

Bremen Band Handbook



The purpose of this handbook is to acquaint the members and parents of the Blue Devil Band with the policies and procedures that govern our band program. It is not designed to list every detail or rule, but rather to give an outline of what is expected of each student while they are a member of the band.

ORGANIZATIONS

SYMPHONIC BAND

The Symphonic Band will focus on developing the necessary musicianship abilities to master an instrument. The band will usually perform multiple concerts per year. The band meets as a class during the school day and at times meets after school hours. All performances and after school rehearsals for these groups are mandatory and will be counted as a portion of the student's test grade average.

MARCHING BAND

The Blue Devil Marching Band is an extracurricular activity comprising wind and percussion players, color guard, and majorettes. This organization meets during after school hours. All playing members of the marching band (winds and percussion) are expected to be enrolled in a band class either first or second semester unless otherwise approved by the director. The marching band begins preparation for their fall season during the summer. The marching band performs at all Bremen High School football games, competitions during the fall, and various parades and pep rallies throughout the school year.

COLOR GUARD & MAJORETTE LINE

The color guard and majorette line function as a visual compliment to the Blue Devil Marching Band. Members of this organization are selected through an audition process in the spring of each year. Members are required to audition each year. Both groups meet after school hours to practice and perform at every marching band function.

PERCUSSION

The percussion line is made up of percussion students who participate in the Blue Devil Band program. The group meets during the school day and after school hours. All rehearsals and performances are mandatory for membership in this group.

SMALL ENSEMBLE / JAZZ

Throughout the year various ensembles (woodwind ensemble, brass ensemble, jazz band, etc.) will be available for student participation. These groups are intended to supplement the students' musical study and encourage students to further develop their skills.

RESPONSIBILITY OF A BAND MEMBER

A BAND MEMBER'S RESPONSIBILITY TO THE BAND

1. Be present at each rehearsal and performance or be properly excused from such in accordance with the attendance policy.
2. Put forth a true effort to learn and improve daily.
3. Be responsible for your actions.
4. Have respect for those in authority (directors, instructors, and chaperones).
5. Follow all school and band rules and regulations.
6. Cooperate with your fellow band members and share with them the responsibilities, privileges, and rewards that are a part of our program.
7. Contribute positively to your music education and that of others by the best use of your talents.
8. Participate in all band functions.

THE RESPONSIBILITY OF THE BAND TO THE MEMBER

1. Provide the students in the program with full instrumental music education through rehearsal, performance, teaching, testing, and listening.
2. Maintain discipline and order in all functions and activities.
3. Provide the members of the program with the proper rehearsal areas, storage areas, music, methods, and other equipment and/or instruments as is considered necessary to aid in developing the student's musical ability and good citizenship habits.
4. Plan each day's assignments and encourage daily progress of the entire band.
5. Encourage all band students to strive for musical and personal excellence.
6. Keep parents informed as to the progress of the band member.
7. Provide students with a healthy hobby or vocation which can be useful throughout life.
8. Communicate clearly the schedule and all activities of the band.

BAND CONDUCT

Students are expected to conduct themselves as ladies and gentlemen at all times in all band activities. Students are to remember that they are representatives of the school and community. Be proud, but never arrogant. The following rules are in addition to any policies set forth by the Bremen City Board of Education and Bremen High School.

BEHAVIOR IN AND CARE OF THE BAND ROOM

1. Do not leave instruments, equipment, music, or any personal belongings out in the band room. Neither the director or staff will be responsible for personal student items (ie. phones, keys, bags, etc.) left in the band room.
2. Food, drink, and/or gum are **not** allowed in the band room.
3. Put anything that you use back in its proper place.
4. Do not use others' belongings without their permission (this includes school owned equipment).
5. Keep your band room in such a condition that you can be proud if a visitor should come by. The condition of your band room reflects the pride that you have in your band room.
6. Anyone found to be damaging or destroying band/school owned property will be required to repair and/or replace the equipment.

GENERAL CONDUCT

1. All members should set a good example in the classroom, at practice, games, and competitions.
2. All members must work together while showing equal respect for each other.
3. The band director will have the authority to dismiss a member from the band for failure to observe the rules of the band program or failure to cooperate with the director, instructors, chaperones, or other members.
4. There shall be no public display of affection during any band function.

MARCHING BAND SEASON

The marching band season begins with the first day of band camp in July and lasts the entire school year. The season includes but is not limited to all football games, parades, pep rallies, and other performances scheduled throughout the year.

BAND COMMITMENT

Band is a very time intensive activity. In order for the band to be successful all members are expected to always uphold their commitment to the group. There are no benchwarmers, nor are there any substitutes that can come in and take a member's place if he or she is not present for a rehearsal or performance. In other words, every member is a star quarterback and their consistent participation is vital to the success of the organization.

ATTENDANCE POLICY

Students are required to attend all rehearsals and performances. Only medical (doctor or dental), legal absences, school events, weddings, military graduations, funerals, and other events at the discretion of the director will be excused. Work is not an excused absence. Although prior notification of an unexcused absence (i.e. family vacation) is appreciated, it will not make that absence excused.

1. One unexcused absence from a Tuesday or Thursday rehearsal will result in loss of 3rd quarter break.
2. An absence from a Thursday rehearsal may result in the student not performing in the next halftime performance depending on material missed. An absence from both Tuesday and Thursday rehearsal regardless of reason may result in the student not performing in the next halftime performance depending on material missed. Even if a student is not allowed to perform, they are still expected to attend the event as usual. The student may participate in all other playing activities in the stands.
3. Three unexcused tardies or early departures from rehearsal will be treated as one unexcused absence (loss of 3rd quarter break).
4. An unexcused absence from a performance will result in suspension of the band member for a period of time to be decided by the band director.
5. Two unexcused absences from performances (football game and/or parade) may result in dismissal of the band member from the marching program for the year.
6. An unexcused absence from a competitive performance may result in immediate dismissal of the band member from the marching program for the year.

While we try to support our students in non-school related activities our focus is on the growth and development of the Bremen High School Band program. Other activities should be scheduled so as not to interfere with scheduled band activities. Students who are participating in other school related activities may be excused with prior notice and with directors approval on a limited basis.

Due to the extremely large amount of material (music and marching) covered in pre-camp and band camp, students who do not attend may not be allowed to march during the current marching season.

DISCIPLINARY PROCEDURES

1. Remediation activities (exercises, detention, etc.) may be issued to a member for various disciplinary reasons.
2. Students who are unexcused tardy to marching band rehearsal shall “buy in” with 20 push-ups prior to joining the rest of the band.
3. All remediation activities are served at the marching practice field.
4. Remediation activities are not issued at the convenience of the student. The student will be expected to fulfill his or her obligation on the date assigned to him or her.

SUSPENSION AND EXPULSION

A band member may be removed from a particular event or performance or suspended from all band functions for a designated period of time if an offense is deemed serious enough by the director. A student may be expelled from the band program by recommendation of the director. Any student who is expelled from or chooses to quit the band program will not be readmitted to the band. Money paid to the band as dues will not be returned.

INSTRUMENTS AND EQUIPMENT

STUDENT INSTRUMENTS AND EQUIPMENT

Each student is expected to have the following for every rehearsal:

1. Instrument in good working condition or auxiliary equipment (flag, baton, etc.)
2. Any necessary accessories such as extra reeds, valve oil, slide cream, etc.
3. Band folder with all music and method books necessary. Music, folders and some method books are provided by the band program. There will be a charge to replace any items not returned.

Instruments will be inspected for proper care from time to time. Students will be issued a locker for instruments to be kept in.

SCHOOL-OWNED INSTRUMENTS AND EQUIPMENT

All school owned instruments, equipment, books, etc, will be signed out with a check out form that must be signed by a parent. Once an instrument or piece of equipment has been assigned to a student, the student/parent is responsible for it. Any damage done to the piece of equipment, other than normal wear, will be the responsibility of the student/parent. It will also be the responsibility of the student/parent to replace any lost or stolen equipment that may be assigned to them, if found that this occurred due to neglect. All students using school owned instruments will be required to pay a yearly non refundable \$50 maintenance fee.

USE OF STORAGE LOCKERS

1. Students may use the storage facility to house their instruments.
2. Neither, Bremen High School or the band director will be held responsible for lost, stolen, or damaged instruments that are left in the band facility or storage area.
3. Students should use a combination lock to secure their locker and must have the combination on file with Mrs. Andrews.
4. **Lockers are primarily for instrument storage.** Students will be permitted to leave personal items (i.e. clothing, deodorant, book bags, etc.) in the storage lockers. However, these items are left at the students' risk.
5. Students who are found taking items out of other lockers than their own will lose the privilege of using the storage room for a time determined by the band director.
6. Due to availability, some students may be asked to share lockers.

BAND UNIFORMS

UNIFORM ITEMS AND WEAR

1. Band uniforms will be issued prior to the beginning of the school year.
2. The band uniforms are the property of the Bremen High School.
3. The band member will never take the uniform home unless for some special event where this is needed.
4. Each student will have a uniform number issued to him/her and the student will arrive at the band room early enough prior to a performance/trip to put on their uniform.
5. The member is required to wear the following under the band uniform:
6. Current year band T-shirt.
7. Athletic shorts or leggings.
8. Solid black socks.
9. Black marching shoes.

UNIFORM ACCESSORIES

In addition to the parts of the uniform which are issued to the band member, each member is responsible for purchasing the following accessories which may be used year to year:

1. Band shoes - Solid Black. Brand is to be announced by the director. These are specially designed lace-up marching band shoes. Must have the student's bag number labeled on the inside. Shoes are ordered through the Band.
2. Socks – Tall, solid black. Ankle socks are not permitted. (All or mostly cotton are suggested). Students who forget socks can purchase through the Band. However, their accounts will be charged \$5.00 per pair.
3. Gloves are ordered through the Band.
4. Band T- shirt – One will be provided at the conclusion of band camp. It is suggested that students purchase a second. This is part of the band uniform and will be worn as such at various times.

UNIFORM RULES

1. All uniform parts will be numbered. You are responsible for the uniform and uniform parts assigned to you, when you are wearing them.
2. Students are responsible for replacement of uniform parts that are lost, damaged, or destroyed. The student account will be charged the following amount these items:
3. Uniform jacket: \$350.00
4. Uniform Bibbers: \$45.00
5. Uniform shako (hat): \$60.00
6. Garment bag: \$20.00
7. Uniform hanger: \$2.00
8. Hat Box: \$25.00
9. Lost shoes, socks, gloves, and T - shirts are also the students' responsibility
10. Unless it is being worn by the student, the uniform is to be placed correctly on the uniform hanger, in the garment bag.
11. Any student not in complete uniform to the satisfaction of the band director will not leave the band room as a member of the band for that trip or performance.
12. Uniforms will be picked up by the dry cleaners on a regular basis from the band room, cleaned, and returned to the band room prior to the next performance.
13. Students who have uniforms needing cleaning due to misuse, food stains, etc. will be charged for any additional cleanings beyond the regular cleaning schedule.
14. Stud earrings and nose rings may be worn while in uniform.
15. All other jewelry shall be completely concealed by the uniform.
16. No excessive makeup will be worn while in uniform.
17. Extreme hair styles/colors (unnatural colors) that would be considered distracting to the uniformity of ensemble are not allowed. Students shall have natural hair color at time of performances to be allowed to perform.
18. The band director reserves the right to revoke the uniform issuance opportunity of any individual found to be negligent in the use of the uniform.

SYMPHONIC BAND UNIFORMS

The following is the required dress for all members of the Symphonic Band at all performances unless instructed otherwise. The uniform will be issued to the student prior to the first concert and should be returned after graduation. Students who return their uniform damaged will be subject to pay the cost of repair. Missing or lost items will be the responsibility of the student to replace at the students expense. All students will be assessed a \$35 uniform fee to cover cleaning and upkeep of symphonic uniforms per semester.

1. Female:

1. Long Evening Dress (black)
2. Black dress shoes (closed toe, flats or conservative heel)
3. Hose (black)

1. Male

1. Black tuxedo pants and coat
2. White tuxedo shirt
3. Bow tie and cummerbund (black)
4. Black dress shoes and socks (no ankle socks)
5. White t-shirt shirt

BAND FEES

WINDS & PERCUSSION

Marching Band Expenses (All clothing/shoes are ordered through the Band Office.)

1. \$100 – Band Camp Fee (all students)
2. \$175 – Marching Band Fee (all students)
3. \$50 – Marching Band Uniform Rental Fee. (instrumentalists). Uniforms for colorguard/majorettes/drum major will vary. Students have been provided separate info.
4. \$60 – Marching Band Shoes (instrumentalists)
5. \$12 – Marching Gloves - instrumentalists, except percussion, (5 pair)

COLORGUARD / MAJORETTE

1. \$100 – Band Camp Fee (all students)
2. \$175 – Marching Band Fee (all students)
3. Gloves TBD
4. Performance Uniform TBD
5. Earrings TBD
6. Camp/Non-performance Outfits TBD
7. Performance Shoes TBD
8. Personal Bag / Cheer Shoes TBD

TRAVEL RULES OF CONDUCT

GENERAL TRAVEL PROCEDURES / BUS POLICY

1. Students must always conduct themselves with class. Treat other bands, their members, and their parents with the same respect you would want shown toward us.
2. Band members are expected to obey appointed chaperones and bus drivers while on a trip.
3. The use of alcohol or illegal drugs will not be tolerated.
4. Any student violating any of the travel policies or procedures while on a trip with the band may be sent home on a commercial carrier at the parent's expense, unless taken home by parents. Parents will be notified of the student's arrival time.
5. For everyone's safety, travel in groups of three or more.
6. Do not fraternize with strangers.
7. Students must use provided transportation to and from all events unless otherwise designated by the director.
8. It is also the responsibility of the student to check out with the head chaperone on their bus before leaving.
9. Boys and girls shall sit in separate rows.
10. Bus lists will be formulated prior to the first away game. This list is final and students will ride the same bus for the remainder of the marching season.

FOOTBALL GAMES

1. Students must use provided transportation to and from all football games.
2. All band members are to **remain in their sections** of the bleachers during the ball games.
3. No solo or small group playing in the stands that has not been approved by the band director. (Small group playing will be approved if it has been worked on and is appropriate)
4. No one is to leave the bleachers without the permission of the band director.
5. No non-band personnel are allowed in the band area of the bleachers at any time.
6. Always return to the stands following the half-time performance.
7. Students will usually be given the third quarter off, in which case they are to be back in the stands two minutes prior to the start of the fourth quarter. Failure to do so will result in the loss of this privilege.
8. We are at the football games to perform for the public and to support our team. All members are expected to be attentive and ready to perform in the stands at all times.
9. No band members are ever allowed to completely dress/undress on the bus.

HOUSING RULES

1. Do not run, shout, or otherwise disturb other hotel/motel guests. Students are not allowed to leave the immediate housing area without director/chaperone permission.
2. No boys in girls' rooms, or girls in boys' rooms, or halls. NO EXCEPTIONS!
3. All students must be in their rooms at the designated room check in time.
4. Do not open doors unless visual identification is made. This for your safety.
5. No one is allowed out of his or her room after room checks (unless fire or other natural disaster warrants leaving).
6. Any illness or other problem occurring during the night should be reported by phone to a chaperone or staff member.
7. Keep room noise to a minimum.
8. Rooms will be checked before and after all stays.
9. Rooms should be clean. Any damage done to any room will be the responsibility of all the individuals staying in the room unless identification of the one doing damage is reported.
10. Do not use the privacy/security bars on doors to block the door open.

PERFORMANCE PREP PROCEDURES

INSPECTION

Prior to all performances (football games, competitions, and parades) the band will have an inspection to make sure all students are properly in their uniforms, have their required music, and have their instrument in working order.

1. To begin inspection students will be called to attention by the Drum Major. Students will remain silent during the inspection.
2. Section leaders will review all members of their section to make sure they are prepared for the performance.
3. Guard members will be expected to be completely ready at the time of inspection including hair, make-up, and uniform.
4. Section leaders will inform the Drum Major of any student who is not adequately prepared.
5. Students who do not pass inspection and are able to make adjustments to comply with uniform and instrument policies will be able to march, however, they will lose 3rd quarter break for the evening.
6. Students who do not pass inspection and are unable to make adjustments to comply with uniform and instrument policies will not be allowed to perform in that evening's event.

VISUAL ENSEMBLE

COLOR GUARD

The Visual Ensemble for the Bremen Band is the color guard. Through the use of flags, rifles, sabers, and props they contribute to the visual effect to the marching show and parades.

Students are selected for this group based on auditions held in the spring. In addition to the general band regulations the following policies and procedures listed below apply:

1. Guard members are expected to be respectful to all instructors, guard members, and band members.
2. The color guard may have Saturday practices throughout the season as needed. These practices are mandatory. Adequate notice will be given prior to the date of the practice.
3. During practice each guard member is responsible for their own performance materials (props, flags, weapons, etc.) If needed the member may make arrangements for someone to help transport their materials. However, the guard member retains responsibility for having the materials at rehearsals.

GUARD STORAGE / PERCUSSION STORAGE ROOM

1. The storage room is not for personal use; only products for practice and performances should be kept in the storage room materials. Personal materials found in the room will go into the lost and found and / or be donated.
2. No food or drink (except bottled water) is allowed in the storage room at any time.
3. All trash should be thrown away immediately.
4. The storage room must be regularly cleaned. The schedule for cleaning will be rotated and EVERYONE must participate. This includes sweeping, decluttering, prop flag and weapon storage, and taking out the trash. This must be completed after Friday's game (home or away) and after competitions.
5. All drums, flags, weapons, and / or props must be taken care of properly.
6. Students are NOT to use the storage room to change clothes.
7. Students will not use the storage room as a "hang out".

COLOR GUARD UNIFORMS

1. Uniforms for the visual ensemble will be selected by the director or instructor. Any changes, alterations, or additions to the uniform must be approved by the director.
2. Members will not be allowed to perform without wearing the proper uniform (including shoes, makeup, and or headwear).
3. Color guard members will have additional accessories that will be purchased by the individual student (style and color of accessories are directed by the instructor).
4. All uniform parts will be labeled with the student's name. Garment bags will contain labels that coincide with uniform labels.
5. Students will be instructed on procedures for care of uniforms.
6. Uniforms which are damaged or destroyed will be replaced at the student's expense.
7. Uniforms must remain in a designated area when not in use.
8. Uniforms should be regularly cleaned per the guard instructor's instructions. If a uniform needs to be taken home to be cleaned, it must be back BEFORE Thursday night practice.
9. All pieces of the uniform must be accounted for in order for the guard member to perform. There are no extra uniform pieces; each guard member is responsible for their uniform for the entire season. Guard members should never take any part of anyone else's uniform.
10. Guard members must bring suitable clothes and shoes for every practice.

STUDENT LEADERSHIP

Student leadership will be maintained to help other band members reach their highest potential. Student leaders will not be expected to punish or discipline other band members for their shortcomings or wrong decisions. Rather student leaders should focus on helping their fellow band members be the best they can be through encouragement and praise. Student leaders should adhere to the “servant leader” model to help strengthen our organization through positive means.

MARCHING BAND OFFICERS

The band will have the following officers during marching season:

- Drum Major
- Brass Captain (2)
- Woodwind Captain (2)
- Guard Captain
- Drum Captain
- Front Ensemble Captain

Bremen High School Band Handbook Signature Form

By signing this form I agree that I have read and understand the policies of the Bremen Blue Devil Band Handbook.

Student Name

Student Signature

Date

Parent / Guardian Name

Parent / Guardian Signature

Date