Richland County High School
Band Program Handbook

RCHS BANDS

www.rchsbands.net

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INTRODUCTION

This handbook has been prepared for the members and parents of the Richland County High School Band program. Please, read this material carefully and be familiar with the requirements, guidelines, schedule and other pertinent information for the upcoming school year.

Students, we hope your experience in the Richland County High School Bands program is rewarding and exciting. With effort on your part, you as an individual musician will contribute to musical excellence in the ensembles. We appreciate your willingness to be a part of the Richland County High School Band program and wish you success in the upcoming school year.

DISCLAIMER

The rules set forth by Federal Law, Illinois State Law supersede that of any polices in this handbook that are found to be in conflict. This handbook adopts policies that are more stringent than those adopted by Richland County High School.

PURPOSE

This handbook was written to serve as a guide to help students and parents understand policies that will be followed on a daily basis in the Richland County High School Band program. Understand that it covers some policies already set forth by the Richland County High School and additional policies that are unique to the Richland County High School Band program. Students are required to follow all guidelines within. Students are also expected to follow ALL rules and regulations set forth by the organizations listed in the “Disclaimer” section. If an issue arises that is not covered is this document, the Band Director will decide on the appropriate action.

ORGANIZATIONAL PHILOSOPHY

Richland County High School (RCHS) Band students will learn the importance of dependability, teamwork, and music. RCHS band students will also learn that hard work is the only path that leads to success. By doing this, students will be prepared to become good citizens and future leaders in our society.

ADMISSION REQUIREMENTS

In order to be admitted into the Richland County High School Band the student must:

1. Have been enrolled in band and in good standing at the time of transfer to RCHS. (transfer students)
2. Understand that band is an academic class according to Richland County High School and the student must be willing to spend time daily outside of class practicing his/her instrument just as he/she would do homework in any other class.
3. Capable of playing a standard band instrument at the level of a minimum of a typical 5th year player (freshman), or higher.

STUDENT/PARENT COMPLAINTS

Dialog between parents/guardians with staff is always welcome. However, to best serve the RCHS students, the band staff, and the administration, students and parents are asked to follow policy listed below when dealing with complaints. Complaints should be presented to the following people in order:

1. Band Director
2. High School Principal
3. Superintendent
4. School Board

From time to time it is necessary to hire outside help (clinicians and instructors) from outside the school district. Those clinicians and instructors are hired on a contract basis and are not to be approached with complaints. In the event that a student or parent has a complaint about a clinician or instructor, he/she is asked to file the complaint with the Band Director.

GENERAL REGULATIONS

Students involved with the Richland County High School Band program are looked at as “band students” even at times when he/she is not formally participating in a band activity. Because of this, these students are expected to be good examples to all other students in his/her classes and in the community. Students that are in conflict with this philosophy will be removed from band at the discretion of the Band Director and Principal.

Band members are expected to follow all Richland County Community School Dist. #1.

Policies regarding appropriate student behavior. Violation of the following policies will

be handled by existing school policy in addition to the "Richland County High School Band Consequences" listed below: boy/girl relationships, cutting-class (during or before school), destruction of school property, drugs, alcohol, tobacco, smoking, fighting, knives or weapons, profanity, sexual harassment, stealing, tardiness, and insubordination.

All negative student behavior (while in band, other classes, or in public) will be evaluated by the Band Director and appropriate disciplinary action will be determined based on the severity of the incident and its impact on the band.

Richland County High School Band Consequences are as follows:

- Lunch detention
- After school detention
- Office write-up
- Exclusion from any special band trip(s)
- If away from school on a field trip, sent home at the parent's expense

The following additional rules will be in affect when the band is at band practice or away from school:

- While traveling on a bus, students are expected to behave in a manner that is not distracting to the driver.
- While students are on the bus he/she is to: stay seated, keep feet off of the seat, and maintain a low volume level.
- Students are to ride on the bus that he/she is assigned.
- Absolutely no public displays of affection are allowed.
- When arriving at the destination, the students are to sit quietly and wait on the bus for further instruction from the band director.
- Students are expected to follow the itinerary as set forth by the Band Director.
- Students are not allowed to go anywhere that he/she does not have prior permission to go.

DISMISSAL TO A PARENT/GUARDIAN

Students are expected to travel with the band to and from all activities. In the event a parent finds it necessary to drive a student to or from a band activity, the following policy will apply:

- Students must sign out with the director of the bus in which he/she was riding after the performance is over. Early dismissal will not be permitted unless there is a special circumstance pre-approved by the Band Director.
- Students will only be permitted to leave with his/her parents or guardian, unless a signed note from a parent or guardian approves a ride with an authorized adult.
- A director must see the student leave with the parent, guardian, or an authorized

adult.
- The band will not wait or make an additional stop in order for the student to leave with that person.

ATTENDANCE AND SCHEDULE

If individuals are not present at performances, the entire group is affected. Because the schedule is given to the students at the beginning of the term, students are aware of the band schedule well in advance. Students are expected to make arrangements to attend all performances and rehearsals.

An excused absence can only be granted with prior notification in writing, or email. Emergency situations require a phone call as soon as possible. The high school phone number is **(618) 393-2191**. Simply ask to be transferred to the band room. Parents or students are asked to leave a message with the high school administrative office should the band director not be available. In the event of an emergency absence, the student should bring written documentation upon his/her return to school in order for the absence to be excused. For example, a student should bring a doctor's note in the event that he/she missed a performance due to an illness.

Per school policy, students absent from school cannot participate in an after-school practice or performance. Acceptable excused absences are as follows: *severe personal illness, death in the family, school related performances, or a "once in a lifetime event."* Absences that a student wishes to be considered a "once in a lifetime event" must be submitted at least 2 weeks in advance of the projected absence.

Absences from a contest must be requested at least 30 days in advance. The Band Director will make the decision whether or not to excuse the absence in a case-by-case manner.

Work, dentist appointments (non-serious nature), orthodontist appointments, outside-of-school organizational activities, club meetings (school or otherwise, unless approved by the band director), and non-serious family member illnesses will not be excused and will result in the proper grade reduction. Dental emergencies (ie. severe tooth ache, tooth knocked out, abscess, etc.) will be covered by the "severe personal illness" excuse. If a student is found to have an attendance problem, regardless of the nature, the student may be excluded from special activities.

GRADING

Grades will be earned based on the student's ability to: classroom & performance participation, attendance and show musical ability and marked progress. Grades will be divided into four categories. The four categories include: In-Class Work, Performances, Playing Tests and Written Assignments. The final grade is based on the following percentages:

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = 00 – 59%

The following is a representation on how grades will be determined:

IN-CLASS WORK (REHEARSALS) = 30% of final grade

Each student begins with **10 points** for every rehearsal. Deductions will be made through the following infractions:

- An unexcused absence from a rehearsal (minus 10pts)
- Not participating (minus 5pts) *and removal for the remainder of the class period*
- Missing instrument for rehearsal (minus 4pts)
- Missing music for rehearsal (minus 3pts)

PERFORMANCES = 30% of final grade

Each student begins with **100 points** per performance. Deductions will be made accordingly. Students that are deemed ineligible to participate in performances will be required to do alternative written work in order to receive credit. The Band Director will inform the students of the alternative assignment(s). Grading for tardiness begins at the official "call time."

- Missed performance minus 100 pts.
- 1 – 15 minutes late to a performance minus 15 pts.
- 16 – 30 minutes late to a performance minus 30 pts.
- More than 31 minutes late to a performance minus 45 pts.
- Missing required supplies for performance minus 45 pts.
- Not participating minus 60 pts.
- Disruption minus up to 15 pts. per infraction

PLAYING TESTS = 30% of final grade

Each playing test is worth **100 points** each. Every student is assigned musical excerpts to perform on the playing test. The testing material will be selected from the following sources and may vary from student to student: *concert band, marching band and athletic band (junior high school band only)*

WRITTEN ASSIGNMENTS = 10% of final grade

Each written exam is worth **100 points** and will cover common musical terms & notation, basic music theory & music history.

HONORS WIND ENSEMBLE

The *Honors Wind Ensemble* is the premiere concert band at RCHS. This is an auditioned ensemble that meets before school over the second through fourth quarters from 7:00-7:50 AM. The *Honors Wind Ensemble* performs at festivals, competitions, and performs extensively within the community and at the high school. This ensemble also supports several home basketball games. Auditions are held near the end of the 1st term. **Those students that pass the audition for the *Honors Wind Ensemble* may register for the course under the condition that this is a three-term obligation that covers terms 2, 3, & 4**.

REHEARSALS (PRACTICES)

The following procedures and policies are in affect for rehearsals:

- Students are expected to be in the designated area with all of his/her materials at the designated time.
- No talking is allowed during the rehearsal.
- Students will be graded on his/her level of participation during rehearsal.
- When the director is working with an individual section or student, the rest of the band is to remain quiet.
- Students are not allowed to leave rehearsal until the band director has dismissed them.
- Students should take care of restroom issues before or after rehearsal.
- Students are reminded that they are to adhere to the school dress code at all times.

PERFORMANCES

These procedures and policies will be in affect for band performances:

- Students must be at the band hall at the designated time (call-time).
- Students will be given instructions as to where he/she will change into uniform- if applicable.
- Students are to wear the uniform in the appropriate manner unless otherwise noted by the director. Either way, all band students will be "uniform" at all times.
- Students are not allowed to go about as he/she pleases. He/She must be in the appropriate place at the appropriate time.
- There is to be absolutely no playing on the instruments unless instructed to do so.
- Students must sit in his/her designated area at ALL times.
- Students are expected to adhere to a high level of professionalism at all times.

- Students must follow the itinerary given to them by the directors.

Students may be asked to sit out of a performance with loss of credit for any of the following reasons:

- He/she does not have all proper uniform items
- His/her uniform/concert attire looks unkempt, stained, or wrinkled due to poor care
- He/she has certain behavior infractions
- He/she does not have all of the items he/she needs to perform
- He/she is unprepared (even if due to extended excused absence)

FOOTBALL & BASKETBALL GAMES

- No "outsiders" are allowed in the band set-up. This also applies to sitting immediately next to the band.
- Students are expected to remain seated in his/her spot and quiet unless celebrating for a good play.
- Students may not eat or drink (except for water) with the uniform jacket on.
- At the conclusion of the game, the band will play the Fight Song and the School Song.

SCHOOL OWNED INSTRUMENTS

Students are expected to provide their own instrument for use in band. The school may issue an instrument to a student based on need as determined by the music department or administration.

Students are expected to take care of school owned instruments! It is a privilege to use a school instrument and one must treat the opportunity as such. If damage (other than normal wear and tear) should occur, the student will assume responsibility for the repair or replacement of such equipment. If a school instrument is not working properly, a student MUST NOT take it to be repaired; he or she should inform the director(s) so that problem may be corrected. This policy also applies to printed music and other school property designated part of the music program.

An Instrument Checkout Form will be kept on file, and will contain the name, model, and serial number of the instrument; your name as the person to whom it is checked out; a place to sign your name; and a place for your parent or guardian to sign.

CONCERT ATTIRE / UNIFORMS

ATHLETIC BANDS

Uniforms are an important visual aspect of our band. We are judged on our appearance as well as our playing ability. Never leave your uniform in a state of disrepair. Students will be expected to treat the uniform properly when in their possession.

CONCERT BANDS

Unless otherwise stated by the Band Director, all concerts will be performed in black-and-white attire, as listed below. Concert attire is provided by the RCHS Band Program:

Males:	**Females:**
Black dress shoes	Black dress shoes
Black dress socks	Black concert dress
Black tuxedo pants	Black slacks or shirt (knee-length or lower)
Black tuxedo jacket	Black dress shirt
White tuxedo shirt	Black dress slacks (alternate concert attire)
Black bow tie	Black dress blouse (alternate concert attire)

The director may authorize members of the Jazz Ensemble & the Jazz Lab Band to wear formal attire other than the school's black & white concert attire. This shall be addressed concert-by-concert.

FUNDRAISING

There will be periodic fundraisers that happen throughout the year. We ask all band members and parents to participate. These fundraisers are for all bands within the RCHS Band Program. Please check the website and calendar for details on upcoming fundraisers.

CONCERT & EVENTS CALENDAR

The Richland County Bands schedule may also be found online at: https://www.rchsbands.net

RCHS BANDS RESOURCES

Richland County Bands utilizes many resources to keep parents, guardians, family members, and friends of RCHS Bands informed. Stay informed by visiting following us on…

RCCU1 App - this app is a messaging service that allows the RCHS Bands staff to forward information through a messaging service. Once enrolled in a class, students are automatically registered to receive and send messages for that class. Adults will also have access to messages sent out by staff after registering for the RCCU1 app. Once a parent and/or guardian signs up for the RCCU1 app, there is no need to register for other classes in the future.

Schoology - Schoology is an online educational resource. Homework (other than playing tests), and listening assignments may be found on his site. Students are automatically signed up for Schoology by Student Services.

SkyAlert - SkyAlert is a service that robocalls subscribers with important information. RCHS Bands automatically registers the primary phone number for each student as listed on SkyWard. Please contact Mr. Jones should you wish to add another phone number.

Twitter - Twitter is on online news and social networking site where people communicate in short messages called tweets. Follow us on **@RCHS_BANDS** at **https://www.twitter.com**.

CutTime - CutTime is an online resources that helps manage band logistics (primarily student accounts). Registration is done the first day of class.

RCHS Bands Online - This is the RCHS Bands website. Any and all information pertaining to RCHS Bands may be found at **https://www.rchsbands.net**.

RCHS STUDENT LEADERSHIP

A Student Leadership is a student in the position to influence, motivate, and guide fellow students toward achievement of a goal or goals. The student must be in an elected and/or appointed (via audition) position of leadership. Student Leadership is determined at the beginning of each term.

Each concert ensemble has section leaders appointed to each section. Those serving as section leaders within the Honors Wind Ensemble, Symphonic Band, or the Jazz Band shall be selected based on the merits of an audition.

The RCHS Marching Tigers is the only competitive musical ensemble at Richland County High School. Because of this, the Marching Tigers has the greatest number of student leadership, with each position requiring a higher level of eligibility. Those positions include a *Drum Major*, Field Conductor, Captain**, and *Section Leaders.* The RCHS Marching Tigers Student Leadership eligibility are as follows…

- Must be a member of the Honors Wind Ensemble the academic year prior with an average grade of 85% or higher to be eligible to audition/interview

- Exception to the previous rule:
    - Those auditioning for the Color Guard section leader position are not required to be a member of the Honors Wind Ensemble, as there is no Color Guard section within the Honor Wind Ensemble.
    - Those auditioning for the Front Ensemble section leader position is also not required to be a member of the Honors Wind Ensemble, as many within that section have been enlisted from local piano studios or the RCHS Concert Choir, and may otherwise not have an affiliation with band.

- Must be in good standing, with no cases of major disciplinary action or truancy

- Must be available to meet for leadership meetings, and events/rehearsals in which leadership attendance is required

- Must be present at rehearsals and performances, unless an absence is approved under the RCHS Bands Handbook, and the Director of Bands

- Has a history of exhibiting the following qualities:
    - an ability to handle stress, and stressful situations
    - reliability
    - highly proficient in marching, and performing on his/her/their instrument or equipment
    - a positive, and helpful attitude that goes above-and-beyond to help their peers, and staff

NOTE: While RCHS Marching Tigers staff can provide feedback, and students are asked to fill out a survey/ballot on whom they believe had the best audition for the *Field Conductor*, and

Captain auditions, it is the sole prerogative of the Richland County High School Director of Bands on whom will occupy leadership positions. Leadership positions may be expanded, combined, or eliminated from year-to-year based on the needs of the ensemble.
Section leader auditions are based on auditions on his/her instrument or equipment over set excerpts as determined by the Director of Bands. In the event that a member of the leadership fails to meet the standards set above, the Director of Bands has the prerogative to remove said student from that leadership position.

*Up to 1 or 2 individuals may hold this position, size depending on the of the band, as determined by the Director of Bands

TRI-M HONOR MUSIC SOCIETY, CHAPTER 8170

Tri-M Honor Music Society recognizes students who demonstrate musical excellence, academic achievement, leadership, service, and good character.

To be eligible for membership, students must:

1. **Music Participation:** Be enrolled in and actively participate in the RCHS Honors Wind Chamber Ensemble / Honors Wind Ensemble for all four terms of the current academic year.
2. **ILMEA Audition:** Audition for an ILMEA District ensemble during the current academic year. The music teacher may meet with students weekly to assist with audition preparation. Students are expected to demonstrate appropriate preparation and commitment. If a student is not adequately preparing, the music teacher reserves the right to not submit the audition or to permit the student to audition while determining that the audition does not satisfy the Tri-M eligibility requirement. This requirement may be waived by both Tri-M advisors for special circumstances.
3. **IHSA Solo & Ensemble:** Participate in the IHSA Solo & Ensemble Contest during the current academic year.
4. **Leadership, Service, and Character:** Demonstrate leadership, service, responsibility, and good character through participation in the music program and school community.
5. **Academic Achievement:** Maintain at least a **B average in music** and a **C average in all other academic subjects** during the previous academic quarter.

HANDBOOK CONFIRMATION

To save paper, the handbook for the RCHS BANDS handbook has been uploaded onto the RCHS Bands website (https://www.rchsbands.net). Should a parent, guardian, or student wish to have a hard copy of the 11-page handbook, please let Mr. Jones know and he will be happy to accommodate. A paper copy of the handbook is provided upon request.

I have read and understand all of the contents of the Richland County High School Bands Handbook. I understand all of the rules and regulations that are required to be a member of the Richland County High School Bands program. I have also read the "Disclaimer" and understand that a member of the RCHS Bands program are held to the rules of other organizations in addition to the rules in this handbook.

_____ _____

Parent / Legal Guardian Signature Parent / Guardian Email Address

_____ _____

Student Signature Date Signed & Student & Guardian

[Please use pen to sign this document]

HONORS WIND ENSEMBLE CONFIRMATION

The *Honors Wind Ensemble* is the premiere concert band at RCHS. This is an auditioned ensemble that meets before school over the second through fourth quarters from 7:00-7:50 AM. **Those students that submit an audition for the *Honors Wind Ensemble*, and are selected to participate, (or were invited by the director to participate) may register for the course under the condition that this is a three-term obligation that covers terms 2, 3, & 4**. Please do not enroll in the class if you are unable to meet that obligation.

It is imperative that those enrolled in the *Honors Wind Ensemble* continue to be an active, and a full-time participant in the ensemble during the 2nd, 3rd, and 4th terms of the school-year. Should a student drop the class in the middle of the school year, there is now a vacancy within the ensemble that can not be filled. This also deprives another student or students that auditioned to join the *Honors Wind Ensemble,* but were not selected based on their audition scores, the opportunity to join that academic year. There are a set number of spots for each section within the *Honors Wind Ensemble*.

Course-work, jobs, and athletics are not an acceptable reason to drop the course in the middle of the year. Again, if you feel this may be a problem in the future, please do not audition, nor enroll in the *Honors Wind Ensemble.*

I (student & parent/guardian) have read and I will abide by the Honors Wind Ensemble enrollment policy. With the exception of moving out of district, a long-term catastrophic health issue, or due to mitigating circumstance that makes it impossible to participate (as approved by the director & principle), I understand that by enrolling in *Honors Wind Ensemble* that I am committing to three consecutive terms within the academic year.

_____ _____

Parent / Legal Guardian Signature Parent / Guardian Email Address

_____ _____

Student Signature Date Signed & Student & Guardian

[Please use pen to sign this document]