rd & 4th years). Students who choose to participate in only one group (marching band or a concert group) will receive awards earned by those groups (medals, etc.) **but will not be eligible for a letter or service bar for that year.**

Lettering requirements for all Marching Band members are:

90% attendance to all scheduled rehearsals for 2 years; with no unexcused absences.

100% attendance for all performances for 2 years, unless absence is excused in advance by the band director.

Emergency medical or family situations are of course taken into account **but it is the responsibility of each student/parent to notify the director** (not the section leader, best friend, etc.) of such a situation.

The director reserves the right to use discretion to determine acceptable excuses under any circumstances.

Members of the String Orchestra program are eligible for letters if they have a **100% attendance rate for rehearsals for 2 years** and a **100% attendance rate for all performances for 2 years** (unless absence is excused in advance by the band director). Family emergencies will be handled on an individual basis by the **director only**. The rationale for the increased percentage for rehearsals is that String Orchestra members have a shorter season that does not encompass the entire year.

Playoff Game Attendance:

- The Sequoyah Football team has made the playoffs for several consecutive years and is always in contention for a playoff berth. The band is expected to attend every playoff game.
- Attendance for playoff games is mandatory.
- If you have a conflict that cannot be re-scheduled you must personally contact the director about the conflict and provide a written excuse from your parent or guardian detailing the conflict at the beginning of the season.
- If you are absent from any game without prior verbal and written notification (barring sickness or death in family) your absence will be counted as “unexcused” and will count against your letter.
- Written notification is not a guarantee of an excused absence.

Personal Responsibility

You are always responsible:

- For your instrument, equipment, etc.
- For learning your part, memorizing your music and your drill.
- For always having your drill book updated and on your person.
- For maintaining proper rehearsal etiquette and behavior.
- When arriving back at school late at night DO NOT go through the academic wing; the alarms are on.
- When arriving late, make sure to call for your ride BEFORE everyone else is gone. MAKE THE CALL!

Habitual or consistent infractions involving any or all of the above points of responsibility will result in a one game (or more) suspension during which you are expected to stand at attention on the sidelines during the marching band performances.

Stands Policy:

All members of the band and helpers should sit together in assigned seating and remain together as a group. You cannot eat in the stands in uniform unless the entire group is given permission by the director. You will remain in full uniform unless given specific permission by the director. Do not shout out songs to play to the drum major from the stands. You cannot leave the stands without chaperon permission even to go to the restroom. Only band participants and their parents (who are chaperoning) will sit in the area reserved for 'band'. No visitors, boy/girl friends, etc. will be allowed to sit in the band section. These rules are for the safety of you (the student) and for the reputation of the band program (school, parents and staff). We represent the school and school system wherever we go as a group and we always want to be on our best behavior!

Uniform Care, Guidelines, and Procedures:

1. Uniforms (concert and marching uniforms) are assigned to each student as required wear for all performances. There is a fall schedule posted in the bandroom and on the website keeping you informed of what to wear each performance. Uniform fees are incorporated into marching fees and a letter is sent home at the beginning of the school year notifying and outlining “concert only” fees. Marching band fees include both marching and concert uniforms.
2. Uniforms are not distributed to the students until all fees (or “fees grant” paperwork) are completed.
3. At the end of the year your uniform should be returned to the organization. If you do not return your uniform in good condition (or at all) you will be charged a fee and your report card withheld until the fees are paid or the uniform returned in the above stated condition. We use an itemized list for charges and you will only be charged with those items that are missing or damaged. Note: dress shirts, pearls, cummerbunds and bow ties (for concert uniform), black shoes, white shoes, and gloves are purchased by you and are yours to keep from year to year.

4. The total cost of a marching uniform is \$375 (coat, 2 pair of trousers, shako, plume, and gauntlets), and a concert uniform is \$145. It is your responsibility to maintain your uniform(s) in good condition (dry-cleaned, clean shoes, etc.) and the uniform committee reserves the right to charge a damage or recovery fee during the course of the year; keep up with your uniform and keep it properly maintained.
5. All students will be fitted for a marching uniform during band camp and during the month of October for concert uniforms. Please refer to the “Uniform Dress Code” posted on the website under “Handbook”; it tells you the dress code requirements for specific events.
6. **Personal Responsibility** is the number one priority for all our students; we have wonderful, hardworking parents who strive to keep your child dressed their best but ultimately it is the student (child) who bears final responsibility for their uniform and behavior.
7. On all performances when we wear white pants, students should place their coat hanger back on the rack and NOT IN THE FLOOR! We re-cycle as many hangers as possible and we can't return dirty hangers. Habitual littering of the band room floor will result in section-assigned clean-up after each game.

Home Game Friday Routine:

It has become a tradition (and a good one) for sections to hold a rehearsal before the regular report time. This demonstrates initiative and responsibility and is very valuable for performances; however these must be limited to 30 minutes before report time for home games and no sectionals before away games.

- The band room will be closed every Friday by 4:00 pm. On game days all students must vacate the building at that time until the printed report time.
- Be in uniform ready for inspection at your designated area no later than 6:35 pm.
- You must have the proper footwear (correct band shoe), a clean uniform and your shako by inspection time. If you do not have all these items you will not be allowed to march that evening and more than one instance will result in a marked absence that will affect your letter.
- Parade lineup for march-in (in complete uniform) must be completed by 6:55 pm.

During Halftime:

- Always be ready to move to location ASAP (double time)!
- Kneel down and applaud the visiting band and be courteous!
- Return your plume/sash/gauntlets to a parent/section leader immediately after exiting the field.
- Always keep a disciplined demeanor and attitude when in public. Wearing of the uniform should dictate a higher standard of behavior and you will be held to that higher standard!
- Lineup for your sandwich and drink and return to the stands.

After Halftime:

- ❖ Return to the stands with food, a drink and further announcements.
- ❖ No one is dismissed from the game without the specific permission of the director and only then for good cause. The director will be carrying the sign-out clipboard (away games only) and **you are not dismissed** (with a parent/guardian) until you have checked out with the director. Permission to leave early must be requested in writing in advance to the Band Director in ensure student safety.
- ❖ Remain in uniform until you return to the stands and receive instructions.
- ❖ During the 3rd quarter you can go to the restroom, BUT you are not dismissed for a break; you must be back in the stands at 00:00 of 3rd quarter and be ready to play at the 4th quarter break.
- ❖ 4th quarter we try to play in the stands more; no unauthorized playing anytime!

Concession Stand:

The SHSMABC operate the visitor side concessions and all parents are encouraged to patronize the visitor side. Food costs were built into your band fees and the MABC provides a sandwich and drink after halftime at both home and away games.

After the Game:

- Most home games we will march back to the bandroom; gather up your instrument and/or equipment (including bags) and lineup on the track for parade formation.
- Section leaders are responsible for collecting uniform pants from their section and bagging them for pickup. All equipment must be stored in its proper place before leaving, including proper storage of coat hangers. When you pick up your pants of Friday night immediately place the coat hanger in the large box located by the uniform room door. Every Monday morning that the bandroom is not cleaned each section will take turns cleaning THE ENTIRE ROOM for that week. Do your jobs right the first time and everyone will be happy!

Away Game Routine

- Always be at the bandroom by the posted report time with your **uniform and instrument**.
- Get your instrument and/or equipment ready for loading the trailer first; remember that if it is not placed on the sidewalk it will not be loaded on the trailer. That is your individual responsibility only!
- Double check bus sign up to make sure you know where you are sitting each week, remember that from now on we only sign up for busses ONCE for the entire season.
- Please refer to bus and transportation rules for riding the band busses. Always report questions, problems, etc. to your bus captain.
- Upon returning to the bandroom EVERYONE is responsible for the proper storage of their equipment. If it is left on the sidewalk you can help load everything the next away game and move pit equipment for the rest of that week.

Bus Duties for SHS Band Students and Chaperones

Traveling as a representative of Sequoyah High School carries a certain responsibility to you as a student, parent and the SHS Band. Knowing these few simple rules and following them will make all our trips more enjoyable for everyone: violating any of these rules will result in stiffer rules and penalties for everyone.

Students:

1)** Bus sign-up for marching band will be held during the first week of rehearsal before school begins and your assigned bus will remain the same throughout the entire marching season. Bus sign-up for concert activities will be held on an 'at need' basis. Seats are interchangeable. Please give some thought to your seat partner and chosen bus. There will be 4 buses with the following privileges:

a. Transportation is provided, by the Booster Club and only members of the SHS band, chaperones and family members (family members must purchase a ticket to the game, they are not admitted free) are permitted to ride the bus. Absolutely no 'friends'!!

2) After bus sign-up you should remember what bus you are riding, where your seat is and calmly load all your things.

3) If there is a conflict with the seating chart go first to the bus captain and then to the chaperone to help resolve any problems.

4) The bus driver has the ultimate responsibility and authority while you are on the bus. If they give instructions about anything you should comply. Chaperones will help enforce any rules from the driver.

5) **You are responsible** for your behavior. If you have a problem with this the chaperones are directed to "assist" you with any conflicts. Suspension from 1 or more trips can result in continued problems with a driver or chaperones. If any student refuses to obey a chaperone they will immediately answer to me.

6) The only seating at the present time is your choice. If there are problems with unlady-like or ungentleman-like behavior we will consider arranging seating according to the "need" for behavior modification.

7) Chaperones have the right to move individuals to another seat for any reason they deem valid. Chaperones are on the trips to help with discipline and students are expected to cooperate. Chaperones also are representatives of the band and school and are expected to demonstrate patience and maturity while working with students on the bus.

Some general rules to abide by:

- you must be totally quiet and seated at all railroad crossings.
- keep hands and arms inside the bus at all times.
- excessively loud or boisterous behavior should be avoided.
- keep your seat unless you have a good reason for moving.
- obey all adults that help with the band.
- be courteous at all times!!

8) Any time a bus crosses a railroad crossing everyone must remain in their seat and not talk to allow the driver to cross safely.

9) No talking upon arrival at destination so that you may hear announcements and instructions.

10) Every driver has the right to allow or refuse students from having food and/or drinks on their bus. Most drivers are very flexible unless there is a continued problem with trash. When unloading upon returning to the bandroom please get all your belongings; all parts of your uniform etc., and then pickup your instrument or other equipment and return its to its proper storage area.

10) Everyone is required to meet at school and ride the buses provided by the Cherokee BOE, **THIS IS SCHOOL POLICY!** If you want to ride home with your parents (and parent/guardian only) you must follow these guidelines:

- a. Your parent/guardian must attend the event.
- b. Permission to leave early must be made in writing in advance to the Director.
- c. When the band is ready to depart your parent/guardian see the Director personally to sign the parent/guardian release form, please include your child's bus number.
- d. You are not excused from your obligation until the full band is excused.
- e. You cannot ride home with neighbors, older brothers/ sisters, etc., and especially not boyfriend/girlfriends.

Parents:

The BOE has charged me with the safety of your child while participating with the SHS Band and the above rules and guidelines are for that purpose. When you park at school (parents and students) a couple of things to remember:

- We need the driveway and bus parking for student rehearsal and equipment loading and unloading so please park your vehicle in the senior lot.
- If you are not parking but just dropping students off please let them off in the front and do **not drive into** the back area; please enter and exit at the main (“Sequoyah HS” sign) entrance.
- **No one (other than equipment trailers and concessions workers) will be allowed to drive or park in the back bus lanes area on Friday evenings**
- If a student violates regular school transportation and/or driving rules **I will personally ensure that the student will not drive on campus for a year.** The campus wide speed limit is 15 mph and the safety of everyone here is my main priority!!

Refund Policy for Band Fees:

Band fees are non-refundable. Students who begin the marching season and do not finish the season are NOT eligible for a fees refund.

School Discipline and the Marching Band:

Marching Band is an extra-curricular activity with co-curricular ties to band/orchestra/percussion class. Student membership in the marching band identifies them individually to a high profile organization and because of this membership and inevitable association participation and

membership in the “Band of Chiefs” demands a higher standard of behavior at all times. Participation in any activity for the SHS „Band of Chiefs., rehearsal on or off school campus, and anytime you leave campus with the organization (or as its official representative) the application of all CCSD and Sequoyah rules, policies and procedures as outlined the “Student/Parent Handbook and Discipline Code” will apply.

In addition to CCSD school policy and band organizational rules related to transportation, rehearsal and performance attendance, every student, parent and guardian should understand that when representing the “Band of Chiefs” in member activities and also as a student within the band program, students who incur disciplinary actions from the school (even non-band related discipline) which prevent their participation (i.e. alternative school or out of school suspension) will also be subject to any (or all) disciplinary actions listed in the CCSD “**Student Code of Conduct**” for Extra-curricular/Athletic activities:

CHEROKEE COUNTY SCHOOL DISTRICT

Appendix K: STUDENT ACTIVITY CODE OF CONDUCT

I. Introduction

The Cherokee County School District has determined that participation in interscholastic/extracurricular activities is a privilege for students enrolled in the School District. A student participating in such activities is considered to be a school leader; and, with leadership comes additional responsibility, so students must adhere to the standards and expectations contained in the School District’s Activity Code of Conduct. As such, if a student violates these standards, schools may withdraw the privilege of participating in these activities, regardless of whether the violation occurred at a school-related or non-school-related activity. Schools may also withdraw the privilege of participating in these activities if the student violations occur outside of the scope of the activity’s “season”; or, beyond the scope of the school day/year.

II. Student Infractions and Standards of Behavior

Student Infractions: Any student who commits the following infractions may be suspended or permanently dismissed from the team:

1. Hazing other students—school clubs and student organizations will not use hazing or degradation of individual dignity;
2. Missing practice, rehearsal or activities (unless excused by the coach or sponsor);
3. Truancy and/or skipping classes;
4. Acting in an unsportsmanlike manner when representing the school;
5. Violating team curfews (as established by the coach or sponsor);
6. Any behavior which results in discipline by the school administration; and,
7. Any behavior which, in the opinion of the administration, reflects in a negative manner on the team, activity, athletic program or school.

Standards and Expectations for Behavior: Students participating in interscholastic/extracurricular activities must comply with the following standards and expectations for behavior:

1. Establishing and promoting a positive self-image for the program, school and School District.

2. Exhibiting good sportsmanship.
3. Supporting team/activity rules developed by the activity's coaches or sponsors.
4. Adhering to the School District's Student Discipline Code.
5. Observing all standards and guidelines established by the Georgia High School Association (GHSA) Constitution and by-laws.
6. Obeying local, State and Federal laws governing behavior and conduct.

III. Dispositions for Student Infractions and Standards of Behavior

Dispositions for student infractions and violations of standards and expectations of behavior include, but are not limited to, the following:

- Additional practice or conditioning time
- Conferencing between sponsor/parent or sponsor/student athlete
- Loss of position or awards privileges
- Suspension and/or removal from team

IV. Suspensions for Student Infractions and Standards of Behavior

Applying Suspensions: Relative to suspensions, progressive discipline processes will be utilized in order to create the expectation that the degree of discipline will be in proportion to the severity of the behavior, as well as consideration given to each student's previous discipline history and other relative factors.

1st Offense: Amount of suspension will be at the discretion of the Principal

2nd Offense: Suspension will be a minimum of twice the suspension for the first offense

3rd Offense: Permanent suspension

Reporting Suspensions: Parent/guardian will be notified of the student's suspension. A suspension report will be filed with the Office of Student Activities and Athletics.

Transferring of Suspended Student Athletes: Students suspended from activities will not regain eligibility by transferring to another school within the School District.

V. Dealing with Student Arrests

Reporting of Misdemeanor or Felony Arrests: A student (or his/her parent/guardian) is responsible for informing a school official, which may include the Principal, Athletic Director or his/her Head Coach or sponsor, of misconduct which results in a misdemeanor or felony arrest. This report must occur within five calendar days of the arrest or the student faces disciplinary action up to, and including, partial or permanent suspension.

Confirming Student Arrests: Student arrests that are verified through a reliable source (school administrator, teacher, coach/sponsor, staff member, parent of involved student, School District Police Department, etc.) will be appropriately investigated by the school administration or designee.

Investigations arising from student arrests will be reviewed by a panel comprised of staff from the offending student's school, to include, but not be limited to the following: a school administrator, the school's athletic director, the coach/sponsor of the student, one additional coach/sponsor (as selected by the Principal), and one teacher (as selected by the Principal). It will be the role of this panel to review all information available as a result of the investigation and recommend potential dispositions for any

confirmed infraction to the Principal for his/her consideration—it will ultimately be the responsibility of the Principal to administer discipline. The student may present a written response to the alleged infractions being presented to the panel, but the student will not be present at the panel hearing. The student's parent/guardian will be notified in writing of the panel's decisions.

The school reserves the right to suspend and/or permanently dismiss a student from all extracurricular/interscholastic programs for the remainder of their school career for misconduct, which could result in the arrest or conviction of select misdemeanor or felony crimes.

Addressing Felony Arrests and/or Convictions: Felony arrests constitute an immediate suspension from activities. Relative to that arrest, any subsequent felony conviction of a student may result in a permanent dismissal from activities.

Addressing Misdemeanor Arrests and/or Convictions: Misdemeanor arrests and/or convictions that will cause suspensions from activities may include, but are not limited to, the following areas:

- Disruption of school or school events
- Threats of violence or acts of violence against school employees or students
- Sexual Offenses
- Weapons Offenses
- Alcohol or Drug Offenses

VI. Duration of Code of Conduct

The Student Activity Code of Conduct will be in effect year round.