



JEFFERSON HIGH SCHOOL BAND HANDBOOK

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**STUDENT HANDBOOK
2025-2026**

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Calling ALL New/Returning Dragon Members and Parents!

WELCOME TO THE JEFFERSON HIGH SCHOOL DRAGON BAND FAMILY!!!!

The Jefferson High School Band Program is one of the largest and most visible student groups on campus. The Dragon Marching Band is the LARGEST organized musical group at JHS and its #1 ambassador. Most importantly, the Dragon Marching Band is an absolutely awesome FAMILY of musicians who share a passion for visual and musical performance.

The ensemble is a competitive unit that provides students the opportunity to learn and perform a highly artistic show, performing for thousands of people over the course of the season. Each fall, the band learns a customized competitive show that explores various topics and subjects. The band focuses on student leadership and teamwork efforts in order to produce quality performances.

Members WILL BE held to the Highest standards academically and WILL receive encouragement and support to maintain those standards.

Please read and go through everything in this letter AS A FAMILY. There are many important items that will be discussed for both and your parents to be aware of.

This handbook will provide you with much of the information you need to know to be a successful member of the Jefferson High School Music Program. All policies and procedures in this handbook are in accordance with the Hillsborough County Public Schools Student Handbook as well as all Hillsborough County Public Schools policies.

I am looking forward to working with all of you this year. Our goals for the future of this program are ones I believe we can achieve through hard work, dedication, and perseverance. The staff and I cannot do it alone. We all need to work together to reach our full potential as a performing ensemble. Every member of this program is important, and we are stronger together.

Thank you for being a part of this program and thank you for your interest in music and the performing arts. Music is a powerful idea, with an amazing ability to change lives. If you have any questions or concerns about anything in this handbook, please do not hesitate to contact me.

I can promise you that one of the BEST EXPERIENCES OF YOUR LIFE is just around the corner. Please do not hesitate to contact me if you have any questions.

Musically yours,

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1. PREFACE

As a member of the JHS Dragon Band Program, you represent not only yourself, but also your school, your program, and your colleagues in band. All Dragon Band students are expected to set high goals for themselves and for the program. The dedication that students put towards the program will help the program continue to strive to meet goals and achieve at high levels. Students in the Dragon Band Program will not only become better musicians, but more well-rounded individuals.

An emphasis is placed on the development and growth of each individual student, not just on specific performances. Members of the JHS Dragon Band Program develop musically, emotionally, mentally, socially, and physically during their time in the program. Students will learn life skills such as character-building, commitment, cooperation, dependability, determination, discipline, leadership, punctuality, respect, responsibility, and teamwork.

This handbook contains the procedures and information to ensure the success of **YOUR** band program. Please read this handbook carefully so that you may understand what is expected of you and what you should expect as a member of the band. Knowledge of the contents of this handbook will provide each student and family member with an understanding of how they may best contribute to the productivity and overall success of the program, resulting in the optimum individual experience.

Some concepts that will help students achieve the programs goals are:

- **To Be Early is to Be On Time, To Be On Time is to Be Late.**
- **Always Strive to Make TOMORROW Even Better Than TODAY.**
- **Listen and Silent are spelled with the same letters.**
- Make work fun.
- Try to learn something new everyday.
- Help those around you.
- With professionalism, we gain respect.
- Be excited, enthusiastic, positive, self-motivated.
- Be disciplined at all times with concentration and dedication.
- Remain humble in success.

2. OVERVIEW OF EXPECTATIONS

1. **Attend all rehearsals and performances – the minimum expectation is 100% attendance.**
 2. Be Prepared for all classes, rehearsals, and performances.
 3. Use of cellphones/smart devices is strictly prohibited at all band functions/rehearsals/performances **except for when explicitly instructed by Mr. Harlan.**
 4. Be prepared for rehearsals and performances with your instrument, music, pencil, and extra reeds, valve oil, mutes, etc.
 5. Keep instruments and equipment in performance condition.
 6. Work with your staff and student-leaders - they are here to help you improve! **Don't be afraid to ask for help.**
 7. Practice regularly at home (30 minutes per day minimum) and study privately if at all possible.
 8. Practice time should be spent on scales, music, and etudes assigned by Mr. Harlan or private instructor.
 9. Keep the band facility neat, orderly, and free of trash. Store instruments and music in assigned places, **NOT ON THE FLOOR.** Do not leave books or personal belongings in the band room.
 10. If you use something, **PUT IT BACK** (stands, chairs, music folders, etc.)
 11. Keep up with and be responsible for the music and equipment issued to you.
 12. **Students must abide by the Hillsborough County Schools Code of Student Conduct, Jefferson High School Code of Conduct, and the JHS Band Handbook.**
 13. Any instrument or equipment not belonging to or specifically assigned to you is strictly off limits.
 14. No gum, food, or drink is allowed in the band room except when instructed by Mr. Harlan.
 15. No gum is allowed at any rehearsal or performance, or while in uniform.
 16. During the regular school day, the band facility is to be used for regular classes, rehearsals, sectionals, and pre-arranged help sessions only. **For security reasons, non-band students are not allowed in the band room, NO EXCEPTIONS.**
 17. REMEMBER to be at the right place at the right time, give 100% always and treat others as you want to be treated.
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3. ATTENDANCE

ATTENDANCE at all rehearsals, performances, etc. is **REQUIRED**. **Band is a Co-Curricular subject in Hillsborough County - this is very different from an extra-curricular subject.** Attendance at all band functions will be an enormous part of each student's grade in band.

As a member of the Dragon Band Program, you play a critically important role in the success of our Band Program. Just as any sport, the band works as a finely trained team. It is essential that every member be present for ALL functions, which include rehearsals, concerts, assessments, football games, and out-of-town trips.

Any member who is absent makes the band less effective and has an adverse effect on the morale of the band. **Parents: if you plan to schedule an out of town vacation or doctor's appointment, please check the band calendar and make every effort to not schedule these during a rehearsal or performance. It is important to notify Mr. Harlan at the beginning of the year of any vacations or appointments.**

Procedure for Absence

Naturally, sickness and other hardships make it necessary to miss on a rare occasion. **The PARENT must notify the Director as far IN ADVANCE as possible if a student must miss a rehearsal or performance by contacting Mr. Harlan with the date and reason for absence.**

AN ABSENCE WILL FALL INTO (1) OF (3) CATEGORIES:

Permitted

- (Advance notice given was at least 10 school days)
- Reason: JHS-sanctioned activity
- Student will not lose points for the activity/event.
- Note: A permitted absence may not be granted for a day on which the band gives a public performance.

Excused

- Reason: Documented family emergency or illness.
- Mr. Harlan must receive notification within 2 days of returning to school.
- Student may lose points for the activity/event; make-up is allowed

Unexcused

- Reason: Any absence, which is not permitted or excused.
- Student will lose points for the activity/event; no make-up is allowed.

UNACCEPTABLE EXCUSES:	SOLUTION:
"Had to work."	Make arrangements with your employer early.
"Couldn't get a ride."	Be responsible; check with your section leader.
"Didn't know about it."	Be responsible; you've been given advance notice.
"Parents are leaving town."	Clear your schedule in advance.
"Parents made me stay home to do work or study."	Attendance is required, and being absent for your co-curricular band class will have a negative effect on your grade/GPA
"Had an appointment."	Do not schedule appointments during a band activity.

Consequences for Absences from Marching Practices

1. The first unexcused absence to a performance or rehearsal (outside school hours) may result in losing third quarter privilege and loss of points for that rehearsal.
2. The second unexcused absence may result in losing third quarter privilege, loss of points for that rehearsal, and being prohibited from performing at that Friday football game.
3. Missing two band classes may result in being removed from the performance that week.
4. A student that has lost performance privileges for any reason may still be required to attend all band functions, sit in the stands, and play in uniform or additional points for that performance may be deducted.

Please understand that rehearsals and performances are the same as exams in other classes. Since there is no way to “make up” these events, missing a rehearsal or performance is equivalent to not taking an exam and receiving a zero as a grade. However, ANY outside rehearsal or performance missed for an acceptable reason must be made up by completing an assignment approved by Mr. Harlan.

Band is a Performing Art, and it is impossible to replicate a performance. Make-up work for missing a performance for any reason CANNOT be taken for full credit.

FAILURE TO MAKE UP AN ABSENCE WILL RESULT IN LOWERING OF THE BAND GRADE.

Procedure for Tardy

“To Be Early is to Be On Time, To Be On Time is to Be Late.”

TARDINESS will **not** be tolerated. Tardies cause delays in time schedules and are discourteous and irritating to your fellow band members who have to wait for you. **All tardies are unexcused unless excused by valid reasons.**

The procedure for tardies is the same as that for absences.

EXCUSED - (Student does not lose points - makeup work may still be assigned)

UNEXCUSED - (Student loses up to 1/3 of points for the activity/event; no make-up will be allowed)

UNACCEPTABLE EXCUSES:	SOLUTION:
“Had to work.”	Make arrangements with your employer early.
“Couldn’t get a ride.”	Be responsible; check with your section leader.
“Didn’t know about it.”	Be responsible; you’ve been given advance notice.
“Parents are leaving town.”	Clear your schedule in advance.

"Parents made me stay home to do work or study."	Attendance is required, and being absent for your co-curricular band class will have a negative effect on your grade/GPA
"Had an appointment."	Do not schedule appointments during a band activity.

1. **Students do NOT pick and choose the band events in which they wish to participate. If the band performs or rehearses, everyone is to be there every time!**
2. Conflicts with other activities (ie: sport practice or other school related activities) are to be resolved as far IN ADVANCE as possible (not the day of the event).
3. Rain does not cancel a rehearsal or performance. In the case of inclement weather, report to the band room for rehearsal.
4. Performances take precedence over practice concerning another school activity.
5. Only reasons of GRAVE EMERGENCY should be used for missing a performance or rehearsal. These arrangements must be made in advance.

4. ACADEMIC ELIGIBILITY/COMMITMENT TO BAND PROGRAM

It is expected that students maintain at least a 2.0 GPA. Students failing to meet this expectation may be subject to required tutoring sessions and eligibility contracts. This program runs for the full year. **Students are committing to remaining in band for both Fall and Spring semesters.**

Class Participation/Employability: 25%

This includes, but is not limited to: having your instrument, music, mouthpiece, mutes, reeds, oil, pencil, etc. at all times. If your instrument needs repair, you are to hang onto the mouthpiece and reeds (if applicable) so that a loaner may be arranged. Any projects that may be assigned will fall under this category.

Individual Testing & Music Theory: 25%

Tests will include but are not limited to: individual and section playing tests. Scales, exercises or excerpts from music may be selected as testing material. Students will also complete music theory assignments. Sensations will be tested on technique and memorization of routine material.

Rehearsals and Performances: 50%

This includes ALL after-school rehearsals and in school rehearsals for the marching, jazz, concert bands, and Color Guard events. The rehearsal schedule is online, so please make any and all appointments outside of these times, as appointments during band rehearsals and performances will most likely be counted as unexcused. **Remember, any added rehearsals or concerts will receive at least a two-week notice.**

Remember, missing a performance is inexcusable and will result in an 'F' for the semester. If all of these requirements are fulfilled 100% and the student has shown exceptional dedication and improvement, a student will earn an 'A'.

5. MUSICAL GROWTH - LESSONS & HONOR BANDS

Private Lessons

Private lessons are strongly encouraged. The value of one-on-one instruction with a professional on a student's instrument cannot be overstated. Private instruction is key to the advancement of individual skills and integral in achieving a student's highest potential. To obtain a private instructor, please contact Mr. Harlan.

All-State Bands

An honor band in which the students must audition to be a part of. Auditions are held in September and music can be obtained from Mr. Harlan, however, it is highly suggested that each student purchase the books in which the exercises are in. Students who qualify will travel to the Florida All-State Clinic, which is held here in Tampa every year in January. They will rehearse with the top students from across the state and present a concert at the end of the clinic.

All-County Band

A select group of students (grades 9-10 and 11-12 for the high school level) who pass an audition, which is held usually at the end of marching season. Students who make these bands will participate with the top students in Hillsborough County for a 3-day clinic and then present a concert at the end of the third day.

USF Festival of Winds and FSU Tri-State

A group of honor bands that happen every year in early December. Mr. Harlan recommends a number of talented students every year based on their preparedness and participation in All-State and All-County auditions. Students chosen for these bands will rehearse with top students from Florida, Georgia, and Alabama, and present a concert at the respective university.

Master Musician

A program that is designed for students who want to excel at their instrument and is interested in potential scholarships for summer music camps. This is highly recommended if you plan on interviewing to become a leader.

Solo & Ensemble

Held in February every year. Students may prepare a musical selection for district level evaluation. Every student has the opportunity to participate in playing a solo and/or an ensemble as long as the music is on the Florida Bandmasters Association approved list. Students who earn the rating of Superior on a grade 5 or higher have the opportunity to perform at the State level for college professors.

6. ENSEMBLES

JHS Marching Dragon Band

Operates primarily during the fall and is composed of EVERY student in the band program. As the marching band is a critically important component of the Dragon Band Family, every instrumental music student must put in their fair share of work to insure the success of the band. Basics of marching and outdoor playing are stressed. It is HIGHLY RECOMMENDED that to be a part of the marching band the student must be in a Band, World Music, or Eurhythmics (J-Guard) class.

Band camp is required and is generally held the two weeks before school starts. The marching band provides in-game spirit and support for the football team and puts on an exciting half time show every Friday there is a football game. They also play at every school pep rally. The culmination of the marching season is a Saturday performance for the Florida Bandmasters Association Music Performance Assessment. The Dragon Band rehearses every Tuesday and Thursday from 4:30pm-7:30pm and can also rehearse as needed every Wednesday for Musical Sectionals from 3:30 - 5:00 pm until the end of Football Season. If the football team makes the playoffs, the band will travel with the football team and support them.

Wind Ensemble

Open to all students at JHS and is designed for the musical growth of all members. An emphasis is placed on the musicianship skills required for performance of sophisticated literature. Members are required to participate in Solo and Ensemble Music Performance Assessments. Membership is based on previous years success and musical growth. Members must participate in marching band if at all possible.

Jazz Ensemble

Designed for those students who have an interest in performing jazz music. Students develop an understanding of swing, latin, rock, funk, and contemporary styles of repertoire and performance. Instrumentalists must be in one of the concert bands and marching band.

Instrumental Ensembles

Students are not only encouraged to play solo literature for Solo & Ensemble, but also to participate in chamber ensemble groups and perform. These ensembles will have the opportunity to perform at the District Solo & Ensemble Music Performance Assessment, and the possibility of performing at State S&E, the winter and spring concerts, and other various opportunities that may arise.

“Dragoneras” Color Guard

An award winning color guard ensemble. It is designed to develop movement to music incorporating dance, flag, saber, rifle, and props. This ensemble performs varieties of dance styles including lyrical, jazz, military, and modern. The Color Guard is an audition-based ensemble. The Eurhythmics class is highly recommended for all members for the full year. Uniforms vary from year to year.

“Winter Guard”

An audition-based Winter Guard team that competes around the state of Florida in the FFCC (Florida Federation of Colorguards Circuit). Auditions for Winter J-Guard typically occur in November, with practices beginning in January. Auditioning for Winter J-Guard is not a requirement to be a member of J-Guard.

7. UNIFORMS

Uniforms are an extremely important part of the JHS band program. They give us an identity, a sense of pride, and a clean-cut professional look. They add a measure of class and respect to our organization.

Marching Band

A Jefferson High School Marching Band uniform is rented out to all wind and percussionists, which includes a standard issue jacket and jumper. Students will purchase black marching shoes, and black gloves (except percussionists). Students also are required to have long black socks and the current year marching t-shirt under their uniform.

Wind Ensemble

Students have the option of wearing either a black suit or black concert dress. Black suit to include: Black dress pants, Black dress shirt, long black socks, Black dress belt, Black dress shoes.

8. LOST MUSIC

It is each student's responsibility to keep all original music in their music folder and return it in the same condition it was issued. If a student should lose a photocopy, they should take it upon themselves to contact the music librarian for a replacement as soon as possible.

9. STUDENT LEADERSHIP TEAM

Each spring, applications for leadership positions in the Dragon Band Program will be published. Students should be prepared to submit an application, obtain references from peers and teachers, and complete a brief interview with the directors. There are several student leadership positions within the Dragon Band Program. All student leaders are REQUIRED to participate in All-County auditions and Solo & Ensemble Festival held every February.

The band leadership positions have been listed so that an understanding of who is in charge of what in the band is understood: [Link to Student Leadership Roles](#)

10. REHEARSAL PROCEDURES

Each and every rehearsal is valuable and thus important that every student attend ALL rehearsals. If you miss a rehearsal or are tardy, you are not only wasting your time, but you are wasting every other band student's time as the band can only function at their best with everyone there.

Instrument Storage Cabinets

1. All instruments are to be stored in the cabinets. No food is to be placed in the cabinets.
2. Do not go through another cabinet if you do not have an instrument in there.

Band Room Rehearsals

1. Students must have their instrument in working order including their mouthpieces and at least 2 extra reeds, any required mutes, valve oil, pencil, music, etc.
2. Before rehearsal begins, students are to be warming up individually on their own and to stop once Mr. Harlan or the Drum Major gives the command to stop..
3. Correct posture at ALL times so that you are focused. Percussionists are to be standing if they are playing on the piece we are working on, or in a chair in the back of the room if they are waiting for the piece(s) they perform on.
4. There will be NO talking during rehearsal. If you have a question about the music, raise your hand and wait for Mr. Harlan to acknowledge you.

Marching Rehearsals

1. During football season, full marching rehearsals are scheduled for Tuesday and Thursday evenings 4:30pm-7:30pm. Additional sectionals on Wednesdays may be requested by Mr. Harlan and/or section leaders to provide additional opportunity for improvement. **MR. HARLAN HOLDS THE RIGHT TO CALL FULL BAND MUSIC REHEARSALS ON WEDNESDAYS IF THE NEED ARISES, INCLUDING LAST MINUTE IF THE NEED ARISES.**
 2. EVERY student is required to dress out wearing appropriate clothing and sneakers. This is for your safety. Things like sandals, flats, pumps, boots, jeans, pants, skirts, dresses do not lend themselves to comfort or ideal execution of marching and maneuvering and are not recommended. Students' grades will be deducted if they do not wear appropriate clothing. This is necessary due to Florida's extreme temperatures.
 3. **TO BE EARLY IS TO BE ON TIME. TO BE ON TIME IS TO BE LATE!**
 4. The Drum Majors and Band Captains have authority until Mr. Harlan and/or staff reach the field.
 5. The first whistle will let everyone know that they have 60 seconds to get into the Fundamental Block. The second whistle signifies the beginning of stretching. Those not in the stretching circle will be reported as tardy.
 6. **There will be no playing to and from the practice field except for percussion under the supervision of the percussion captain.**
 7. Be alert all the time. Everyone needs to be focused not only for instruction but also in case of a weather emergency.
 8. Marching rehearsals will be most efficient if all members are diligent in correcting mistakes quickly and thinking ahead to the next move. Above all, take pride in every minute of rehearsal so that we can all take pride in our final product – the performance.
 9. **Water breaks are MANDATORY. Students should be reminded of the hydration safety education provided via athletic clearance.**
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11. PERFORMANCES & PUBLIC APPEARANCES

1. All members are expected to attend every performance in which the band participates. If you are unable to attend a performance, you must inform Mr. Harlan **WELL IN ADVANCE**. Severe illness or death in the family are usually the only legitimate excuses for missing a performance.
2. Notices of all performances/ appearances will be posted on the calendar in the band room and online. It is the responsibility of each student to keep up to date for all pertinent information.

3. Rules of conduct/order regarding rehearsals are in effect during all public performances. Let your conduct both before and after the performance be above reproach. Your conduct reflects on your band, your school, and your community. Proper language is to be used AT ALL TIMES.
4. Appearance must be neat at all times when in uniform or while under observation as representatives of the band program and school.
5. A performance or appearance is not completed until students are officially dismissed from pertaining activities. No band member is permitted to leave the organization in advance of group dismissal at any time unless excused by the Director prior to the performance.
6. Be sure that you have properly taken care of instruments, uniforms, music, etc. before leaving.

Football Game Procedures

1. Attendance will be taken at Report Time in the designated area. Check in with your Section Leader and then the Section Leader will report to the Band Captain. Arrive with everything needed for the game.
2. Make sure your instrument is in working order, shined, extra reeds, and mouthpiece is all prepared for inspection.
3. Section Leaders will retrieve uniforms from the uniform room and have them ready at least 30 minutes prior to inspection.
4. Inspection time will be on the board in the band room and will take place in a designated area. Once you are called to attention by the drum major you are to line up (dressed or not) for inspection. If you are not dressed on time, or have the appropriate attire, your grade will be adjusted accordingly. Section Leaders and the Band Captain(s) will oversee inspection and document any tardiness or uniform that is not on properly.
5. In order to receive full credit for inspection, each student must have the following: CURRENT year band t-shirt, soccer/athletic shorts, long black socks, black marching shoes, uniform on correct, extra reeds (if applicable), mouthpiece, a clean instrument, absolutely no jewelry or bandanas, no colored makeup, and all long hair is put up under the hat so as not to touch the collar of the uniform. The Band Captain will take note of any deductions and make sure directors have it before they leave for the game.
6. For away games, students will wait for Mr. Harlan to give the okay to load the buses. You are responsible for your own instrument and being sure it is in the loading area and unloaded when we return.
7. Once on the buses, you must remain seated at all times. Talking should be kept to a decent decibel level. Respect the band parents and the bus driver in charge.
8. For home games, students will be dismissed to line up outside and there will be no talking as we march to the stadium. Once at the stadium, we will either ascend into the stands for away games or prepare for pre-game for home games.
9. Once we leave the band room/auditorium, the lines will remain straight both vertically and horizontally and you must act PROFESSIONAL at all times.
10. Always listen for directions on which piece to play and when; **DO NOT** play without permission.
11. Remain in your section when in the stands. **The band area is off limits** to everyone except band members and chaperones. There will be no food or drink brought into the seating area except water or ice.
12. Chewing gum is NEVER permitted.
13. In the middle of the second quarter, the band will start its descent onto the track for warm up. After the halftime show, you will be given the third quarter to use the restroom, purchase concessions, and socialize (within reason). Remember you are still in your uniform and must act PROFESSIONAL.
14. Use your own judgment about what to eat or drink, but if an accident occurs, you will be charged for an extra uniform cleaning whether or not you are at fault.
15. You must be back in your seat ready to play when the clock hits 0:00 of the third quarter (**To BE EARLY IS TO BE ON TIME. TO BE ON TIME IS TO BE LATE!**). If you are not back by 0:00 you will lose your third quarter privilege for the following week. Remember the buddy system!
16. After the game, we will march from the stands to either the band room or to the buses. Have fun, but remember PROFESSIONALISM. **THE ENTIRE BAND WILL ALWAYS DISMISS FROM THE BAND ROOM.**
17. Once arriving back in the bandroom, you will stand at attention before being dismissed. You then must check in your uniform and check out with your section leader before leaving.

18. The band room and auditorium must be cleaned before anyone leaves; this is a job for every band member. If we take the time to show pride in our band room then we will not have to assign sections to keep the room clean!
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12. ENFORCEMENT OF REGULATIONS

The simplest method of enforcing regulations is to withhold the privilege of participation in our band for a specified period of time. **Only Mr. Harlan may take this action.** Withholding may be done in several ways:

1. Replacing a person in the show. This would be done primarily in the case of disruptive behavior, negative attitude, not being prepared, or absence.
2. In the case of extreme misbehavior or disrespect, for the good of the band, the student may be expelled from the band program.
3. A penalty will be administered for all tardies, misbehavior, disrespect, disruption, defiance, disobedience, off-task activity, inattentiveness, destructiveness, or any acts that cast discredit and/or embarrassment upon the band or the school, no matter the reason. Other consequences may be assigned as determined by the Director for each offense.
4. For serious or continual infractions, band members may also be suspended, meaning that they will be expected to attend all rehearsals and performances of the band, but will not be allowed to participate until the problem causing the suspension has been rectified. Failure to comply with the terms of suspension may result in expulsion from the band program.

Infractions of Conduct

Infractions of conduct mentioned above or those listed below are grounds for severe disciplinary action including suspension or dismissal from Jefferson High School and/or the band program:

1. Destruction or theft of school property and equipment.
 2. Possession or use of alcohol, drugs, tobacco, or any mind-altering substance on or before a band activity.
 3. Any actions, which are illegal or prohibited by Hillsborough County Schools.
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13. SCHOOL INSTRUMENT RENTAL POLICY

As our school instruments must be kept in good condition, we have strict guidelines for use of school owned instruments. **The instrument rental fee for Hillsborough County is \$43.00.** Certain instruments may not be available for renting from the school, in which the student and parent can utilize one of the many local music stores rental programs. **If a student is unable to afford the rental payments, please see Mr. Harlan ASAP and something will be worked out, we want you in the music program!**

Here are our guidelines for use of school owned instruments: Once rented, you will have to read and sign a rental agreement. Parents must sign this as well. No instrument will be rented without the proper signatures.

1. Instruments must never be used by anyone other than the renter. If this should happen, the instrument will be taken back. The renter will not be allowed to rent from the school until the issue is resolved between the student, parents, and Director.

2. Instruments must be maintained properly. If an instrument is not being maintained properly, it will be taken back. The issue must be resolved between the student, the parents, and the Director..
 3. Occasionally, instruments need repairs. If an instrument is in need of repair, it is the student's responsibility to bring it to Mr. Harlan's attention as soon as possible. The JHS band will NOT pay for damage caused by negligence or irresponsibility.
 4. If an instrument is stolen, lost, or damaged to the point of mutilation, the renter is fully responsible and must pay for replacement. There are no exceptions to this rule.
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14. INSTRUMENT MAINTENANCE

It is important that all instruments receive regular maintenance. Basic care will prolong the life of your instrument. Woodwinds should be sure to oil the keys and wipe the instrument down with a soft cotton cloth after playing. All reed players should have no less than three reeds broken in at one time and should be kept in a reed case to avoid damage to them. Double reeds should soak their reeds before playing to avoid any cracks. Brass instruments should clean their instrument at least once a month with lukewarm water and polish it down with the appropriate cloths for your instrument. Valve instruments need to use valve oil as needed and remember to play with your fingers curved so that the valve action is straight up and down and will avoid uneven wear on the pistons. Contact Mr. Harlan if you would like to purchase your own instrument or are wanting to move up on a model so they can provide you with recommended brands and models, and possibly a connection to get your instrument at a reasonable price.

Remember, moving up to a better mouthpiece and reeds will allow you to play in tune with better tone quality and develop your embouchure. All reed players are expected to have at least three working reeds on you at all times. Clarinets should be on a 3-3.5 Vandoren Reed with preferably an M13, M15, or B45 mouthpiece and saxophones should be on a 3 Vandoren or a 3.5 Hemke reed for alto saxophone (3.5-4) for tenor and baritone saxophones). All saxophones should be using a selmer S-80 C* mouthpiece with a metal selmer ligature or BG traditional ligature. Having a quality reed and mouthpiece helps assure a good sound and again, helps with intonation. Reed players are encouraged to rotate their reeds throughout the day to ensure the reeds last longer. Trumpets are to be played on a Bach 3C, Horns on a Giardinelli C8 or Farkas MDC, Trombones on a 5G, Euphoniums on a Schilke 51D, and Tubas on a Conn-Helleberg. The quicker you get these new mouthpieces, the quicker you get a better mature sound and the band gets a more unified and mature sound.

15. Band Fees

Please read the following very carefully as you may have to write three separate money transactions..

1. **The uniform rental and instrument rental must be paid through the my payments plus website**
2. Band fees and purchased uniform items are paid through Cut Time or by check, or money order and are written to Jefferson High School Band Boosters (JHSBB). All fees are to be paid via check or money order or through the students cuttime account. Please make sure your student's name and what the amount is for is listed on the check so that the treasurer can issue you a receipt.

We understand that the beginning of the school year can be expensive. Please realize that the shoes, concert uniform, and gloves are yours to keep and therefore are one time purchases unless they are lost or outgrown. If there are financial problems with the cost of being a member, please contact Mr. Harlan for assistance.

Band Membership Fee

This fee encompasses the many, many expenses associated with being a member of the Jefferson High School Band Program. This one-time fee per year is **\$250**. This fee should be paid through Cut Time, or cash, check, or money order made payable to JHS Music Association. The membership fee is owed by all students in the program, regardless of length of participation, and is non-refundable.

Color Guard Membership Fee

This fee encompasses the many, many expenses associated with being a member of the Jefferson High School Band Program. This one-time fee per season is **\$350** for members (to cover the Band Fee and the cost of the competition uniform). This fee should be paid through Cut Time, or cash, check, or money order made payable to JHS Band Boosters. The membership fee is owed by all students in the program, regardless of length of participation, and is non-refundable.

Instrument Rental Fee

Students who use a school owned instrument (including percussion) will pay an annual fee of **\$43.00** and **MUST BE** paid through the mypaymentsplus website to rent the instrument for the year. Students who rent a marching instrument and a concert instrument will be in charge of making sure both instruments remain in playing condition.

Uniform Rental Fee

All students in the Marching Dragon Band that use a school owned uniform will pay a one-time fee of **\$38.00** and **MUST BE** paid through the mypaymentsplus website to use the uniform for the season.

16. BAND STAFF & BAND BOOSTERS

Running a successful marching band program is like running a sports team. Not only do you have a coach, you have an assistant coach and many trainers specializing in each area of that sport. Mr. Harlan relies on having many eyes within the program.

Special technicians in drill design, marching, visual design, color guard, drum line, woodwind, brass, and music are areas that must be taken into account in the marching band season. The students are required to give each technician, whether a guest or a permanent staff member, the respect they deserve. Some of the technicians will be paid and some will be devoting their time to enrich the lives of the students, so in order to continue having help to strive toward our goals, these staff members need to be respected just as much as the Band Director.

Band Boosters are extremely important to our band program. These people are the backbone of support for each and every student and most importantly the Band Director.. Some of these adults are parents, some are past parents, and some are people donating their time to help out the band. Every parent who helps out needs to complete and submit the HCPS "SERVE" form online.

Without the support of these wonderful people, the marching band program would not be where it is today. They help out with moving, loading, and setting up equipment when we go places, they help out and keep our uniforms clean, provide food after long rehearsals, and are always there for the students.

Under no circumstances should any band student ever talk back or disrespect any of these wonderful people. If a student is caught, or complained about disrespecting a band booster, you will be issued a referral, dismissed from the marching band and will not be allowed to participate with the band the rest of the year.

By definition, the role of the booster organization is to “boost” the band program in a positive manner. The purpose of the Jefferson High School Band Boosters is to advance the best interest of the Jefferson High School bands by providing support, as requested by Mr. Harlan. All parents of students enrolled in the JHS Band program become members of the Band Boosters automatically, as the band booster fee is included in the student’s band fee. Maintaining a thriving band program requires support year-round and funding beyond that provided by the school system.

The Band Boosters organization is a non-profit corporation and help with:

1. Purchase and maintenance of uniforms
2. Furnishing chaperones/volunteers for band events
3. Organization and implementation of fundraising activities
4. Encouragement of new parent involvement
5. Stimulate and maintain an enthusiastic interest and support for all phases of the band program
6. Support and advocate for music programs in the public schools

17. JHS BAND PROGRAM 2025-2026 CALENDAR

This calendar is maintained on our Band app, Cut Time platform, and found at tjhsmusicprogram.com.

*****MR. HARLAN HOLDS THE RIGHT TO CALL ANY FULL BAND REHEARSALS, OR PERFORMANCES WITH AT LEAST TWO WEEKS NOTICE (OR LESS, DEPENDING ON THE SITUATION). PARENTS WILL BE NOTIFIED IMMEDIATELY IF AN EMERGENCY REHEARSAL IS CALLED.*****

*****MR. HARLAN HOLDS THE RIGHT TO CALL MUSIC SECTIONALS WITH AT LEAST ONE WEEK'S NOTICE (OR LESS, DEPENDING ON THE SITUATION). PARENTS WILL BE NOTIFIED IMMEDIATELY IF AN EMERGENCY REHEARSAL IS CALLED.*****

Jefferson High School

Dragon Band

2025-2026

STUDENT HANDBOOK

tjhsmusicprogram.com

18. STUDENT/PARENT AGREEMENT - SIGNATURE PAGE

We have read the Jefferson High School Dragon Band Handbook and we understand the procedures and expectations within it. We have set aside all dates listed on the calendar,, and understand that two weeks' notice constitutes fair warning for additions/changes to this calendar. We understand revisions can be made to this handbook via the website, e-mail communication, or a sheet sent home with the student. We understand that these procedures and guidelines will be handled at the Director's discretion and that the Director has the final approval in all situations.

Please [follow this link to the single signature page](#), download it, fill it out, sign it and return it to the Director confirming you have read and understand all procedures set forth in this handbook.

Please return the completed form to Mr. Harlan, sean.harlan@hcps.net by Friday, August 15, 2025.

Date:	
Student Name (Print):	
Student Signature:	
Student Email Address:	
Parent/Guardian Name (Print):	
Parent/Guardian Signature:	
Parent/Guardian Email Address:	