

# *Clark High School Band Program Handbook*



## **Welcome to the 2018-2019 Clark Band!**

This handbook is provided to help you understand the rules and procedures under which this organization will operate. Please read this entire handbook carefully and make sure that you understand it in its entirety. Please email or call if you have any questions.

As a member of the Clark High School Band, you are a part of one of the most outstanding high school band programs in the country. You are also a part of the largest student organization on campus, and one of the most important and respected groups at Clark High School. As with all organizations, the success of the CHS Band will depend on the loyalty, cooperation, and dedication of each and every member.

How does one show loyalty to his/her organization? First, by making up his/her mind to be a proud and contributing member; second, by giving the organization all he/she can in interest, effort, and attention; and finally, by observing and following the objectives and guidelines of the organization. This is a necessary part of any outstanding program.

The guidelines outlined on the following pages are simple, sound, and easy to understand and follow. They reflect years of experience and hours of careful thought and planning. In following them, you are meeting an obligation that you owe to your community, school, and most importantly, to yourself.

Remember that your directors are always available for questions and/or assistance.

Laura Sturch  
Director of Bands

Michael Scott  
Associate Director

[laura.sturch@pisd.edu](mailto:laura.sturch@pisd.edu)

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### **Clark Band Mission Statement**

The Clark Band is a strong, unified family that, through music and dedication, cultivates relationships, serves others, and exceeds expectations. ~2016-2017 Leadership Team~

# GENERAL BAND OBJECTIVES

## *Educational Objectives*

- To instill in each participating member, the desire to succeed in his/her endeavors
- To provide aesthetic expression and outlets for creativity through music as an art form
- To educate the individual as to the importance of teamwork in all facets of life
- To assist students in growing into responsible and successful members of society, able to produce well both individually, and as a member of a group, and possessing the essential characteristics of integrity, dependability, and loyalty

## *Cultural Objectives*

- To develop and enlarge an appreciation of music through exposure to and performance of the best available symphonic and marching band music

## *Public Relations*

- To represent the Plano Independent School District in community, school, and University Interscholastic League events

## *Recreational Objectives*

- To provide all members with a creative use of leisure time



## ***What Does it Mean to be a Clark High School Band Member?***

When you join the Clark High School Band, you are becoming a part of an organization legacy of excellence, built on the dedication and hard work of its directors, parents, alumni and members. In order for such a large organization to operate at the level which we strive to achieve, it takes cooperation from all three parts of the CHS Band Family. As a result of this cooperation, you will make friends and memories that will last a lifetime; you will achieve outstanding musical accomplishments; you will learn the value of hard work; you will be an integral part of something excellent. Understand up front, however, that all of this comes at a price. As parents and students, by joining the CHS Band, you are entering to an agreement with the band family.

As your directors, we agree to:

- Work tirelessly to provide you with the absolute best that band and music has to offer.
- Set ***very high*** goals for the students, and ***enable*** the students to meet them.
- Always challenge you to be better in all you do.
- Do our absolute best to put the students in a position to excel.
- Demand academic excellence.
- Clearly communicate our schedule and our expectations.

As students, you agree to:

- Give 110% in each and every rehearsal.
- Arrive prepared to every performance or rehearsal.
- To keep instrument in good playing condition.
- Communicate any schedule conflicts as far in advance as possible.
- Pass your classes. This is a team effort – passing your classes is not an option.
- Demonstrate personal responsibility.
- Uphold the tradition of excellence in all that we do.

As parents, you agree to:

- Provide timely transportation for your student so that he/she arrives early to all band events.
- Meet the financial obligations of band membership.
- Maintain an open line of communication with the staff about any schedule conflicts or concerns that you might have. Feel free to contact us at any time via email.
- Be an integral part of the Band Family by attending performances, rehearsals, and by participating in our volunteer efforts.

## **Who to Contact: 2017 – 2018 Clark High School Band Staff**

The Clark High School Band Program has MANY working parts. As a result, it can be difficult to know who to contact regarding specific items or issues. This list is designed to help band parents and students get in contact with the correct person who can answer your questions or address your concerns.

### **Mrs. Sturch – Director of Bands**

[laura.sturch@pisd.edu](mailto:laura.sturch@pisd.edu) / 469-752-7309

- Marching Band
- Wind Ensemble
- Concert Band
- Jazz Band
- Questions or concerns regarding the CHS Band Program as a whole
- Questions or concerns regarding the CHS Band Handbook
- Spring Trip
- All – Region
- School Owned Instruments

### **Mr. Scott – Associate Director**

[michael.scott2@pisd.edu](mailto:michael.scott2@pisd.edu)

- Symphonic Band
- Varsity Band
- Marching Band
- Solo and Ensemble
- Charms Database
- Instrument Repair
- Private Lessons
- Form Collection

### **Mr. Chavero – Color Guard Director**

[chaverogjr@gmail.com](mailto:chaverogjr@gmail.com)

- Color Guard
- Winter Guard

### **Mr. Tex Bosley - Percussion Director**

[texbosley@gmail.com](mailto:texbosley@gmail.com)

- Drumline / Front Ensemble
- Percussion Ensembles

### **Mrs. Patti Otte – Percussion Parent Coordinator**

[patti@otte.us](mailto:patti@otte.us)

### **Mrs. Sims – Band Booster President**

[Cds2ars@gmail.com](mailto:Cds2ars@gmail.com)

- Band Fees/Fundraising
- Spirit Wear/Band Gear

## DESCRIPTION OF BANDS

There are four concert bands at Clark High School: Wind Ensemble, Symphonic Band, Concert Band and Varsity Band. Students are placed in the concert bands according to their playing ability, behavior, participation, academic eligibility and instrument needs. The concert bands provide a wide range of playing opportunities for the students. Within the bands, students will be asked to prepare music, all-region etudes, solos/ensembles and other assigned music. ***Band is a full year course that includes both marching band and concert band and may not be dropped in the middle of the year.*** Each ensemble has specific requirements that are listed as follows.

### ***MARCHING BAND***

Plano ISD and Clark High School has enjoyed a high reputation for excellence in music performance, including marching band, for many years. The marching band is the most visible aspect of the band program. The marching band provides performance opportunities for band students while integrating the band program into school and community activities.

- As an integral part of the band program, it is our philosophy that educationally, historically and musically, marching band is an essential ingredient in a well-rounded music education program. We believe that music students need to develop the ability to participate and perform in different ensemble experiences, which, for band students, includes marching band. As a result, marching band is required for all high school students who elect to take an academic band performance course. Philosophy regarding all aspects of high school band stems from TEA/UIIL guidelines which govern all Texas schools.
- As an artistic endeavor, each rehearsal and performance by the marching band is mentally and physically demanding. For the full marching band performance, students are always on task and must bring to the experience their best performance skills. As a result, each student in the marching band is eligible to receive a physical education substitution credit (max 1 credit) in accordance with TEA guidelines.
- The music and performance skills and techniques, along with the associated academic skills in the band program, are derived from implementation of the expectations found in the Texas Essential Knowledge and Skills (TEKS). The curriculum specifically includes requirements such as demonstrating musical skills and artistry, performing in different musical mediums, and experiencing music through a wider range of music literature, which are addressed through the marching band. Each performance by the marching band provides students the opportunity to demonstrate musical artistry through the ensemble, individual music performance skills and techniques, marching performance skills and techniques, and critical thinking skills that include auditory, spatial and visual awareness.
- The opportunity for weekly performance is a motivating factor for academic achievement for marching band students, since only by maintaining their eligibility can they continue to perform. As a result, the directors have

documented the fact that the least number of ineligible students during the year occurs during the marching season.

- Since marching band is a part of the academic band course and therefore, part of the graded curriculum, students in marching band are responsible for assimilating the academic aspects of the band elective as found in the TEKS. Attendance at rehearsals and performances is mandatory and will be integrated into the student's grade for band in accordance with TEA/UIIL guidelines.
- Marching band practice times are regulated by TEA/UIIL guidelines. Adherence to these guidelines is the responsibility of the Head Band Director at each high school. As per TEA and UIL rules, "The members of a marching band or any of its components may not begin the marching preparation for a UIL contest presentation prior to August 1. In addition, no more than ten hours of director-supervised instructional time may be devoted to marching fundamentals between the end of the previous school term and August 1<sup>st</sup>. Music preparation is not affected by this ten-hour rule. Between August 1 and the 1<sup>st</sup> day of school, practice schedules are determined by the Head Band Director. During the school year, no more than 8 hours of rehearsal per week, outside of the school day, is allowed. Exceptions to the 8-hour rule include preparation immediately before games and competitions." PISD and CHS observe all of these guidelines.

### **Marching Band Positions**

- Primary marchers – students who earn a position in the marching band will carry the designation of primary marcher. A primary marcher is a student who:
  - Demonstrates high quality marching skills
  - Is punctual in report times
  - Is present at every rehearsal and performance
  - Maintains academic eligibility
  - Represents the school, school district, band program and themselves with the highest possible decorum and behavioral standards

### **Alternates**

- The band directors will keep the number of alternates to a minimum; however, they are a necessary and a vital aspect of our program due to the UIL "No Pass/No Play" rules and to prepare for possible substitutions due to injury, sustained illness, etc. Alternates will meet the same attendance, rehearsal, memorization, academic and performance requirements of primary marchers. Specific drill may be written and music may be edited for those students who are not able to achieve the physical and musical demands required of primary marchers. This will help improve their individual skill level and will prepare them for future performance opportunities. As a band staff, we are committed to providing performance opportunities for all students. However, the level of performance participation may be limited by eligibility and individual performance ability.
- There are many ingredients that are vital to a successful marching program and no one part is more valuable than any other. Examples of ways that students can contribute to the performance are: marching winds, marching percussion, front ensemble, color guard, prop crew and pit crew.

## **Marching Band Rehearsals**

- Respect everyone on the marching band field – we are all working toward the same goal.
- Prior to all rehearsals, eat healthy and drink a lot of water.
- Be punctual. Aim to arrive early enough to get equipment from the band hall to the practice field.
- Water breaks are meant for your health and comfort. **DRINK WATER!!**  
Return on time after the whistle.
- During all rehearsals, students will be silent when receiving instruction. At CHS, when on the field, we are silent to maximize learning.
- Standing is the only acceptable position on the marching band field unless instructed otherwise (ex: when a director tells you to kneel or sit while setting drill).
- At various times in a rehearsal, you may be asked to count verbally, sing, clap or some other non-musical method of rehearsal. Your 100% participation is expected.
- Pay attention to general instructions at all times. Listen attentively and respond appropriately.
- FUN-damentals will make us successful. Therefore, we ask everyone to participate fully.
- Section Leaders are responsible for keeping coordinate charts. You will receive coordinate sheets from your section leader at the start of each rehearsal and you must turn them back in at the end of each rehearsal.
- Band members should wear their coordinate sheets at all times.
- Move when instructed quickly and quietly (ex: moving from set to set or after discussion with a leader)
- “Attention” is eyes forward, no talking, no moving.
- When setting forms keep your feet together and mouth closed.
- Remain at attention until you are told to “stand by.”
- “Relax” means silently stand by
- When adjusting forms, use your coordinate sheets at all times unless instructed otherwise.
- To keep your spot on the marching field as a primary marcher, meet all music memorization deadlines.

## **Health and Safety of Band Students**

The health and safety of our students is our first priority. Every effort will be made to keep our students out of harm’s way at all times.

- *Extreme Weather Conditions – Lightning:* A lightning detector is used at rehearsals, games and contests to determine our activities. We, like athletics, make it a practice to go inside when lightning occurs multiple times in a small amount of time within 8 miles of our location. Discretion is used to determine immediate threat, as we take lightning and the safety of our students very seriously.
- *Rain* – Under rainy conditions, the band may still rehearse and/or perform at the discretion of the band staff.

- *Heat/Hydration* – We stress to students the importance of hydration at all times, and especially in periods of extreme heat. During extreme heat conditions, we decrease the amount of time between water breaks and/or increase the amount of time used for the break. The weather conditions as well as the physical and mental conditions of our students are monitored continually and adjustments are made to accommodate whenever necessary.
  - ***It is very important that every student bring and use their own personal water cooler.*** Sharing water (and food) leads to the spreading of germs that cause viruses such as cold, flu, mononucleosis as well as many other bacterial infections. Sharing water is not acceptable.
- *Nutrition* – It is important for all students to eat healthy and well-balanced meals every day. During summer band camp, students need to eat a healthy breakfast every morning. Stay away from milk, sugary and greasy foods.
  - Students need to bring a healthy sack lunch to summer band camp. We do not recommend fried foods, salty snacks, soft drinks or sweets.
  - Drink plenty of WATER!
  - As the new school year begins, students should continue their healthy diet throughout the day. Continue to eat a healthy breakfast every morning. Eat a healthy lunch. Stay away from greasy foods such as pizza, chips and candy during the school day. Lunch from vending machines is not appropriate.
  - Students should continue to drink plenty of water throughout the day to stay well-hydrated for afternoon rehearsals/games.
  - Eating healthy meals and drinking plenty of water is essential so students can remain in good health.

### ***WIND ENSEMBLE***

Prerequisite: Audition by Director

The Wind Ensemble is the highest performing ensemble in the band program. The ensemble is made up of the most musically and technically advanced students. The band will perform upper level high school and college band literature. Most of the fall semester is focused on marching band music and All-Region preparations. The spring semester centers on concert music.

- Performance of marching music by memory
- Participation in marching band
- Preparation of All-Region music during the fall
- Audition for All-Region Band
- Participation in Solo/Ensemble
- Participation in private lessons is strongly encouraged
- Dedication of significant personal practice time to improve musical skills
- Attendance at section rehearsals and/or full band rehearsals before or after school
- Participation in all performances, including UIL and approved travel
- Maintain academic eligibility
- Students may be moved to a lower concert band if they do not meet the requirements of this ensemble



## ***SYMPHONIC BAND***

Prerequisite: Audition by Director

The Symphonic Band is the second performing ensemble in the band program. This band is made up of students with above average musical and technical skills. Most of the fall semester is focused on marching band music and All-Region preparations. The spring semester centers on concert music.

- Performance of marching music by memory
- Participation in marching band
- Preparation of All-Region music during the fall
- Audition for All-Region Band is not required, but strongly encouraged
- Participation in Solo/Ensemble
- Participation in private lessons is strongly encouraged
- Participation in all performances, including UIL and approved travel
- Maintain academic eligibility
- Students may be moved to a lower concert band if they do not meet the requirements of this ensemble

## ***CONCERT and VARSITY BAND***

Prerequisite: Audition by Director

The Concert and Varsity Bands offers the opportunity for continued development at an intermediate level. The Concert and Varsity Bands will perform with members of the Wind Ensemble and Symphonic Band at football games, parades, and marching events. Performances will be given throughout the year at school and UIL events. Attendance at out-of-school rehearsals and performances is required.

Members will be required to prepare a solo and ensemble for Solo and Ensemble Contest.

- Performance of marching music by memory
- Participation in marching band
- Participation in Solo/Ensemble
- Participation in private lessons is strongly encouraged
- Participation in all performances, including UIL and approved travel
- Maintain academic eligibility

## ***JAZZ BAND***

The jazz band is open to all current members of the CHS Band only (with possible exception of bass, piano and guitar). Rehearsals will be after school on Tuesday's beginning at the end of October or early November. Emphasis is strongly placed on developing proper ensemble balance and blend, individual musical responsibility and various jazz styles. The jazz band will attend and perform at a jazz clinic as well as the spring concert.

## ***COLOR GUARD***

The color guard is open to students currently enrolled in band and is also open to students outside of band through audition. Rehearsals will be the same as for the marching band with the addition of two summer guard camps. After the marching season, students in the guard transition to a winter program in which they will have additional after school and Saturday rehearsals for their winter guard and spring shows. Students who are in band will participate in guard for marching season and transition back to their concert instrument for the winter concert and second semester. Students who drop band may not continue to participate in color guard.

## **PRIVATE LESSONS**

Learning to play an instrument does not end after the sixth grade, but continues as a lifelong study, which requires practice and instruction. Private lessons are strongly encouraged for all band members. PISD has established a private lesson program made up of the finest private lesson teachers in the DFW area. All students will greatly benefit from the individual attention that private lessons offer allowing them the opportunity to enhance their performance abilities and knowledge of their instrument and music. Please consult a director for private lesson information.

Private lessons are provided weekly at a rate of \$20.00 and financial assistance is available to students who qualify.

If enrolled in private lessons, it is very important to pay your private teacher in a timely manner. Please be considerate to your private teacher and remember that the money they collect is usually their sole source of income.

## **GRADES**

Grading will be as follows:

Major Grades = 75%

Daily Grades = 25%

Major grades will consist of music pass-offs, rehearsals held outside of the school day, and concerts. Concerts will count as two major grades. Other major grades may be included at the director's discretion.

Daily Grades will be based on the student's participation and effort in class (having his/her materials, following class rules, etc.). Also included in the daily grade will be periodic folder and material checks. Other daily grades may be included at the director's discretion.

## **PASS-OFF SYSTEM**

The music pass-off system allows the directors to hear the students in a small group setting and provide individual feedback to each person. Pass-offs hold each student accountable for themselves.

Pass-offs can be performed in groups of three to five students. Although students perform with a small group, grading is done on an *individual* basis. The expectation of a satisfactory pass-off is correct notes and rhythms while marking time (with step outs) and playing with the metronome.

All students may re-test as many times as is necessary to “pass-off,” with no penalty to their grade. The first opportunity to pass-off will take place during class. Any attempts after that can be done after school from 4:20pm-5:00pm or by individual appointments. Points are not deducted for re-testing.

## **REHEARSAL ATTENDANCE**

As stated in this manual and the PISD Course Selection Guide, attendance is required at all rehearsals. Any time missed due to an absence (excused or unexcused) must be made up or a grade of “0” will result.

During football season, marching rehearsals will be held from 6:45 am – 8:15 am (M, W, F) and 6:45 am – 8:00 am (T, TH) daily, Monday through Friday, or as otherwise stated in written form by the Director of Bands. After school rehearsals will only take place the day before a football game from 5:00 pm – 7:00 pm.

Although much advanced planning goes into our calendar, a rehearsal may be called when special circumstances dictate. Members are required to adjust schedules when adequate advanced notice has been given.

## **ATTENDANCE**

### **A. GENERAL EXPECTATIONS**

1. As a member of the CHS Band, you have an obligation to your fellow band members to be at all rehearsals, be prepared and have all of your necessary equipment.
2. ALL BAND EVENTS ARE REQUIRED unless otherwise noted. For example, a family trip, church function, scouts, non- school athletic events, doctor’s appointments, etc. are NOT acceptable excuses for missing a band function.
3. Roll will be checked and documented promptly at the start of rehearsal.
  - a. Students not in their designated area at the appropriate time will be marked tardy. A tardy will converted to a mark of absent 15 minutes after the rehearsal begins.

### **B. ABSENCE / TARDY POLICY**

1. An EXCUSED absence/tardy will only be granted if the student has notified a band director at least 24 hours in advance. In the case of extreme illness or a sudden emergency, a student should notify a director as soon as possible. Contact should be made by email. Telling another student or parent is not proper notification.

- a. Medical emergency or personal sickness or injury
- b. Death in the family
- c. Religious holiday
- d. Approved school function
- e. Special circumstances that are **pre-approved** by the directors
2. An absence/tardy will be considered UNEXCUSED if a student has not notified a band director in advance. Contact should be made by email.
  - a. Work
  - b. Oversleeping
  - c. Transportation
  - d. Appointments (doctor, dentist, orthodontist)
  - e. Family trip
  - f. Church function
  - g. Scouts
  - h. Non-school athletic events
  - i. Tutorials (we end morning rehearsals in a timely manner so that students can attend before school tutorials)
  - j. Testing (SAT, ACT, PSAT, etc)
3. Unexcused absences and tardies may result in, but are not limited to:
  - a. Grade reduction
  - b. Loss of performance status
4. Leaving a band event early is unacceptable except in an emergency situation
5. ANY TIME (excused or unexcused) THAT IS MISSED FROM REHEARSAL MUST BE MADE UP OR “GIVEN BACK” TO THE BAND.

**\*\*Special Note: The before school and after school rehearsal schedules for marching band have been altered this school year to allow students the opportunity to attend tutorials. Students should not ask to leave rehearsal early to attend tutorials as band will be dismissed at 8:15 am on MWF and 8:00 am on TTH.**

## **ELIGIBILITY (“NO PASS/NO PLAY”)**

1. A student who is enrolled in a school district in Texas or participates in a UIL competition will be suspended from participation in any extracurricular activity sponsored or sanctioned by the school district or the UIL after a grade evaluation period (six weeks’ grade reporting period) in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified honors or advanced placement class.
2. A suspension continues for 3 weeks, at which time the student’s teacher shall review the grade of the suspended student. At the time of review, the suspension is removed if the students’ grades in ALL classes, other than an identified honors or advanced placement, is equal to or greater than a 70 on a scale of 100.
  - a. When a student becomes academically ineligible, they will still rehearse with the ensemble, however they are not permitted to travel with and perform/compete at games, contests or public events, such as pep rallies and parades.

3. Band students are expected to maintain passing grades in all of their classes in order to maintain academic eligibility to perform with the band.

## UNIFORMS

### MARCHING UNIFORMS

1. Provided by CHS: Jacket, pants, gauntlets, shako, plume
2. Provided by student: black marching shoes, long black socks, black gloves (WW and brass students only), black Clark Band shorts, red Clark Band shirt and show shirt.
3. Wearing the uniform
  - a. Always wear and treat your uniform with pride and respect. The uniform should be **worn as a complete unit at all times when in public**. The only exceptions to this will be when a director instructs you that you may remove your shako or jacket. You will be required to wear your *clean* show shirt or red Clark Band shirt (show shirt for contests and red Clark Band for games) so that when you remove your jacket when instructed we are in uniform. Black Clark Band shorts must be worn under the pants. Boxers or other athletic shorts are not permitted.
  - b. During cooler weather, you will need to layer warm clothes underneath the uniform so that your uniform is visible to the public at all times.
  - c. Plumes are fragile and should not be touched at any time. Uniform committee parents will place the plume in your shako prior to your performance.
  - d. You must wear the official black band shoes along with long black socks (student purchases). Socks must not have any other colors or markings on them and must be at least calf length.
  - e. When in uniform, no jewelry or hair ribbons are permitted. This contributes to the overall uniform appearance of the band, both on and off the field.
  - f. Band students with longer hair will need to put it up under their shako during performances. It is suggested that hair be pulled up into a high bun on top of the head with bobby pins and/or hair gel to hold shorter pieces up. Absolutely no hair should be visible or touching the collar.
  - g. Facial hair is not permitted with the uniforms
  - h. The shako should never be worn backwards and should only be carried as instructed.
  - i. When the hats are being worn, *there is to be absolutely no talking*.
  - j. Running is inappropriate when in uniform.
4. ALTERATIONS
  - a. NEVER ever cut any material from the band uniform
  - b. Uniform committee members will hem your pants so that the crease does not “break” when you are standing straight up WITH your BAND SHOES on.
  - c. The pant should come to the top of the band shoe

## 5. UNIFORM CARE

- a. Band uniforms are issued directly prior to performances and turned in immediately after the performance
- b. Students are responsible for the garment bag and hanger as well.
- c. Students must hang uniform properly following each performance. The uniform crew will check this and any infractions will result in lower participation grades.
- d. Students will be held financially responsible for the appearance and care of the uniform.
- e. Keep the zipper up to retain the shape of the jacket. Always hang the pants by the crease.
- f. Know your uniform numbers.

## 6. INSPECTION

- a. Prior to every performance of the marching band, there will be an inspection to make sure that the uniform has been handled properly and is being worn correctly.

## CONCERT UNIFORMS

Concert wear for the Clark Band is ALL BLACK. There are NO designs, stripes, or patterns allowed on the attire. Students must wear plain black clothing for concerts. Below are gender-specific requirements for the attire. ALL concert attire MUST be school dress-code appropriate.

### 1. Provided by students

#### a. GIRLS:

- i. BLACK dress with no designs OR BLACK dress pants (jeans and leggings not allowed) AND BLACK top.
- ii. Top MUST be at least short sleeved (including dresses). If top is not sleeved, a BLACK sweater must be worn.
- iii. BLACK, closed-toed, flats or heels
- iv. Dresses/skirts must be long (to the ankle)...knee length or calf length are NOT acceptable

#### b. BOYS:

- i. BLACK long sleeved buttoned down shirt (with no designs)
- ii. BLACK dress pants with a black belt (jeans no allowed)
- iii. Plain BLACK long socks (with no designs)
- iv. Plain BLACK dress shoes (no athletic shoes)

## CHARMS

CHARMS is a web-based database we use for student information, as well as other information about our band program. The CHARMS system maintains all of our student data records for the band. It is also our principle means of communication with the band program as a whole. It is your responsibility to keep your contact information accurate and up to date on the CHARMS database. This is ESPECIALLY important with regards to email addresses.

To login to CHARMS, follow these steps:

- Go to [www.charmsoffice.com](http://www.charmsoffice.com)
- For the school code enter: clarkhsband
- Enter your child's student ID number into the Student Area Password
- Click on "student information"
- Edit the fields accordingly with your most accurate contact information

Emails are sent home on a regular basis (AT LEAST weekly and typically on Sunday's). If you are not receiving the CHS Band emails, please check your email address that is listed in CHARMS for accuracy. Also check your spam and trash folders as sometimes CHARMS emails are there. If you are having further problems, please contact a band director.

- During marching season, we will set up a Remind text. This system will be used to inform parents when we are on our way back to the school following a performance or if rehearsals have been adjusted due to weather. Parents are expected to be prompt in picking up their student after rehearsals, performances or events (no later than 30 minutes from conclusion of event).

## **CALENDAR OF EVENTS**

- An anticipated list of band events will be provided by the director in May of the preceding school year. This event list may be subject to change. The official CHS Band Calendar is the Google calendar that can be accessed through our band website: [www.clarkbands.com](http://www.clarkbands.com) Click on 2018-2019 Band Calendar on the home page. Then click on the "+Google" located in bottom right hand corner to add link this calendar to your personal devices. You can also use this link to add the band's google calendar to your device:  
<https://calendar.google.com/calendar/ical/ma1olbj32kr2jgvmpqgklv8n64%40group.calendar.google.com/public/basic.ics>
- The band website is [www.clarkbands.com](http://www.clarkbands.com) This is your portal to find event information, important news and overall program information, the online Google calendar, and links to membership toolkit and CHARMS.
- Online band calendar: The Google calendar lists every event for the CHS Band.

## **REHEARSAL EXPECTATIONS**

Every person is expected to bring his or her black binder, music, and all other necessary materials/equipment to EVERY rehearsal. This will be checked periodically and grades will be assessed. Music will also be checked periodically to be sure that all music is numbered in an orderly and sequential manner; in addition, music will be checked to be sure that all appropriate markings and added information are written on the page. Whenever music is at school, it should be in your binder and locker. It is also expected that your instrument will be stored in the appropriate assigned location.

## **SECTION REHEARSALS**

We try to keep before and after school sectionals to a minimum although sectionals are an essential part of our total program. When a sectional is called, attendance at all sectionals is expected (marching or concert season).

## **OUT OF SCHOOL REHEARSALS/CLINICS**

Additional rehearsals may be necessary from time to time. Every effort will be made to keep these to an absolute minimum. They will be scheduled as conveniently as possible, and notification will be made well in advance of the rehearsal. Students are expected to be in attendance and to make the necessary accommodations. Unavoidable conflicts must be discussed AND resolved with the director prior to the rehearsal.

Throughout the year, we bring in excellent high school and college band directors to “clinic” the bands. The expertise brought to Clark by these individuals is invaluable. The clinic sessions are scheduled during or after school. Attendance at these sessions is mandatory.

## **CONDUCT**

*Any organization that has high performance standards must also have high behavioral standards. The basic behavioral guidelines for students in music activities are taken from the PISD Student Code of Conduct Handbook.*

### **CHS BAND SPECIFICS**

- Any behavior, which is not representative of good citizenship, as perceived by the band staff, may result in the student’s dismissal from the band activity at hand as well as the band program. This also applies to the actions of student leaders in both public and private events.
- All students are expected to conduct themselves in accordance with the Ten Ethical Principles at all times (honesty, integrity, promise-keeping, loyalty, concern for others, law-abidance, respect for others, fairness, pursuit of excellence and accountability). Display of profanity, temper, flagrant violation of rules, etc., will not be tolerated. Individual behavior during a band function is a reflection of the group.
- Students will follow directors’ instructions.
- Students will be in their assigned rehearsal area ready to work at the set rehearsal time with all equipment, including music, pencil, instrument and all supplies.
- Students will keep their hands, feet and other objects to themselves.
- Students will not use or play on equipment they do not own without permission from a director.
- Students will not touch, handle, borrow or use anyone else’s instrument, uniform or personal belongings.
- Students should request permission to speak by raising their hand and waiting to be acknowledged. All rehearsals are expected to be extremely quiet so that time will be utilized wisely and as efficiently as possible.
- When allowed in the band hall, either before or after school, students will not disturb any rehearsal in progress.
- Students will respect the property of others, and return their equipment to its proper storage place when not in use. Students should keep their equipment in the designated



storage area and keep said storage area clean and neat in appearance. Students who demonstrate great difficulty with this may lose the privilege of having a storage area in the band hall.

- Students will not deface or mark on music stands, chairs, walls, etc.
- Students will not write on dry-erase board without permission from a director.
- Students will utilize their assigned storage/band locker for instrument cases during rehearsals. Cases should not be brought into the rehearsals unless requested by a director (exceptions: flute, clarinet, oboe and bassoon).

### **CHS BAND GUIDELINES**

- Be on time (early). To be early is to be on time. To be on time is to be late. To be late is unacceptable.
- Arrive prepared
- **No food or drink** (other than water) in the bandhall at any time for any reason.
- No chewing gum in the bandhall.
- Absolutely no profanity, obscene gestures, or engaging in verbal abuse towards each other.
- No running or horseplay in the band hall or at band events.
- No students allowed in the directors' offices or music library without permission.
- NO hats worn in the band hall.
- NO ear buds/headphones as you enter bandhall or during class.
- Do not touch or play instruments or equipment that is not yours, including percussion.
- Do not play your instrument outside unless asked to do so.
- We will warm up together, not on your own; unless instructed otherwise.
- Be on time (early).

### **INTERNET**

Maintaining a higher standard of conduct will also include ensuring that band member websites are appropriate. The internet is a worldwide, publicly accessible form of communication. Any communication such as Facebook, Twitter, Instagram, Snap Chat, photo sharing, emailing, texting, etc., appearing on the internet is public domain, even if it is marked private. Members are responsible for their personal websites and postings, as well as posting from or on other students' websites. The areas of appropriateness will include but are not limited to profane, foul or disrespectful language (abbreviated or alluding to), pictures, suggestive poses, clothing, references to drugs, alcohol and/or tobacco, and postings (either verbal or photos) that could be interpreted as being negative or threatening towards other CHS teaching staff or band members, or that demonstrates poor sportsmanship or a disrespectful attitude towards other bands. Any such incident will result in review by the principal (or designee) and may lead to probation or dismissal from the band.

Band members that violate the above guidelines shall be subject to the following:

- Upon confirmation of a first violation, the member will be asked to remove any offensive items from the website(s) and will be asked to give an apology and plan of action to deter this behavior to the principal, directors and band members. Parents/guardians will be contacted and made aware of the offensive behavior.
- Upon confirmation of a second offense, the member will be asked to remove any offensive items from the website(s) and will be asked to give an apology and plan of action to deter this behavior to the principal, directors and band members. Parents/guardians will be contacted and made aware of the offensive behavior. In addition, the student will be suspended from all Band activities for a period of 3 days to 3 weeks.
- Upon confirmation of a third offense, the member will be removed from band.

## **BAND FACILITY USE**

*Refreshments* - **NO gum, food or drinks** are allowed in the building except when authorized by the directors.

*Litter* – ALL trash (paper, broken reeds, water bottles, etc.) is to be disposed in the wastebaskets provided.

*Vandalism* – Acts of vandalism or the willful misuse of school property will be dealt with severely and appropriately. Every band member is responsible to help the director's monitor the facility and control vandalism, which includes writing or carving on walls, destroying music, dropping instruments, writing on music stands, putting gum on chairs/stands, etc.

*Music Library* – Absolutely no student is allowed in the music library without permission except the librarians. The copy machine is off limits without permission!

*Practice & Ensemble Rooms* – Are designated for practicing, not social gatherings or your lunch room.

*Band Office* – Please knock and wait to be acknowledged by a director before entering. Otherwise, the office is off limits to students.

## **BAND BOOSTERS**

The Clark High School Band Boosters exist to assist the band directors in reaching the band program goals. Support activities provided by the boosters include serving meals to students before games, providing chaperones for trips, providing chaperones for social events, financing of social events, travel, contests, equipment, private lessons, and supplemental teaching staff (percussion and sectional teachers) as well as other activities throughout the year. There is a place for every parent in this organization. Your service is not only encouraged, but also needed. For more information, contact Amy Sims, band booster president.