



2026-2027

Havelock Bands Handbook

Mrs. Blair Dyal, Director of Bands

Mr. JT Sandlin, Assistant Director of Bands

updated August 17, 2026

Havelock High School Band Handbook

This handbook was written as a guide to all Havelock Band members and parents. Being familiar with the contents will help new members and veterans be successful as a member of all the bands in our program. **Keep it and use it!**

Table of Contents

<u>Section</u>	<u>Page</u>
Philosophy and Objectives	3
Qualifications	3
New! NCSCOS for Music	4
Ensembles	5
a) Concert Band	d) Jazz Ensemble
b) Symphonic Band	e) Marching Band
c) Wind Ensemble	
Wind Ensemble, Symphonic Band, and Concert Band Dress	6
Wind Ensemble, Symphonic Band, and Concert Band Grading Policy	6
Band Room Policies and Procedures – All Bands	7
• Instrument Check Out, Music	7
• Lockers, Chair Assignments, Rules & Regulations, Internet/iPad, Detention Policy	8
• HPAC, Bathroom Policy, Afterschool Policy	9
Marching Band	10
• Staff Members and Student Leaders	10
• Purpose and Goals, Attendance Policy	11
• Grading Policy	12
• Uniform Rules & Expectations	13
• Marching Band Expectations and Policies	15
• Bus Policies and Special Band Trip Rules	17
• Social Media Etiquette	18
• Cleaning the Band Room, Student Leader Responsibilities	19
• HPAC, Food and Drink Policy, Lost and Found, Awards, Music	21
• Cut Time and Student Accounts, Money Owed Policy	22
Colorguard	22
• Purpose and Goals	22
• Attendance and Grade Policy	23
• Member Responsibility	24
Awards and Recognitions	25
Havelock HS Dates to Know	25

Philosophy and Objectives

Music is a universal language, having a pure and unique method of communication. Through music, a person can achieve an understanding of beauty, expression, and the appreciation for life. Life would not be life without music.

In addition to the cultural values, there are many nonmusical values taught in band. These include teamwork, building self-esteem, instilling confidence and fostering leadership. Music will give you memories of people and places that you can draw upon for many years to come.

As Plato wrote “Music is a more potent instrument than any other for education, because rhythm and harmony find their way into the inward places of the soul”.

There are many objectives of the instrumental program. All of these objectives lead to a broadening of musical experiences. Each student is expected to increase appreciation for all types of music, improve musical skills, and develop an understanding of music. The group should offer recreational opportunities, respect, and pride, through musical performances. Providing high standard musical performances is to be expected in route to becoming a better citizen and making the community a better place to live.

Qualifications

To become a member of the Havelock High School Band each student should have prior experience on his/her instrument. Each student should have three years of instrumental training in middle school band, through three years of private instruction, or with teacher recommendation.

Some ensemble courses will require a student audition because of the level of expertise needed for the performance ensemble for the student to be successful. However, there are ensembles available for all student ability levels.

Each student is expected to learn the eight major scales and a two-octave chromatic scale by memory. A progressive level of skill development is established for students as they continue in the band program. Additional requirements will be added from year to year to retain membership status, especially in the top ensembles.

NEW! NCSCOS Instrumental and Vocal Music

The NCSCOS for Arts Education have updated standards effective this school year. There are now five levels (novice, developing, intermediate, accomplished, advanced) of proficiency for band and chorus. Honors credit is applicable at the accomplished and advanced levels. At all five levels there are comprehensive, specific standards for each strand below.

Connect (CN) – Explore and relate artistic ideas and works to past, present, and future societies and cultures.

CN.1 – Relate musical ideas and works with personal, societal, cultural, historical and daily life contexts, including diverse and marginalized groups.

CN.2 – Explore advancements in the field of music.

Create (CR) – Create and adapt new artistic ideas and work individually or collaboratively.

CR.1 – Create original musical ideas and works, independently and collaboratively.

CR.2 – Adapt original musical ideas and works, and those of peers and other artists, independently and collaboratively.

Present (PR) – Present, perform, produce and develop artistic ideas and works.

PR.1 – Perform music from a variety of styles, cultures, and genres. PR.2 – Develop musical presentations.

Respond (RE) – Analyze and evaluate how the arts communicate. RE.1 –

Analyze aural and written works of music from a variety of styles and genres using content-specific vocabulary.

RE.2 – Evaluate musical works using content-specific vocabulary

Havelock High Band Ensembles

Concert Band

The Concert Band is composed of students in grades 9-12. The Concert Band is the intermediate group designed to introduce students to the instrumental program at HHS. Students in this group will study many forms and styles of music, will continue their study of music theory and will typically perform music at the NC Grade III or IV level. The Concert Band is a one-semester course offered only in the fall, which receives one credit. Honors credit is available for this ensemble for qualified students, as outlined below for the Wind Ensemble.

Symphonic Band

The Symphonic Band is composed of students in grades 9-12, who have either completed one semester of Concert Band or Marching Band. The Symphonic Band is the intermediate instrumental group offered in the spring. Students in this group will study many forms and styles of music, will continue their study of music theory, and will typically perform music at the Grade IV or V level. The Symphonic Band is a one-semester course that receives one credit. Honors credit is available for this ensemble for qualified students, as outlined below for the Wind Ensemble.

Wind Ensemble

The Wind Ensemble is the most advanced instrumental music ensemble at Havelock High School. This group is composed of the most motivated and musically skilled band students, usually in grades 10-12. Members of the Wind Ensemble are encouraged to take private lessons and to audition for the North Carolina Bandmaster's Eastern All-District Band. This group maintains a high level of musical skill and artistry, typically performing at the Grade V or VI level. The Wind Ensemble is a one-semester course that receives one credit and is an honors course that is graded on a A=4.5-point scale. Honors credit placement requires both a written and playing test, and students who receive Honors credit will be expected to complete a few extra assignments to receive their credit.

Jazz Ensemble

The Jazz Ensemble is the musical organization at Havelock High School that dedicates itself to the study of Jazz. The Jazz Ensemble is composed of students in grades 9-12 who show an interest in this American art form. All Jazz Ensemble members must be enrolled in a band class unless they perform on piano, guitar, bass, or vocals. The Jazz Ensemble studies many styles of Jazz and performs regularly in the community. This class meets afterschool once or twice a week, is a yearlong class, receives one credit and is selected by audition.

Marching Band

The Marching Band is a musical organization that consists of wind, percussion, and colorguard members. Our main objective is to grow as musicians by studying music, learning how to read and execute drill, and providing entertainment to a variety of audiences. All members of the Marching Band are enrolled in a graded class in the fall except for colorguard members. Colorguard members do not enroll for credit. Marching Band rehearses during the months of July and August, including a mandatory band camp and requires after school rehearsals. Attendance counts toward student grades once school begins, and students have Friday night football games and Saturday competition commitments in the fall. Honors credit is available for this ensemble for qualified students, as outlined above for the Wind Ensemble.

Concert Band, Symphonic Band and Wind Ensemble Dress Expectations

Wind Bands, just like all other performing groups need a uniform to appeal visually to the audience. **All students in the seated concert ensembles will be fitted for a uniform that they will wear for all performances. To help maintain professionalism and unity in the look of the ensemble all students are expected to wear their uniform with long black socks and solid black shoes.** Marching band members should wear their marching shoes. If we do not have enough uniforms to outfit all students, full black will be the dress code. This information will be shared well in advance of the first concert.

Concert Band, Symphonic Band and Wind Ensemble Grading Policy

Grading System for seated concert bands: Wind Ensemble, Symphonic & Concert Bands

Each Student's Grade will be based on the following:

Tests and Projects (Playing Assessments and Performances)	30%
Quizzes (Written Quizzes and Quick Assessments)	25%
Student Work (Daily Assignments)	45%

1. Playing Assessments (Tests and Projects):

All students will be assessed individually during each grading period with two or three playing exams. The student will be asked to play a previously announced section of music that has been rehearsed during that grading period. The student will be given a grade based on the 2025-2026 Playing Test Rubric. The rubric can be found in Canvas.

2. Performances (Tests and Projects):

Performances are mandatory and there are very few excused absences for a performance. It is very important to remember that in band there are no extra players, and everyone has a critical role. Performances count twice as much as other assignments in this category. Students who must miss a performance and are considered excused will have to complete a make-up assignment - usually a recording of themselves playing the concert or a term paper. Unexcused absences will earn a zero.

3. Written Quizzes and Quick Assessments (Quizzes):

Students will be asked to play informally throughout the semester. These "quick assessments" will be graded using the 2025-2026 Playing Test Rubric. Students will also be assessed throughout the semester with written quizzes based upon vocabulary and rhythm comprehension taught during class.

4. Daily Assignments (Student Work)

Each week students will have at approximately four daily assignments to complete. These assignments will open at the beginning of class and must be completed during class time for students that are present. Absent students will have 3 days after they return from their absence to complete the assignments. Students may also receive grades each quarter for demonstrating appropriate rehearsal etiquette. Appropriate rehearsal etiquette includes being ready for class on time, having all materials including instrument, pencil and binder, using technology appropriately, staying attentive and focused during rehearsal, and participating fully in the rehearsal.

a) No instrument/music

1. If you do not bring your instrument and/or music to rehearsal your grade will be impacted. Please make sure to bring your materials daily.
2. An alternative assignment will be required for students who do not have their instrument.

5. Excused absences from required performances must be made up.

An alternative assignment will be assigned to any student who has missed a required performance due to a previously approved, excused absence. This assignment must be received within one week of the absence. **Unexcused absences from any performance will result in a zero for the performance.** If there are extreme circumstances and you would like to request an excused absence prior to a performance please contact the directors at Jorge.benitez@cravenk12.org and patricia.dyal@cravenk12.org.

6. Honors Credit- Students taking a seated ensemble course for an Honors Credit will be required to complete an Honors Project. The project will be announced mid-semester to allow for time to prepare. Students are placed in the honors section by passing a written and playing exam at the beginning of the semester.

Band Room Policies and Procedures for all Bands

Checking Out School Owned Instruments

1. Mrs. Dyal will assign you an instrument and your parents will receive a text to sign an instrument waiver via Cut Time.
2. Your parents must sign the waiver in Cut Time before you may take the instrument home.
3. Inspect the instrument for damages or dents. Play it and let us know if there are any problems as quickly as you are aware of a problem.
4. Students are responsible for any intentional damages while the instrument is in your care. This includes dropping the instrument, broken keys/valves due to misuse, damage due to improper location (not in case, put where it can be damaged, etc). Woodwinds that roll the instrument or a damaged bell on a brass instrument are considered intentional damages and will be the responsibility of the student/family.

Anyone playing school instruments are highly encouraged to purchase their own mouthpiece. You can order a mouthpiece online at www.fullersmusic.com and it will be delivered to the school. Please ask for recommendations if you do not already have a mouthpiece.

Sometimes school instruments will be shared between two or more students. We will let you know if you are affected. Please share the instrument responsibly by keeping it clean. Do not leave personal belongings in your case including your individual mouthpiece. Swab the instrument and always put it back where it goes in the storage room.

The purchase of a musical instrument represents the investment of a large amount of money, whether it is owned personally, or by the school. It is good common sense to take good care of it so that it will remain in good condition. The instrument will remain in good condition if it is kept clean and dry, sudden temperature changes are avoided, and special cleaning instructions are known. Ask if you are not sure how to take care of your instrument!

Music

1. Be responsible for your own music binder.
2. Keep all music in a three-ring binder, organized, with a pencil readily available.
3. Your music will be checked periodically as a daily assignment grade. You must have your own music every day. It is important to mark and annotate your own music for effective rehearsal and practice.
4. You will receive a quiz grade after every concert based on submission of your ANNOTATED concert music from that concert cycle.
5. All concert music will be collected at the end of each semester.

Lockers

Lockers will be assigned at the beginning of the semester to store instruments, notebook and accessories needed for band. Each locker will have a lock assigned. At the end of the semester the lock must be returned. Any student without a lock will be charged a \$10 fee to replace their lock. Students must lock lockers! Do not leave your locker open during or after class. Other organizations rent the HPAC or come in for concerts, meetings, and events and your belongings are safest when the locker is LOCKED!

Chair Assignments

Chair placement auditions will take place at least once in the semester. The most important part of chair placement for the band is ensuring that we have all parts played with fidelity. Students will be given the excerpt(s) and scales for the audition.

Band Room Rules and Regulations

1. All performances and rehearsals are mandatory for all members.
2. Tardiness is a disease. Avoid the problem. It hurts not only the individual but also the entire band. On time means seated at the beginning of attendance and announcements.
3. Horseplay will not be tolerated in the band room or at band functions.
4. Band members will not chew gum during rehearsals or performances or in the entire music facility. (HPAC, Chorus Room and Band Room)
5. No food or drinks allowed in the entire music facility. Water is permitted.
6. Public Display of Affection (PDA) is not permitted while participating in any school related activity or function. Havelock High has a "hands-off" policy.
7. There will be no talking during rehearsals (especially while announcements are being covered and while a director is on the podium).
8. Each student will have a pencil at all rehearsals.
9. All music handed out will be put into a 3 ring binder. Do not leave music or instruments out in the band room; use your locker to keep your belongings safe.
10. All school and county policies should be followed while attending any band or school related activity.

Internet and iPad Policy

Students are responsible for good behavior on all devices at school. Students should always have their iPad charged and ready during rehearsal as we will use them daily. School social media, internet and iPad policies all apply in the band room. Cell phones are not allowed to be out during any rehearsal.

Detention Policy for the Music Department

In all music departments, music rehearsals are done with one director teaching many students at one time. It is imperative that rehearsals are done with strict order. To accomplish the work that we plan as directors, rehearsals must run smooth and efficient.

Excessive talking, noise, and low concentration levels leads to rehearsals that bog down and boredom sets in. During rehearsals, students will be given a warning to remind them who they are and where the expectation is for the rehearsal. Excessive reminders will result in communication home and repeated behavior concerns will result in detention.

HPAC – Havelock Performing Arts Center – Expectations

Many rehearsals will be held in the HPAC. No students are allowed in the HPAC – including the bathrooms - without directors or staff present and permission given. While students are in the HPAC they should follow these rules:

- No one should jump on or off the stage.
- No food, gum or drink is permitted. Water is allowed in a sealed drink container.
- Never use side exit doors that lead to the outside unless there is an emergency.
- Do not put your feet on backs of chairs while sitting in HPAC.
- Sit only in the seat of the chair, not on the back or arm rest.
- Do not jump or climb over rows of chairs.

Bathroom Use Expectations/Movement in the Building

All students must ask to use bathroom during class. During each class period there will be a 5 minute break after announcements and warm-up time. There is a sign out sheet for students to use the restroom outside of the break opportunity. Only one student may leave at a time, and cell phones will be left in the charging pocket. Excessive time outside of the rehearsal will elicit a phone call or email home. The bathroom is not a phone or gaming center for students!

Students who need to go anywhere else in the building follow the pass expectations that are required by the school (Infinite Campus Pass), get a director to sign off on their pass, and move quickly to the location needed and return as expeditiously as possible.

After-school Policy

All students should report to their bus or car after school unless there is a prescheduled rehearsal. The band room will be locked at 3:00 pm on days which do not have rehearsal. Students may schedule time to practice after school with Mr. Benitez or Mrs. Dyal by emailing them ahead of time.

Marching Band Policies and Procedures

A very important group in the band is the band staff. This group is directly responsible for the welfare of the band including administration, policies, and activities.

The 2025-2026 Havelock High School Band Staff:

Director of Bands	Jorge Benitez
Assistant Director of Bands... ..	Blair Dyal
Visual Director	Lyn Benitez
Guard Technician	Analise Benitez
Guard Technician	Megan Rossi
Guard Technician	Samantha Jacobus
Visual Technician	Megan Smith
Winds Technician and HMS Director... ..	Jeb Lamm
Winds Technician and TCMS Director... ..	Jodi Campbell
Percussion Technician.	Nathan Rittler
Percussion Technician.	Emily Stokely
Brass Technician	Sarah Crocker
Drum Major Technician	Sarah Fresquez
Drill Designer.....	Ralph Stewart

2025 Student Leadership – Section Leaders

Flute	Darlene Maher & Sadie Normandin
Clarinet.....	Miley Ballard & Reese Castecka
Saxes	Kristen Drone & Natalie Nanney
Mellophone.....	Sarah Nanney
Trumpet	Braedon Benitez
Low Brass	Jacob Crocker & Abigail Whitlock

Battery. Maura Griffiee
Percussion Captain/Front Ensemble.....Elyssa Pangelinan
Guard Captains..... Cadance Arthur, McKenzie Gifford, Kaili Mamac, Fumi Tazawa
Drum Majors Kaliyah Boyd and Jaxsen Orange

Purpose and Goals of the Marching Rams

The Marching Rams' main goal is to develop, learn, and provide meaningful musical experiences for its members and to entertain its audiences at the highest possible level. We want to be the best performing ensemble that we can through hard work and dedication. We spend an enormous amount of time learning and perfecting our shows and we want them to be the best. Great attitudes and strong work ethic are characteristics that must be maintained if we are to meet our goals. While trying to achieve high standards we also want to have a good time. Having fun is part of marching band but it must be mixed with hard work so that we can excel at all that we do.

Attendance Policies for Marching Band

Participation in the Havelock High School Marching Band is a co-curricular requirement for all wind and percussion students enrolled in Marching Band class for credit. Students are graded on both classroom instruction and their participation in after-school rehearsals and performances. Attendance is essential to the success of each student and the overall performance of the ensemble.

To promote consistency, accountability, and excellence, the following attendance policy will be in effect for the 2025 competitive marching season.

General Expectations

- All after-school rehearsals and performances are **graded components** of the band class.
- Students are expected to attend **every scheduled rehearsal and performance** in full.
- Consistent attendance ensures that students are prepared individually and that the ensemble performs at its highest level.

Tardiness & Early Departure

- A student who arrives **more than 10 minutes late** or leaves **more than 10 minutes early** will be marked **tardy**.
- **Two tardies or early departures** will equal **one rehearsal absence**.

Absences & Eligibility

- Each absence from a rehearsal or performance will result in a **deduction from the student's grade**, as detailed in the Band Handbook grading policy.
- A student who accumulates **five (5) total absences** during the competitive season (approximately 12 weeks) will become **ineligible to travel or perform** with the Marching Band for the remainder of the season.
- These students will be assigned **alternative assignments** to earn credit for the remainder of the semester.

Student-Athletes in Fall Sports

- Students participating in fall athletic teams will be required to sign a **Marching Band–Athletics Agreement** outlining shared expectations.
- In cases of rehearsal or performance conflicts with games or athletic events, **priority will be given to the scheduled performance or game.**
- Final decisions regarding attendance will be made **jointly by the band directors and athletic coaches**, and then communicated directly to the student and parents to prevent misunderstandings.
- This collaboration ensures student **safety** and clarity for all involved.

Reporting Absences

- Students are expected to complete the **Absence Notification Form** ahead of time if they will miss a rehearsal or after-school event.
- Submitting this form allows directors to plan accordingly; however, **it does not excuse the absence** or change how it affects the student's grade or eligibility.
- There will be **no distinction between “excused” and “unexcused” absences** in the context of Marching Band eligibility.

Final Notes

- We believe that **five absences over a 12-week season** is a more than reasonable allowance to maintain ensemble integrity and individual accountability. Most of our students do not miss more than two absences over the entire season.
- This attendance policy directly affects **performance eligibility, student grades** are addressed in the grading policy.

Grading Policies for Marching Band

Each Student’s Grade will be based on the following:

Tests and Projects	30%
Quizzes	25%
Student Work	45%

Classwork:

- Daily assignments completed in class
- All Afterschool rehearsals (individually graded)
- All Minicamps (count twice as much as a rehearsal)

Quizzes:

- Weekly Playing Assessments
- Written/Unit Quizzes tied to daily assignments

Tests and Projects:

- All performances
- Friday Night Football Games
- Competitions
- Concerts
- Parades and other special events throughout the semester

Rehearsal Grading for Marching Band Classes

- **ALL Rehearsals are graded.**
 - Absent from rehearsal = zero (0) for that rehearsal.
 - Late arrival or early departure (defined as more than 10 minutes) = 50% credit for that rehearsal.
- **Minicamps:**
 - Minicamps count twice as much as a regular rehearsal.
 - The same attendance policy applies as regular rehearsals:
 - Absent = zero
 - Late arrival/early departure = 50% credit
- **Absences:**
 - Students are expected to fill out an absence notification for all absences PRIOR to the rehearsal (except athletic absences identified in each individual athletic contract). It helps us plan the rehearsals more efficiently when we are aware of absence's ahead of time.
 - Mathematically, student grades will not be adversely affected for missing one or two rehearsals per quarter.
 - **Consistently** missing, arriving late, or leaving early will impact the student's grade.
 - **Unless approved by a director PRIOR to the absence, a missed performance will be an automatic zero.**
- **Performance Eligibility:**
 - A student who misses **more than five rehearsals during the competitive marching band season (August 25 – November 1)** will **not be allowed to travel or perform** with the ensemble for the remainder of the competitive season.
 - The competitive season typically includes **approximately 25 rehearsals and 2 minicamps**, which includes the **two required Monday sectionals**.
 - Students who exceed the absence limit will be assigned alternate work in place of performances.
- **Excused vs. Unexcused Absences:**
 - For grading purposes, **there are no excused or unexcused absences**. All absences count toward the rehearsal total.
 - This policy ensures fairness and consistency across all students.

Marching Band Uniform

The basic marching uniform is provided for band members including:

- 1 jacket with gold sash and accessories
- 1 pair of black bib pants

Students will be required to purchase (for new marchers these are included in band fees) - 1 pair of black or white band shoes, and 1 pair of black or white band gloves. These will be left on the uniform carts in the back cubbies. If lost or damaged students will be required to purchase a new pair.

Color guard members and percussionists will not need regular gloves. Additional uniform expectations for guard will be shared from the guard staff.

Each band member will purchase a band jacket (included in fees for new students), band shorts and show t-shirt (included in all student band fees) that we will wear to away performances so that our chaperones will be able to distinguish Havelock students from other students. This is called our “summer uniform.”

General Uniform Rules and Procedures

The band booster uniform committee will clean all dirty pants and uniform parts throughout the year so we can look great all season long. Students need to adhere to the following guidelines while wearing their band uniform:

1. You will wear your summer uniform (outlined below) underneath your full band uniform. This includes tall black socks. Students may choose to wear biker shorts underneath their band shorts to wear under the uniform, but band shorts must be worn on top when not in the full band uniform.
2. No jewelry is to be worn that could pose a safety hazard to the students. This includes earrings except for small studs, any bracelets, no nose or facial piercings except for small flat studs, and necklaces that can be seen outside of the band t-shirt.
3. All hair must be uniform, and for long hair it will usually have to be pulled back off the face and collar of the uniform. This means that it must be able to be put up completely using hair bands, bobby pins, etc. if it is longer than the collar. We are not wearing shakos students so students will be given a hair style to adhere to for the show theme that accommodates the headgear being worn. **Students are expected to maintain NATURAL hair color for the entire competitive marching band season (August 25-November 1st this year).**
4. No hats or caps other than the Marching Band shako may be worn while in uniform, unless it is a visual addition to the show that all students are wearing. Havelock baseball caps may be worn explicitly in the stands but must be removed when on the field or stage.
5. Each student must know his uniform bag number and what cart their uniform is hung on at the end of each performance. Uniforms must be hung correctly and checked by section leaders prior to be put away. Students are expected to put their shoes and gloves on the back of the carts.
6. Any student that does not wear full gloves (including front ensemble, battery, woodwinds with glove tips cut, etc.) may only use a solid, neutral nail color during the performance and competition season. If in doubt about a color – ask. Generally, clear, light natural colors are your best bet.

Summer Uniform Expectations

1. Summer Uniform expectations for hair, jewelry, and nail color are the same as those for full uniform.
2. The summer uniform consists of the following items:

- a. Black shorts with Havelock logo (may wear bike shorts underneath but band shorts must be on top) – can be the new ones or last year's shorts
 - b. 2025 Groove show t-shirts (you are given one shirt and can purchase an additional one at a discounted price using the QR code)
 - c. Black marching band shoes
 - d. Long black socks (at least mid-calf)
3. Remember that summer uniform is just that – a uniform – and you are clearly representing Havelock High and the HHS Bands when you are wearing it to events.
 4. Lost summer uniform items can be purchased individually, if necessary, but we do not keep a stock of shoes, socks, and gloves so please ensure you keep up with your items!
Put your name on everything, especially if you are one who loses things. Shoes and gloves will be kept on the uniform carts.

Marching Band Expectations and Policies

Band rules can be broken down into four simple captions:

1.) Be Respectful

- a. There should be no talking during any rehearsals.
- b. The Marching Rams is an organization that students help run. There is a specific chain of command that involves student leaders. All student leaders are expected to assist the director in maintaining good discipline. At times student leaders may require rule breakers or unfocused members to run laps, do push-ups or some other form of exercise to help the student regain his/her focus. Physical fitness is very important for an activity like marching band and exercise helps us perform better. Directors will monitor this process.
- c. Take suggestions and criticism from fellow band members regardless of their number of years in band. **EVERYONE MAKES MISTAKES!!**
- d. Do not spray body sprays, perfume, cologne, or hairsprays inside the music facility. It is not a locker room, and some students may have allergic reactions to these products.
- e. Profane or obscene language is not permitted at any school or band related function.
- f. Horseplay will not be tolerated on the band field or in the music complex.
- g. Band members will be responsible for instruments, uniforms, equipment, and music belonging to the band

2.) Be Prepared

- a. Each student is expected to learn all music and drill. Practice until you get it.
- b. Each student must have a pencil, their music in a binder, and their instrument at all rehearsals.
- c. Students must be on time for rehearsals.

3.) No Food and Drinks

- a. Band members **WILL NOT CHEW GUM** on the field during practices or performances or in the music facility (i.e. chorus room, band room, or HPAC). Pushups will be given for the chewing of gum during rehearsal or class.
- b. No food or drinks allowed in any part of the Music Facility (chorus room, band room, or HPAC). No food is allowed in any rooms or hallways. Water is permitted.

4.) Do not be late or absent.

- a. Students are expected to attend each rehearsal and each performance. Dental and doctor appointments should be scheduled around the band schedule whenever possible. Each person has an individual spot in the show and if that spot is empty, it greatly affects the other members of the band. Review the grading and attendance policies in this handbook.
 - b. All performances are MANDATORY for all members. Everyone is important and this is a team activity.
 - c. TARDINESS IS A DISEASE. Avoid the problem. It hurts not only the individual but also the entire band. Necessary discipline will be used for any infractions. This includes all practices and performances. Tardiness will constitute running laps/push-ups.
 - d. This policy is very strict for the purposes of making practices worthwhile for everyone. Few absences will be considered excused. Your commitment to the band is reflected by attendance to rehearsals. Illness, family emergencies, and occasional conflicts do happen, but you must be willing to set something aside for the good of the band.
-

Football Games

The following is a list of rules and procedures regarding football games.

- 1.) Due to the need to set up and warm-up prior to a football game, it is necessary to meet earlier than you may think. The Friday night schedule is included in each weekly newsletter and has specific times for each section based on the needs of the band that week. The option to purchase pizza slices is given when a team meal is not served.
- 2.) The band uniform will always be worn properly as instructed by the directors and enforced by the section leaders and uniform parents. Usually we will wear the summer uniform until the second weekend of September.
- 3.) The band is granted third quarter off to get refreshments. Students are to report back in a timely manner and be ready to play with one minute in the third quarter left on the clock. A person's third quarter privileges may be taken from them if they cannot return on time. A snack and drink is provided to the band students at the end of their halftime performance from the donations students are assigned.
- 4.) The band sometimes travels to other schools to support our football team. Members must ride to and from all events with the band. Exceptions can be made for students to ride home with their parents only by turning in a written note to a band director in advance. *This is a CCS policy.*
- 5.) **PUBLIC DISPLAY OF AFFECTION (PDA)** is not permitted while in uniform or while participating in any school related activity or function. This includes bus trips and rehearsals. Havelock High School has a "no-hands" policy.
- 6.) At the end of each game the HPAC - including the stage and band room - is to be cleaned up in preparation for the next week. Put away all instruments, uniform parts, and equipment as directed. Make sure to take home all of your clothing.

Use/Possession of Illegal Substances

Please note that Band members are expected to adhere to the policies of the school and the band. **All school rules apply at all times.** Use or possession of alcohol, vapes, drugs, or tobacco are strictly prohibited. Violations of this rule will result in immediate suspension from the band and full punishment from school officials.

Bus Policies and Special Band Trip Rules

Band Trip Expectations

Adult chaperones are needed to go on every trip. Chaperones are an extension of the band directors. Students are expected to listen to the band chaperones. Students who choose not to listen to an adult chaperone will be disciplined for insubordination and required to stay with the directors for the remainder of the trip.

Loading Buses

1. Prior to any band trip students will meet in their sections in the “L” outside the band room. The section leader is responsible for checking attendance and making sure the students have all equipment/clothing needed for that specific trip.
2. Adults will board and exit the buses first at all stops.
3. For most trips the buses will be loaded by seniority. You may only reserve a seat for yourself. You may not save seats for other students.
4. All students must write their legal (Infinite Campus) first and last name on the bus roster in the location that they are sitting on that bus.

General Bus-Riding Rules

1. Students must always remain seated on the bus.
2. There must be silence while calling the roll.
3. No one may use the emergency exit unless there is an actual emergency.
4. While on the bus there should be no spraying of deodorants, body spray, colognes, perfumes, hairspray, or any other aerosol products.
5. Put all trash in trash cans. The bus must be clean before you exit.
6. Windows must be closed whenever we disembark the bus.
7. Phones and video games should only be played using headphones or with permission of everyone around them on the bus.

Behavior Expectations while traveling

1. Every student must comply with any request by a staff member or chaperone, unless that request is a danger to you, and if so you need to find a director. We have confidence in our chaperones' ability to make good decisions based on the welfare and safety of all our students.
2. Every student on a band trip must show respect to all chaperones, students, and staff members on the trip. Respect is demonstrated by showing consideration to others.
3. Profanity is strictly prohibited, and the student(s) will be referred to the office.
4. Horseplay is unacceptable.
5. Public Display of Affection:
 - a. The purpose of bus trips is solely to transport students from one location to another. The band's goal is not to provide an avenue for students to date.

- i. Student's head and hands must always be visible.
- ii. Blankets may only cover one person at a time.
- iii. All school rules apply to showing affection: no kissing, no petting, no hand holding. Havelock High has a hands-off policy.
- iv. Students may not put their arms around each other in the bus seat.
- b. If a student is in violation of public display of affection, these are the steps that we will follow. These violations are cumulative throughout the year. Consider this policy the warning; there will be no additional warning.
 - i. Students in violation will be moved to the first five seats of the bus for the remainder of that trip. Directors will determine if all other trips they must sit in the first five seats of the bus.
 - ii. After the second violation the students will not be allowed to sit together for the remainder of the season. Both sets of parents will be notified, and a school discipline referral will be filled out.

Returning from a trip

1. If you rode a bus to the destination, you are required to ride the bus home, unless you have provided a note from your parents, or your parents are at the destination to pick you up. Before you leave with your parents you must notify a band director and your bus chaperone.
2. Every student is responsible to make sure that they close their window and pick up all the trash around them when we return from a trip. The Colorguard captains will be responsible for cleaning bus #1, we will assign sections to clean bus #2 and #3 for each trip.

Social Media Etiquette

Personal websites, Snapchat, and all other social media programs are public. Members of the Havelock High School Marching Band and Guard should always represent themselves in a positive manner. Any student who represents himself or herself as a member of the Havelock High School Marching Band or Guard online is not allowed to:

- Use profanity or obscene language
 - Defame or slander anyone
 - Send or display offensive messages or pictures
 - Harass, insult, or attack others
 - Post pictures or video of anyone in the Band or Colorguard without the individual's consent.
- Indecent pictures (stored even on cell phones) are illegal and can lead to felony charges.

Violation of any of these rules will result in parent contact and possible suspension from the band program. Further discipline will be taken if necessary.

Please note that "cyber bullying" is a North Carolina Felony Offense.

Leaders who break the Internet usage rules will be suspended from their position.

Band members are constantly on display, and each student must always be aware of the importance of good behavior. Each student should remember that he/she represents his/her band, school, and community whenever he/she performs or appears in public. Any misconduct casts a direct reflection on our school and community and may well undo the good work of hundreds of loyal students. Any hint of misconduct or activities that are not acceptable or defined in these rules will result in the possible expulsion from our program.

Cleaning the Band Room

The band room, the instrument room, and the chorus room will be cleaned after every marching band trip, rehearsal, and performance. It is the responsibility of the Drum Majors to assign sections on a rotating schedule to accomplish this chore. Cleaning duties include straightening or stacking chairs and stands, putting trash in the garbage cans, and giving the director instruments, music, and equipment that were not properly put away.

During school, students should keep the band room as clean as possible by using garbage cans and by putting away their belongings in lockers and taking home their items as needed.

Student Leader Responsibilities

Drum Major Duties

These students are the field directors of the band, the highest-ranking students in the band but subordinate to the band director, the instructors, and the parent chaperones on any trip. The drum majors should tend to problems that are presented by the section leaders. Drum majors are required to keep attendance at rehearsals and performances. They are also responsible for passing out and collecting music. Drum majors are expected to communicate all issues and concerns to the band directors or staff member. The drum major(s)' primary responsibility is to guide and model the excellence that is always expected from the rest of the ensemble and in all situations.

Section Leader Duties

There are sections in the band for example; clarinets, guard, trumpet, etc. Each section will have one or more section leaders assigned to it. Section leaders are expected to assist with teaching the drill and music to their respective sections. Section leaders should set the example for good rehearsals on the field and in the classroom.

Duties include but are not limited to:

- Attendance of section at all rehearsals. Section leaders may need to call and remind section members about rehearsals and performances.
- Inspection of section for proper uniforms, music preparedness, cleanliness of instruments, and proper marching techniques.
- Managing weekly section duties such as lining the field and getting water before practices, cleaning up the band room and any additional rehearsal spaces.

- Students who have problems should see their section leader. Section leaders will reach out if they need help supporting a member of their section.
- Inspire and keep good morale.

All drum majors and section leaders are experienced in the way the band is run and are excellent performers/musicians.

*****STUDENTS WHO CANNOT WORK WITH STUDENT LEADERS WILL BE DISCIPLINED, SUSPENDED OR DISMISSED FROM THE MARCHING RAMS*****

Colorguard Captain Duties

THE COLORGUARD IS A STUDENT RUN ORGANIZATION. The student leaders of the colorguard are called captains and each captain has a specific function and role within the group that they must fulfill. They are also responsible for leading the colorguard in the absence of the instructor. It is expected that the members of the squad pay attention to any instruction given out by the captains. If there is ever a problem concerning one of the captains, then the next step is to see the instructor. It is very important that the chain of command involves the captains and other student leaders of the band.

The captains are expected to assist the instructor in maintaining good discipline and rehearsal technique. At times the captains may require members that choose to break rules or lose focus to run laps, do push-ups or some other form of exercise to help the member regain his/her focus. Discipline and physical fitness are very important for an activity like colorguard.

Percussion Captain Duties

Percussion Captains are selected based on leadership qualities and musicianship. Duties include inspection of section for proper uniforms, mallets and sticks (these should all be taped), music preparedness, cleanliness of instruments, proper marching techniques, example setting and loading crew. Also arriving to practice early, being prepared to stay after, and scheduling sectionals. The percussion captains are responsible for the maintenance and care of the equipment room and are also responsible for loading and unloading of the trailers before and after away performances.

Student Leaders - Ethical Behavior

As mentioned previously Section Leaders, Drum Majors and Captains are held to a higher standard than other band members. Section Leaders are expected to enforce the band rules and therefore, if they break a rule the consequences will be much harsher.

Profanity is unacceptable by band students and especially section leaders. Members who use profanity will be given a punishment such as pushups, or laps. Multiple offenses will result in the student being written up and possible ISS or OSS.

Section leaders who use profanity will receive 1-week suspension from their section leader privileges and responsibilities. The 2nd offense will result in permanent expulsion as a section leader.

Mr. Benitez, Mrs. Dyal, and/or Mrs. Benitez will deal with any behavior that is unrepresentative of Section Leaders.

All student leaders are responsible for knowing and enforcing all rules and regulations of the band and seeing that there is complete silence whenever any directors or instructors are speaking to the group.

Any Section Leader or Captain not fulfilling his responsibility is subject to removal from the band leadership.

HPAC – Havelock Performing Arts Center

Most rehearsals will be held in the HPAC. No students are allowed in the HPAC including bathrooms without faculty present. While students are in the HPAC they should follow the rules listed:

- No one should jump on or off the stage.
- No food, gum or drink is permitted.
- Never use side exit doors that lead to the outside unless there is an emergency.
- Do not put your feet on backs of chairs while sitting in HPAC.
- Sit only in the seat of the chair not on the back or arm rest.
- Do not jump over rows of chairs.
- All students must ask to use bathroom during class.

Food and Drinks

Food, drinks, and gum are not allowed in the music facility at any time. This includes the Band Room, Chorus Room, and Auditorium. Students found in the band room with food or drink will have consequences.

Lost and Found

Every year, hundreds of dollars' worth of personal items are left in the band room. It is not the responsibility of the Band Directors or parent chaperones to keep up with your belongings. If you leave a personal item in the band room, it will be placed in a "Lost and Found" box on the brown bookshelf in the front of the room. This box will be emptied weekly. Things most often left in the band room include clothes, music, uniform parts, book bags, oils, greases, notebooks, water jugs, coolers, coats, etc. Everything left in the band room should be in a locker or in the place designated by the Band Director.

Trophies and Awards

Students are not to touch trophies, awards, band pictures, etc. Former students worked very hard for the awards and trophies that adorn the band room and they need to be taken care of.

Music

1. Be responsible for your own music folder.
2. Keep all music in the folder provided or a three-ring binder.
3. Your music will be checked for a grade. You must have your music every day.
4. All music will be collected at the end of each semester.

Cut Time and Student Accounts

The band uses a special program called Cut Time that keeps track of all money owed and money collected. This site is available for access to all Havelock High Band students and their families. Cut Time also makes it easy to keep track of volunteer opportunities, financials, student announcements and contains a calendar displaying all activities and events.

To log in you will need to use the student's MagicLink that is texted to you. The link does not change. If you need to set up a link or receive a new link, please email patricia.dyal@cravenk12.org, and we will help you. Once you are connected to your student and get the link you will have access to the various features of the site.

Money Owed Policy

Each student will receive a "band account" that they can access in Cut Time. All band fees for students are charged in Cut Time. In most band fundraisers a student participates in, he/she will receive a percentage of the profit in his/her account, which can then be used to pay for band related expenses for students. Students with balances in their account at the end of a season may not be allowed to participate in another season until that balance is paid. Student schedules and report cards may also be held in the event of an unpaid band account. If the overdue balance continues to go unpaid until the senior year, the student will not be able to participate in the graduation ceremony or receive his/her diploma.

Colorguard

Purpose and Goals:

The main goal of the colorguard is to enhance the musicality of the marching band by providing a visual backdrop to the music. Another goal is to develop, learn, and provide an environment of meaningful performance and rehearsal experiences for its members and to entertain and provide quality performances for its audiences. Even if this is your first or fourth year of marching, we want to expose you to new areas of performance and work for more developed technique and performance levels. There are many aspects of performance that we must all learn and live. However, this type of education only works through "doing" and each member must contribute to the "doing" process for the group to be successful. All rehearsals and performances will be learning experiences so we must learn to be patient and understand each others' abilities.

We spend an enormous amount of time learning and perfecting our shows and we want them to be the best that they can be. The staff hopes to have the entire show taught by our first competition. This includes drill and work. By having the show completed by this date, there will be time to work on the fundamentals of technique, cleaning drill, equipment use, and most important of all, the art of performing and conveying the show concept to the audience.

Good attitude and hard work are characteristics that must be maintained if we are to meet our goals. Having fun is part of learning but it must be balanced with hard work so that we can excel at all that we do. We want this to be a rewarding year for us all. We want to have fun and be able to

get the job done at the same time. This is going to take responsibility and maturity on the part of the performer. In other words, it is up to you.

ATTENDANCE:

ATTENDANCE RULES WILL BEGIN ON THE FIRST OFFICIAL PRACTICE IN JULY. HOWEVER, IT IS IMPORTANT TO REMEMBER THAT THE SUMMER TECHNIQUE REHEARSALS ARE VERY IMPORTANT AND WILL ONLY ENHANCE YOUR LEARNING ABILITY. DEDICATION AND PRACTICE TIME ARE CRUCIAL FOR A GROUP SUCH AS OURS.

****Attendance will be taken at the beginning of every rehearsal by a student leader****

Members are expected to attend each rehearsal and each performance. Dental and doctor appointments should be scheduled around the fall guard schedule. Each person has a special spot in the show and if that spot is open, it greatly affects the other members of the squad. If a student is sick and cannot attend a performance or rehearsal, the instructor/director should be notified in advance and the member should bring a note to the next rehearsal.

We understand that many members may have school obligations and on occasion these functions will conflict with the rehearsal schedule. In these situations, the absence may be considered excused, but they must first be discussed with the guard staff.

Work will not be considered as an excused absence.

- TWO UNEXCUSED ABSENCES will result in a conference between the instructor and the performer.
- THREE UNEXCUSED ABSENCES will result in the cutting of that performer's position from the squad.
- IF THE PERFORMER MISSES THE REHEARSAL BEFORE A PERFORMANCE, and the absence is not excused, then the performer will not participate in that performance.
- TARDINESS: TARDINESS IS A DISEASE that will cause a performer to be removed from the squad if it becomes a problem.

****Two tardies equal one unexcused absence.****

******* GUARD GRADE POLICY *******

In the past, we have discovered that some members tend to lose focus on what their original purpose/goal is while in high school. Each member needs to understand that schoolwork and grades come first. Every member's goal in high school should be to complete high school to the best of their ability. Please be reminded that our group is a highly publicized group and that we should set good examples for all.

As a result of this reality, we have decided to place a NO Ds or Fs policy on the members of the squad. If a member of the squad receives any Ds or Fs on their progress report or report card, then that member will be suspended for the next performance and every performance after that until evidence is presented that the grade has been brought up. If that performance happens to be a competition, then the directors will conference as to whether that member will perform. If the member does perform at the competition, then the member will be suspended from the next football game. Please keep in mind that grades during the fall also affect participation in any winter and spring groups.

Member Responsibility:

The member will be required to obtain a note from the teacher of the class in which he/she has received a D or F stating what that member needs to do to bring the grade up. If it is determined that a member needs help to bring his/her grades up, we will try to help the member locate resources to help him/her. Please keep in mind that assistance in academic areas is voluntary and may not always be available.

If the member consistently earns Ds or Fs in the same class, the member will be moved to an alternate's position.

Each member of the colorguard will receive a colorguard contract once the season begins. The contract contains a list of rules and regulations concerning membership in the colorguard.

Awards and Recognitions

The Havelock High School Band presents several awards each year to outstanding individuals in the band program. These awards are to be presented at the annual band awards banquet. The following is a list of awards and the criteria for each:

Band Letter - is awarded to each member of the marching band for successfully completing their first year with Havelock High School with at least 95% participation at rehearsals and 100% participation at performances.

Colorguard Pin - completion of the first year of colorguard.

Chenille Star - this star is awarded to every marching band and colorguard member for successfully completing their second, third, or fourth year marching with the Marching Rams with at least 95% participation at rehearsals and performances and 100% participation in performances.

Jazz Pin-this pin is awarded to every member of the jazz ensemble who successfully completes each year.

Winterguard Pin - this pin is awarded to each member of the Winterguard who successfully completes the year.

The **Outstanding Senior Award** is selected by the band directors and is presented to the member who demonstrates leadership, scholarship, musicianship and attitude.

Louis Armstrong Jazz Award is selected by the band directors and is presented to the most outstanding member of the jazz band.

The **John Philip Sousa Award** is selected by the band directors and is presented to the most outstanding musician in the band program.

Havelock HS Dates to Know 2025-2026

October 6, 2025 HHS Band Fall Concert

November 1, 2025 Crystal Coast Band Classic

December 4, 2025 Holiday Concert

December 8, 2025 Chorus Concert

January 10, 2026 All-District Auditions (Greenville)

January 23, 2026 All Region Jazz Auditions (Virtual)

January TBA, 2026..... Eastern Regional Orchestra Auditions

February 6-7, 2026..... All-District Clinic at ECU

February 20-21, 2026 East Region Jazz Clinic

February 20-21, 2026 East Region Orchestra Clinic

March 3, 2026 Symphonic Band/Wind Ensemble Pre-MPA Concert

March 6, 2026Sound of Havelock: Emerald
Gala

March 7, 2026..... All State Auditions (Winston
Salem)

March 17 and 18, 2026 Band Music Performance Adjudication
(MPA)

April 17 and 18, 2026.....All State Jazz Clinic (NC
State)

April 30, 2026 Spring Band
Concert

May 1-3, 2026All State Honors Band Clinic
(UNCG)

May 8, 2026Jazz MPA (JH
Rose)

May 9, 2026Solo and Ensemble
(NBHS)

May 11 or 12, 2026.....Spring Chorus
Concert

May 20, 2026 Band Awards/Senior
Spotlight

May 22, 2026
.....Graduat
ion