

**Wakulla High School
Band
2023-2024**



HANDBOOK



**Joseph Kennedy
Director of Bands**

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The high school music experience is a unique one and one that you will surely enjoy. The high school program is quite different from the junior high or middle school program. Students at the high school level will be involved in as many as twenty to thirty performances per year, as compared with the usual seven or eight concerts presented in the middle school. Marching Band, Jazz Band and Concert Bands provide many opportunities for the type of musical enrichment and personal development that can only be found at the high school level. Students get the opportunity to perform, to travel, and to be a part of something exceptional. Wakulla offers many options for the student who chooses to be a part of our trend-setting program. In addition to the many educational and cultural benefits, students grow both socially and emotionally through music. Entering a large school and facing new situations, students will be glad to have a place where they know that they belong. It will be comforting to have a large group of friends with whom they share many positive experiences.

The music program offers a chance to develop leadership skills. The student leadership system in the Wakulla High School Music Program will become a model for the other schools in our area. Communication skills are stressed, along with group management, goal setting, time management, and other valuable skills and strategies that help to increase the students' self-confidence and self-image. Although the Wakulla Music program is quite active, rehearsal time is kept to a minimum. Everyone realizes the importance of students' involvement in other activities during high school. Wakulla members are also free to be involved in almost every other sport, club, and activity at the school. Students are encouraged to be involved with many activities, and flexible scheduling can be worked out if we all plan ahead. High school music students tend to be in the top percentages of their classes, as witnessed by the high number of honor students who are active in music. The Wakulla Instrumental Music Program is truly one-of-a-kind. I feel strongly that every student should be given a positive environment in which to achieve. Together, we can make it happen!

Musically yours,

Joseph Kennedy

Director of Bands

INSTRUMENTAL MUSIC HANDBOOK

PREFACE

This booklet was written in order to provide students and parents with information concerning the various activities, policies, and phases of the instrumental music program at Wakulla High School. It is impossible for this booklet to cover answers to all questions that may arise. All students and parents will need to read this booklet carefully, fill out the form included in the back of the handbook, sign it, and return it to the Director. School rules and policies are in effect at all times a student is directly or indirectly involved in any activity sponsored by or in the name of Wakulla High School. School policy shall have priority over music program policy in the event of any conflict. The Director shall have the authority to suspend or amend any Wakulla Music policy at any time in the best interest of the overall program.

WHS Music OBJECTIVES

The Wakulla High Music Program is an integral part of school life and is recognized as a school activity. It is one of the largest and most active voluntary student organizations at our school, and its members form an active, cosmopolitan group. The primary objectives of the music program are as follows:

- Educational - To develop interested and discriminating listeners, to provide a well rounded musical education, and to prepare students for musical activities beyond high school. There are also many values in the study of music as a discipline that transfer to other areas of learning.
- Cultural - To foster the continued development of music appreciation and understanding through the study and performance of music.

- Service - To lend color and atmosphere to certain school and community affairs while promoting the dignity and reputation of Wakulla High School at all appearances.
- Citizenship - To develop the students' abilities to function as responsible members of a group, to interact with others in a positive manner, and to function as responsible members of the community.
- Recreational - To provide all students with the opportunity for worthy use of leisure time, an emotional outlet, and good social experiences.

MEMBERSHIP IN THE PROGRAM

The program is open to all interested students who demonstrate the desire, ability, and proper attitude to be a member of the group. Students desiring to join the program must have permission from the Director.

Students will be placed at the discretion of the Director. It should be understood that everyone will have an equal and fair opportunity to participate. However, from time to time, it may become necessary to exclude or dismiss those students who fail to meet the required standards at the discretion of the director and presented in this Handbook.

All students enrolled in any Band ensemble are expected to participate in at least one of the Concert Bands unless outstanding circumstances exist that prevent such participation. Jazz Band members whose every day instrument is not part of the marching band are encouraged, but not required, to participate in Marching Band. However, many Jazz players in the past have found Marching Band to be a fun and exciting way to learn a new instrument, make new friends, and make music!

THE IMPORTANCE OF ATTITUDE

The greatest single factor that will determine the success of any individual or organization is attitude. The right attitude involves sincerity, concentration, and dedication as the basic foundation. Such an attitude makes an artistic performance inevitable and is the factor that makes the difference between a quality organization and a mediocre group. It takes intense commitment to reach goals. Students should learn to discipline themselves to practice daily on fundamentals in concentrated and routine practice. You who are in music are a favored few. This organization can do much for you. Make the most of this opportunity in every rehearsal and performance.

THE IMPORTANCE OF DISCIPLINE

Because of the nature of the organization, discipline must be strict out of necessity. Students and parents must be willing to accept the ideals, principles, and rules of the organization. Because music ensemble members are constantly on public display, each member must always be aware of the importance of good behavior. Any misconduct casts a direct reflection on the group and school and may well undo the good work of many students. Any student who casts discredit on an ensemble with his/her conduct, either at school or on a trip, shall be subject to dismissal from the program in addition to other disciplinary action by the school.

WHS Music Program RULES

The reputation of the Wakulla High Instrumental Music Program is built on quality of character and musicianship. We expect your best!

- All students are expected to behave properly and courteously at all times. They are representing Wakulla High School and Wakulla County. Anyone guilty of gross misbehavior may be dismissed from the program at the discretion of the Director.
- All school rules will be strictly enforced by the WHS Music Program. The Band Department and the school authorities will deal with any infraction of the rules.
- Students who are repeatedly disciplined by school authorities for violation of school policies are a liability to the program and will be subject to dismissal from the organization.
- All students are required to attend all Band Program activities unless excused by the staff. Multiple absences from regularly scheduled rehearsals will not be tolerated and may result in the loss of your position. Please refer to the Grading Policy (pg. 10) and Attendance Policy (pg. 13) for details.
- Insubordination directed toward staff, volunteers, or the director will not be tolerated.
- Young adults must not damage property or equipment. As WHS Music Program members, you reflect not only the values you learn at WHS, but what you have learned from your parents and community as well.
- Absolutely no hazing or initiation of any person in any form will be tolerated. Hazing of any capacity will result in immediate dismissal of the program and disciplinary action from school administration.

Students who violate the rules of the program are subject to changes in chair placement, loss of leadership positions, or dismissal at the discretion of the Director.

REHEARSALS

In order to give students the maximum benefits of the program, it is necessary to hold after-school rehearsals. Marching Band and all Concert Band rehearsals count as a portion of the student's grade (see Grading Policy, pg. 10).

Rehearsal schedules are published well in advance (found in the BAND App), and other coaches and sponsors are very willing to work out any conflicts that might arise. Marching Band requires a lot of time since it is mostly extra-curricular and involves not only playing, but moving in intricate formations as well. However, rest assured that we will get by with the minimum after school time necessary to produce the quality of performance that students deserve.

Rehearsal Schedule	
Ensemble	Time
Marching Band	Monday 5:30-8:00 and Thursday 2:45-5:15 until marching MPA.
Wind Ensemble	Monday 2:30-4:30, starting after marching MPA.
Concert Band	Thursday 2:30-4:30, starting after marching MPA
Jazz Band	Rehearsals may be called in afternoon or evening as necessary with 2 weeks prior notice.
Color Guard	All marching rehearsals plus sectionals Tuesdays 2:30-5:00
Drumline	Sectionals Thursdays 6:30-8:00 Aug. – Nov.

Special Events

From time to time, special events may arise in addition to rehearsals, school ball games, contests, parades, concerts, and other such regular appearances. Participation in special events not previously scheduled will be at the discretion of the Directors and school officials after conferring with the ensemble regarding the feasibility of the event. We are not able to accept all invitations for obvious reasons, and neither can we do instant performances. However, it is the policy of the Wakulla High Music Program to cooperate as much as possible with special requests for performances.

GRADING POLICY

Grades will be determined according to the particular grade criteria for each grading term. The criteria will reflect special projects, performances, and other obligations of the student that will affect his/her grade during that term. Work and lack of transportation will never be an excused absence. Each quarter all students will be graded on the following criteria:

Playing Tests/Written Tests/Improv Assignments* – 15%
 Performances – 50%
 Rehearsals – 30%
 Class Participation – 5%

The 9-weeks grade will be determined by the student's percentage.

A = 90+ %
 B = 80-89%
 C = 70-79%
 D = 60-69%
 F = 59 or below %

*Improv Assignments are used only in Jazz Band.

UNEXCUSED ABSENCES: For unexcused absences, students may have the option of preventing grade changes by submitting a *typed or hand-written* research paper on an approved music topic. This must be submitted two weeks after the absence in order to prevent grade changes. This applies to each unexcused absence! If the paper is not turned in on time, it will not be accepted.

At the discretion of the director, If a student is unexcused from a dress rehearsal, that student will not perform in the concert and his/her grade will be adjusted accordingly. This also includes Thursday marching practices before football games.

EXCUSED ABSENCES: Absences excused by WHS or the Director will *not* lower a student's grade. However, an alternate assignment may be given at the discretion of the Director.

**!!! WORK & LACK OF TRANSPORTATION WILL NEVER BE AN
 EXCUSED ABSENCE !!!**

***Disclaimer:** The directors support the parents who feel that, in order to “help” their students to do better in their schoolwork or to punish the students for misconduct at home, they should not be allowed to come to music rehearsals/performances. However, if parents choose to utilize this form of discipline, they must understand that absences of this nature are unexcused and will receive the appropriate weight when determining a student’s band grade and participation in future performances and events.*

OTHER FACTORS AFFECTING GRADES

- All music must be present at all times. If you take a folder home and are out of school the next day, please make arrangements for your music to be at school for your stand partner's use.
- If a student’s instrument is in the shop for repair, the student is required to have a loaner instrument from the music store. If this is not possible, the student must contact the Director first thing in the morning to see if another instrument is available to use in class.
- All instruments must go home on Friday.
- Auditions occur several times throughout the year. These can be for grades, chair placement, and/or ensemble placement. Auditions will be announced well in advance and may be adjudicated by the Director or area professionals from outside the Wakulla music program.
- **Extra Credit:**
Arts Attendance: Students must attend a music recital/band concert, write a 750-word analysis, and turn it in with a program to receive credit. The deadline is one week (7 days) after each event (See Director for acceptable concerts and arts events to attend).

Make-Up Assignment:

In the unlikely and hopeful event that a student misses a performance (unexcused or excused). There is however a make-up assignment to

compensate for a performance. The student who chooses to make up for missing a performance must adhere to this criteria:

- The student will write a 3,500-word essay on a composer appointed by the director.
- The student will write about the composer's biography, musical works, and a detailed analysis of one of the composer's musical works.
- This assignment will be due exactly one week (7 days) after the date of the missed performance.
- It shall be typed, not written.

Ensemble Placement

With the level of constant expectation of musical excellence being a main priority to students at Wakulla High School, placement into upper level ensembles becomes more complex. Each student will be placed into their respective ensemble, decisions on ensemble placement are made at the discretion of the director on a variety of criteria. Students may be required to audition for appropriate ensemble placement. All decisions are final. Musical factors may not be the only factor to ensemble placement. Other factors could include:

- Student's reliability and accountability- With ensembles that aim to perform at a professional level, reliability and accountability are key. This may also include school attendance.
- Vacancy in ensembles- In groups like the WHS Wind Ensemble, balance must be kept at the discretion of the director. There can only be so many of certain instruments in an ensemble.
- Student's compared skill- Although a student may complete the minimum audition to enter an ensemble, if their skill will be a detriment to that section, they may need more time in a lower level ensemble.

Wind Ensemble

The WHS Wind Ensemble is the premier concert ensemble in the band program. The ensemble plays high level literature with a standard of musical maturity. The Wind Ensemble rehearses and performs each piece at the highest level of perfection possible. In order for the ensemble to rehearse and perform at this level, much is expected of the ensemble as a group and as individuals as individual skill and attention is needed for this ensemble to be successful. Because of this, more is required from the group and individuals than other members of the program not in Wind Ensemble. Here are some things that required of the group and individuals in Wind Ensemble:

- Students are required to either audition for the Big Bend All-District Band or perform the audition material for the All-District Band as a playing test for a grade.
- Students are required to perform at the District Solo and Ensemble event that takes place every year in February.
- Students in the ensemble are to make sure their calendar is free in late April as State Concert MPA is around that time and are expected to perform at State Concert MPA if the ensemble is eligible.
- Because of the intensity and difficulty of the music played by the ensemble, just as in concert band, it is required of the students to practice their parts for homework as the goal of rehearsal is to learn the rest of the ensembles' parts and practice at home is to learn your own part.

ATTENDANCE POLICY

(After school rehearsals/performances)

In order to operate in the most efficient manner, we must have every student at rehearsals and performances. Absences not only prevent individual students from learning, they hold back the entire organization. Excessive absences at after school rehearsals, excused or unexcused, may lead to a student not being allowed to perform in upcoming performances. What is “excessive” depends on the number of rehearsals before an event and will be determined by the director. Every member is critical to our maximum achievement. With proper planning, conflicts CAN and must be avoided.

The only excusable absences are those recognized by the school system for normal attendance purposes (i.e., illness, death in immediate family, religious holiday, etc.). Individual needs will be addressed as they occur.

“WORK” IS NEVER AN EXCUSE FOR MISSING ANY PART OF A MUSIC ACTIVITY.

In order to obtain an excused absence, the following criteria must be met by student/parent:

- Director must be notified in advance—one week in normal situations. Sudden illness does not apply.
 - Students must fill out an Absence Form (Found on the Band Director’s door) and turn it in **one week** prior to the date of absence.
 - For emergency/time sensitive situations, students may turn in an Absence Form after the one-week-prior deadline or after the date of absence for request to be excused.
- In cases of sickness, if a student is in school, he/she is expected at rehearsal/performance that day. If a student becomes ill after school is out, a note from a doctor is necessary to be excused.
- All follow-up paperwork for the absence is the responsibility of the student and parent.
- Remember that every absence is not an excused absence. Just because you inform the director does not mean you will be excused.

CONFLICTS WITH **WAKULLA HIGH MUSIC** **ACTIVITIES**

The Director believes that students should be able to participate in many school activities. However, conflicts between music and other activities or events are the responsibility of the student. Rehearsal and performance schedules are normally given out well in advance, and students must approach the Director with conflicting activities as soon as they know there is a potential scheduling problem (at least one week in advance).

Students should not become involved in activities that may directly conflict with many Wakulla High Music activities. When outside activities create severe hardships concerning music involvement, unless it is an unusual situation that may only happen once, the student would need to consult with the Director about alternatives that might be possible.

It is the practice of the Wakulla High Music Program to assist students, within the scope of our policy, when conflicts occur. Students should not expect excused absences for conflicts automatically. Students are reminded that the music program (especially Marching Band) can be a very demanding activity and that involvement in outside activities should be limited to those that are compatible with the Wakulla High Music schedule.

All conflicts in regard to performances must be worked out in favor of the student's responsibility to his/her ensemble.

**!!! WORK IS NEVER AN EXCUSE FOR MISSING ANY PART OF A
MUSIC ACTIVITY !!!**

Work schedules can be arranged ahead of time with your employer—it has been proven many times, so no excuses.

REHEARSAL PROCEDURES

Rehearsal time is valuable time and every moment must be used efficiently!

1. Upon entering the rehearsal room, gather your instrument, music, and equipment and go directly to your seat.
2. ALL MUSIC MUST BE PRESENT AT ALL TIMES. If you take a folder home and are out of school the next day, please make arrangements for your music to be at school for your stand partner's use.
3. When a Director or staff member steps in front of the ensemble, all talking and noise will cease.
4. Warm-up will be handled by the Director, staff member, or a designated student.
5. Be respectful at all times.
6. Act like you want to be here.
7. Students are expected to make a real effort to make daily improvement. This cannot be accomplished without outside practice and effort.
8. At the end of rehearsal, each student is to put away his/her own instrument, music, and other items. NO items may be left out of place. This applies to all music functions. If you leave a personal item out of place, it will be at risk of being lost or possibly thrown away. Remember, the band room is the band room, not your personal bedroom.

!!! Violations of these procedures may result in disciplinary action !!!

USE OF MUSIC FACILITIES

The use of music facilities before, after, and during school is a privilege. Students who abuse the facilities and their contents will be disciplined accordingly. Any abuse or damage will be considered vandalism. The following rules are in effect:

- 1) No non-band students are permitted inside the facilities except for business with the Director.
- 2) No gum.
- 3) No food or drink of any kind (except for water).
- 4) No roughhousing or horseplay.
- 5) No swearing/profanity.
- 6) No unauthorized persons on the podium.
- 7) When an authorized person steps onto the podium, all noise and motion in the room ceases.
- 8) All equipment, including school-owned instruments, auxiliary items, percussion items, etc., is off limits without expressed permission of the Director.
- 9) No rearranging furniture without the permission of the Director.

Any infraction of these rules will result in removal from the band room and subject to disciplinary action.

DESCRIPTION OF MUSIC FACILITIES

Band Office—The Director's office is always open to a student who needs to ask a question or talk about a problem. However, this area is private and is not to be entered by any student unless the Director is present and available. The office is used as a work area by the Director. If the Director is on the phone or talking to another student or adult, please do not knock or enter. Try asking a member of leadership for advice first.

Library—The filing system is to be used only by the library staff. Materials may be checked out only through Librarians. No one other than a Librarian or Band Captain is allowed in the library without expressed permission from a Director.

Practice Rooms—These rooms are to be used for practice only. Keep rooms neat, with all chairs, stands, etc., returned to their proper places. Use of practice rooms is on a first come, first serve basis. If practice rooms are not kept clean, the privilege to use them will be revoked until the Director deems usable again.

Uniform Room—The uniform room is a private area and is to be used with permission only. This area is to be kept clean and neat at all times. Only Uniform Managers and Band Captain are allowed in the room without expressed permission from a Director.

Percussion/Guard Room—Only designated percussion and guard students are allowed in.

Telephone—Students may use the telephone in the band room with permission of the Director after a Wakulla High Band activity.

Copier Machine—Only the Librarians may use the copier machine for ensemble purposes without the consent of the Director. If you need something copied, have a librarian, staff member, or the Director copy it for you. The copier machine is to be used for music only. It is to not be used for your personal belongings such as essays, homework, etc.

Unauthorized use of any of these special areas will result in disciplinary action.

LOCKER POLICY

All instruments are to be properly secured in their locker when not in use. Students are assigned a specific locker for storage of instruments/accessories. They should only use this assigned locker. Much confusion can arise when searching for an instrument that is not in its proper place.

Lockers are issued with the intent that students keep their instruments and music in them. Any other personal items (i.e., books, music players, cameras, clothing, shoes, etc.) may be stored at the student's own risk. Those issued lockers are permitted to supply combination locks for securing their locker contents. However, students are always responsible for their personal property, not the band program nor school.

SCHOOL-OWNED PROPERTY

Instruments - Instruments owned by the Wakulla County School System include those that are not normally purchased by individuals (i.e., marching instruments, tubas, percussion instruments, bass clarinets, piccolos, string basses, and other expensive “specialty” type instruments). These instruments are purchased through fundraising or with county funds. These instruments are signed out to individual students (or may be shared depending on the number of students vs. instruments owned) for use during the year.

Each student who uses a school-owned instrument is completely responsible for the care of that instrument or piece of equipment (see Instrument Repair, pg. 19). Lost or damaged items shall be replaced or repaired at the student's expense. Before school-owned instruments are checked out, an instrument rental form must be filled out and filed with the Director. Students must return any school owned item at the Director's request.

Uniforms – The Wind Ensemble’s uniform will be as follows. Gentleman will wear personal tuxedos and Ladies will wear Black concert dresses.

– Concert Band will wear Black Slacks with a white dress shirt.

- While in uniform there will be no wearing of excessive makeup or other coloring on the face that is distracting from the dignity of the uniform.

INSPECTION: Please make sure to have all uniforms/equipment clean and in good repair before you report to a performance. Students will undergo inspection of uniforms, shoes, instruments, and equipment prior to performing. When appearing in public with their uniforms, students will make sure that the uniform is completely zipped, buttoned, and clipped up, and they should wear it with pride and dignity. *Uniforms will either be worn correctly or taken off and replaced with civilian clothes.* Those who have dirty or missing items may be removed from the performance.

Music - Each student must maintain music in good condition (clean and intact). Music that is lost or returned in poor condition will be replaced at the student's expense. See Librarians for any problems concerning music.

Any school-owned items lost or damaged due to student neglect shall be replaced at the student's expense.

INSTRUMENT REPAIR INFO

(School-owned instruments)

School instruments require regular maintenance and upkeep. Funds for the maintenance of the instruments are currently provided through the Band Boosters and a rental contract from the students.

However, damage occurring to the instrument while in the student's possession is the student's financial responsibility! This includes "accidental" damage such as bent keys, broken water keys, valve problems, and the like. (There is a statement on the school-instrument rental form that explains this policy in more detail. Copies of this form are available through the band room office.)

BEFORE ANY SCHOOL INSTRUMENT IS TAKEN TO THE SHOP, it must be cleared by Mr. Kennedy. A repair order form will be attached to the instrument before it goes to the shop. If the instrument is taken in for repairs without the knowledge of the director, then the family whose name appears on the sign-out form will be responsible for paying the full cost of the work. We have notified all of the area music stores of our policy, and they will call us to verify repairs that are not accompanied by a request form from the director.

FUNDRAISING

Fundraising is a vital process that keeps our program alive and growing every year. Because the funds supplied by Wakulla County are limited, it is necessary that we do several fundraisers. Everyone benefits from the equipment and instruction provided, so parent and student participation is greatly needed and appreciated. Every little bit helps!!

- We will have fundraisers that will come up through the year. All materials will be presented along with a date to be returned by.

When returning fundraising materials, students must make sure that their names are on all forms. The materials will be collected by the Director. Items left on the Director's desk may not be credited to the proper person (or may become lost in the mountains of paper).

TRIP POLICIES

Thank you for your cooperation with these aspects of our program:

- Due to the nature of moving large groups, it is necessary that students remain in a group until dismissal following events. Trips, football games, festivals, etc. require that the Director be responsible for students until that event is over.
- All students will ride the bus on the return trip from events. The early release of individual students can cause problems for the entire group if there is a delay or if we have to alter our travel schedule. Also, chaperone duties are hectic enough without changes during our events. A student may leave early however, with a signed note by the parent/legal guardian, and signed out in person at the event from the sign-out sheet.
- Parents are asked to pick up students immediately following events. Please consult schedules and be at WHS at the assigned arrival time. Waiting for students to call home after we arrive results in a 45 minute additional wait (at least) for chaperones and the Director. Please be courteous and arrange rides ahead of time.

PARENT SUPPORT & INVOLVEMENT

A supportive group of parents is vital to the operation of the Wakulla High Music Program. Everyone is welcome, so come out to watch and participate whenever possible. We need you! Even if your time is limited (whose isn't!?), there are numerous ways in which you can make the Wakulla High Band Program even better. Your talents and abilities are needed in many areas: Uniform Fitting

Carpools

Flag-Making

Fundraising

Typing

Ticket Sales

Chaperoning

Sewing

Concessions Vending

. . . and the list goes on. There are always plenty of projects to go around. The more you get involved, the more you get to see the benefits that your child enjoys as a part of the music program. The rewards you get are very real, both in terms of the appreciation of the students and staff, and in terms of personal satisfaction.

Band Banquet

The Wakulla High Music Program holds an annual Band Banquet in May. The purpose of the event is to reflect upon the year's accomplishments, to honor those who have realized special achievements, to recognize graduating seniors for their years of service, and to acknowledge each student for his/her individual contribution to the program. We strive to make awards night a special evening for everyone, and the format changes slightly from year to year.

Disclaimer: In the past, we have had questions and concerns expressed regarding band banquet participation for students who have dropped out of the program at mid-year. As with any other activity, when a student drops out, he/she is no longer considered a "member in good standing" and is not eligible for awards and honors. Although the students in question might have worked hard for the time that they were active, their decision to discontinue participation means that they no longer wish to be included in Wakulla High Music activities. In every case, when a student approaches the Director with a legitimate conflict, we will work out a method of sustaining his/her participation on some level until the end of the school year. When the student and/or parent make no such effort, we must assume that they no longer have interest in our program. It is analogous to quitting your job in January, then expecting a paycheck to show up in May.

(If you have any questions or concerns regarding your student's level of participation, please contact the Director as soon as the situation arises. It is impossible to work out equitable solutions after the fact. We will make every effort to be fair and understanding if we are aware of the circumstances ahead of time.)

BAND OFFICERS AND LEADERSHIP

Band Captain

- Oversees all logistics of the Band Program.
- Acts as student representative of the Band Department for all necessary functions.
- Coordinates all student officers.
- Keeps members informed of any schedule changes and upcoming events.
- Handles all music performance correspondence.
- Helps enforce all rules and maintain order.
- Assists the Drum Majors at outdoor events if needed.
- Before and after rehearsal, oversees equipment transportation, field setup and breakdown, etc.
- Checks out all leadership members
- Assists chaperones with bus lists, loading crew, etc.
- Oversees weekly pregame inspection.
- Oversees Band Banquet planning.

Drum Major

Drum Majors are the field commanders during performances, the head section leaders, and ultimately the best marchers and marching teachers in the Band. The Drum Majors must be able to conduct all show and stands music with the correct tempos and cues, and also with a clear, exciting, and musical style. As head section leaders, the Drum Majors must be able to rehearse the Band in a positive manner to correct musical issues (i.e., wrong notes, rhythms, styles) and improve the overall sound of the Band. The Drum Majors must also be able to improve the Band's fundamental marching style and correct wrong intervals or placement on the field. Before and after rehearsal, the Drum Majors will be responsible for transportation of sun block and first aid kits. They are responsible for keeping attendance at all rehearsals/performances and will also assist with weekly pre-game uniform and instrument inspection. As the most important student leaders in the Marching Band, the drum majors must be able to work with all the members of the Band in a positive and musical manner.

Sergeant at Arms

- Leads all Marching Band cheers and stand activities.
- Helps enforce all rules and maintain order.
- Provides motivation and a Perfect example to other students.

Woodwind Captain

- Coordinates the woodwind sections.
- Runs full woodwind rehearsals when necessary.
- Coordinates officer switches.
- Takes attendance of all Woodwind Sections during full ensemble rehearsal.

Brass Captain

- Coordinates the brass sections.
- Runs full brass rehearsals when necessary.
- Coordinates officer switches.
- Takes attendance of all Brass Sections during full ensemble rehearsals.

Percussion Captain(s)

- Will serve as the section leader(s) of the drum line.
- Will rehearse drum line in the absence of Percussion Instructor or Band Director.
- Will write drum parts when/if necessary.
- Will assign all visuals, effects, and drumming styles with the approval of the Director or Percussion Instructor.
- Will take attendance of the section during full ensemble rehearsals.

Guard Captain

- Coordinates all Color Guard Activities.
- Runs Guard rehearsals in the absence of Guard Sponsors of Band Director.
- Will choreograph if necessary.

Percussion/Colorguard Coordinators

- Handles any equipment needs that their section may have. This includes fixing equipment as well as making sure it is prepared for the games and on the truck. This is not the job of the respective captain.
- Is in charge of organization and cleanliness of the colorguard/percussion room.
- Is in charge of maintaining the drum line's/Colorguard's equipment.

Section Leaders

Section Leaders must be the best, most experienced players and marchers in their sections, and they must be able to conduct music rehearsals in an efficient, friendly manner. Throughout Band camp and marching season, they are drill assistants responsible for teaching and maintaining the consistency of fundamental marching, maneuvering, formation adjustment, and interval adjustment. Section Leaders are responsible for documenting attendance at rehearsals/performances with the Drum Majors, and they also conduct weekly pre-game uniform and equipment inspections. Section Leaders are in charge of calling extra sectional rehearsals (each must be approved by the Director and posted at least one week in advance) and recording attendance at these with the Drum Majors as well. Section Leaders are the top leaders within their sections.

Librarian(s)

- File music and maintain the school music library.
- Make up concert band/marching band music folders.
- Keep a record of all music.
- Assist in making copies of parts.

Uniform Manager(s)

- The uniform manager(s) are responsible for collection and distribution when needed.
- They will help sort uniforms when they come back from the dry cleaners.
- They are expected to log who owns what uniform.
- In charge of maintaining the uniform room.
- Go over with the marching band on how to properly get into uniform along with how to properly fold and hang marching uniform.

Equipment Manager/Team

- The equipment manager and team is responsible for all equipment during rehearsals, game days, and all other music events.
- It is their role to make sure podiums, speakers, and water are all in place before rehearsal starts. This position takes a lot of extra time and responsibility.
- They are to load up all equipment into the trailers and buses before departure time along with unloading equipment when we arrive at our destination.

Percussion Accessories

A percussionist is required to play a variety of instruments. Any given piece of music will have between two and twelve percussion parts. In order to play these parts correctly, students must have at their disposal a variety of sticks, mallets, and accessories. Since all percussionists at Wakulla are expected to learn ALL of the instruments, it is important that they each own the proper tools for learning. Every percussionist is required to own a personal set of sticks and mallets. Failure to do so will result in loss of points on the student's grade or placement in a different class.

While some people might consider this equipment expensive or unnecessary, others will see the value of becoming a well-rounded player. If the cost seems high, consider that a saxophone can sell for \$2,000.00, a trumpet \$1,800.00 and a French horn \$3,000.00!!! As students advance, they may want to purchase additional sticks and mallets for more specific applications. Be prepared! Percussion is a critical section in our music program!

Individual Practice

As with any activity, an individual gets back in direct proportion to what he/she puts into this program. Remember, our progress as a group will only be as rapid as your progress as an individual. The better you play, the better we play. The practice routine may seem boring, and it is very hard to make yourself play every day, but the benefits will be very apparent when we get back together.

Individual practice is necessary, and it should be viewed and encouraged with the same enthusiasm as is homework for other subjects. Please help your student understand the importance of organized practice time.

Suggested plan of study:

- 1) Pick a set time each day (or every other day).
- 2) Have a set place to practice.
- 3) Spend a few minutes on TONE (Tone is more important than any other music ability).
- 4) Play scales at every practice session.
- 5) Work on technique (i.e., tonguing, slurs, intervals, etc.).
- 6) Practice sight-reading (i.e., etudes, scale studies, etc.).
- 7) Work to increase your range (Play scales to your top note; then hold the note 8-16 counts. When that note becomes easy and sounds good, add a half-step to the top. Be patient... this takes time. You may increase one note in two weeks or you may increase several notes over summer).
- 8) Work to increase your dynamic range (practice soft and loud passages).
- 9) Work to increase your endurance (30 - 45 minutes continuously).
- 10) Remember to work on MUSICIANSHIP (try to be aware of the details).

- 11) Set specific goals for yourself. Be realistic, Start with: "I will practice ___ minutes every day."
- 12) Use a practice record to organize and track your progress.

You should strive to cover as many different areas as possible during a practice session. Play for 10 -15 minutes and stop for a break. DO NOT OVEREXERT YOUR EMBOUCHURE. A few quality minutes of proper rehearsal is better than hours of unstructured playing or random "squawking". If you miss a day, or if you do not get to a particular aspect of playing during a session, try to make up the time during your next practice. PERFECT PRACTICE MAKES PERFECT!

Private Lessons

Private lessons give the music student a chance to progress at an accelerated rate towards the mastery of his/her instrument. The private instructor is able to work with the student on an individual level, gearing the lessons to fit the specific needs of the performer. Students are able to hear the improvement in playing almost immediately, encouraging them not to "hide" or cover their areas of inexperience in the full ensemble setting by allowing stronger players to carry the weight of the section.

At Wakulla High, the music program can benefit greatly from the utilization of the fine instructors who teach in the area. All students are encouraged to study privately. Past experiences show that these students achieve a greater level of musicianship, move to the top of our ensembles, and in most cases gain acceptance to more honor organizations as a result of the assistance of a specialist on their instrument.

The cost per lesson varies with the instructor, as does the location. Some teach at home, others at area music stores, and some at our neighboring colleges and universities. A list of private instructors will be provided through the band room office as teacher schedules become available. Furthering your child's musicianship is well worth the time and effort of scheduling lessons.

Marching Rehearsal Procedures

Marching Band rehearsals will follow the same procedures as Concert Band rehearsals (see Rehearsal Procedures, pg. 13), besides the following:

- Marching rehearsal begins in the stretch block where the Section Leaders...

take roll and check equipment,
report attendance to the Captains and Drum Majors.

The following consequences will be assessed if equipment or standards are not met:

- No water bottle with name- every student must have an individualized water bottle (Points off of rehearsal grade).
 - Improper Footwear- Shoes must have full laces and provide support for the ankles (Unexcused absence- will not be allowed to participate that day).
 - For forgetting drill, and music you will be sent inside to get them and assessed a tardy (if you are late to rehearsal from getting them).
 - Two Tardies in any week will result in loss of third quarter for that week's game.
 - Note- for either of the consequences that result in an excuse absence, if someone is actually bringing the item(s) then the student will be allowed to participate when they get there and only a tardy will be assessed.
- While on the field, Drum Majors are in charge of the Band.
 - There will be no excessive talking. Inattentive students will be disciplined or dismissed from the rehearsal and replaced by alternates.
 - The Band Captain (With assistance from other leaders) will help ensure the rehearsal area is neat and orderly after each rehearsal, but they are not responsible for cleaning up and collecting individuals' personal property left behind.

School-Owned Materials – Each student will be issued a jacket, pants, hat, collar, and plume. The uniform fee students pay each semester goes toward the rental, cleaning, and maintenance of these uniform articles and is part of the band fee payments.

Uniform Accessories - Students must supply the designated style t-shirt, shoes, socks, and gloves. These are the financial responsibility of the student, including upkeep and cleaning expenses. Accessories can be ordered from the band boosters, but the Band is not responsible for the accessories once in student hands.

Uniform-Wear Rules - While in uniform, these regulations apply to all students:

- No visible or distracting jewelry is permitted while in uniform. Necklaces must be worn underneath the uniform so that they are not visible. Small stud earrings are allowed.
- If un-issued items are seen on a student while in uniform, a staff member will take them up and return them after the performance.
- No excessive makeup or other coloring on the face that is distracting from the dignity of the uniform.
- Students with shoulder length hair (or longer) are required to wear their hair up until the performance is finished.
- During marching season, students may not use spray hair dyes or other dyes that will risk bleeding onto the white uniform. The Student will not be allowed to dress in uniform for the game and will have their performance grade affected by this.
- All instruments and uniform parts should be CLEAN and in good condition. As a part of the uniform, instruments should be cleaned regularly to remove the excess dirt that accumulates when playing outdoors.
- It is the student's responsibility to ensure that his/her uniform returns to the band room and is put away according to the proper procedure. No students should expect that anyone else will do this for them.
- No Public Display of Affection (PDA) towards other members or students.

INSPECTION: Please make sure to have all uniforms/equipment clean and in good repair before you report to a performance. Students will undergo inspection of uniforms, shoes, instruments, and equipment prior to performing. When appearing in public with their uniforms, students will make sure that the uniform is completely zipped, buttoned, and clipped up, and they should wear it with pride and dignity. *Uniforms will either be worn correctly or taken off and replaced with street clothes.* Those who have dirty or missing items may be removed from the performance.

Bus Loading and Riding

1. Each student is responsible for placing his/her own name on the seating list at the beginning of the season. Students who do not sign the list will be placed by the officer in charge, the Director, or a chaperone. Chaperones will check names as students board the bus. Anyone not on the list goes last and must be added to the list. The Director reserves the right to make up or change the bus lists.
2. Students will be dismissed by the Director or the Band Captain in the following order: Section of the week, seniors, juniors, sophomores, freshmen. Everyone will remain in the band room until his/her group is called.
3. Each individual is responsible for the transport of his/her own equipment, music, uniform, etc.
4. Instruments should go under seats or in the equipment truck/trailer if they are too large to fit under the seats.
5. NO screaming or excessive noise while riding the bus.
6. Report any incidences of swearing/profanity, arms and heads outside windows, uniform abuse, etc. to a chaperone immediately and/or to the Director as soon as possible upon return to Wakulla High.
7. The school and bus service take no responsibility for any personal items (i.e., music players, cameras, money, etc.) that are missing as a result of bus travel.
8. Students are permitted to listen to music on the bus, but only with the use of headphones.
9. Depending on conditions, we will announce our procedures for stadium entry, case storage, etc. when we arrive at our destination. Students should remain seated and quiet until given the all clear to unload.
10. When students depart the bus, their responsibilities are (1) to depart the bus dressed in full uniform and (2) to get their instruments/equipment in a quick, orderly manner.

11. Student leaders should clean the bus and check for lost items after everyone has left the bus at the end of the trip.
12. Upon arrival back at school, STUDENTS WHOSE EQUIPMENT IS CARRIED ON THE TRUCK SHOULD ASSIST IN THE UNLOADING AND STORAGE OF THE INSTRUMENTS.

Stands Rules

- The Band will always sit in sections, and students may be assigned seats within their sections. (Any student outside of his/her own section will lose third quarter and then be assigned to sit in the front with Mr. Kennedy.)
- While seated in the stands, only Band members and staff are allowed in the ranks. (Band alumni will be allowed at the discretion of the Director.)
- Cheers and songs must be played at a moment's notice, and attention should be given to the Band Director and Drum Majors when they are standing in front of the Band.
- We play only as a group in the stands; solo performance is strictly prohibited. This rule applies to songs, cheers, musical cheers, and dancing.
- No inappropriate cheers.
- Band members should ask chaperones for help with getting water to drink during the football games. Under no circumstances should students break ranks to get to a water cooler to get a drink by themselves.
- A student/group of students must be accompanied by another member for any trip out of the stands (except third quarter), including bathroom breaks.
- Students should have fun in the stands while also being mindful of the safety of themselves and their instruments. Standing, dancing and cheering in the stands are permitted. Excessive jumping and roughhousing are not.

General Game Guidelines

- In order to move from place to place in a rapid manner, we must be able to give instructions to the group in an organized manner. Everyone will give full attention to the Director, staff members, chaperones, and Drum Majors when instructions are being given.

During the third quarter break at football games:

- Students may visit the other Band, but they should always stay in groups.
- Students who are late to the fourth quarter of the game will be penalized by not receiving third quarter break the following week.
- If the third quarter break becomes distracting to football spectators or out-of-hand for the Director, it will be canceled.
- No Band member is permitted to leave the organization in advance of group dismissal unless it is a medical emergency or is excused by the Director with the proper note and signature.
- Students will ride buses back to Wakulla High following away games and will be released after checking out with their Section Leaders.
- Parents are asked to pick up students immediately following events. Please consult schedules and be at Wakulla High at the assigned arrival time. Waiting for students to call home after we arrive results in a 45-minute additional wait (at least) for chaperones and the Director. Please be courteous and arrange rides ahead of time.

Equipment Transportation Guidelines

1. Coordinate with the Director and instructors several days prior to the game or event regarding specific needs, warm-up areas, etc.
2. Develop a checklist to be used when loading to guarantee no forgotten items.
3. Have a diagram and checklist for placement of the pit.
4. Assign specific items to specific people for loading/unloading. Assign two people per mallet instrument, one person at each end. Otherwise, instruments may get damaged.
5. Have everything in close proximity to the field well before halftime or reporting time.
6. For games, begin moving towards the sideline with thirty seconds left in the second quarter.

2022-2023 Handbook Contract

I, _____, have read this handbook
student's full name (print)
 completely, and I understand its contents. I will adhere to the Wakulla High School rules and the Wakulla High School Instrumental Music Program rules, and I understand the consequences of breaking those rules. I understand the grading system for my class and that I must adhere to the grade contract each term to earn my grade. I understand my financial commitments to the program as stated in the handbook and supplemental materials. I understand that everything written in this handbook is subject to change at any point throughout the year.

 Student Signature

 Date

 Parent Signature

 Date