



**2023**

**HAVELOCK BANDS  
HANDBOOK**

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**UPDATED 8.22.2023**



# Havelock High School Band Handbook 2023

This book was written as an aid to all members and parents. Being familiar with the contents will help new members and veterans alike. **Keep it and use it!**

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## 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.

# North Carolina Essential Standards for Instrumental Music

These five overarching standards contain sixteen sub-standards. For high school music there are four levels of proficiency – beginner, intermediate, proficient, and advanced.

Students earn a place in upper levels of proficiency and earn honors credit based on the combination of an honors written and playing assessment.

ML.1 Apply the elements of music and musical techniques to play music with accuracy and expression.

ML.2 Interpret the sound and symbol systems of music.

ML.3 Create music using a variety of sound and notational sources.

MR.1 Understand the interacting elements to respond to music and music performances.

CR.1 Understand global, interdisciplinary, and 21<sup>st</sup> century connections with music.

# *Havelock High Band Ensembles*

## **The 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.

## **The 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 that is 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.

## **The 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 in grades 10-12. Members of the Wind Ensemble are encouraged to take private lessons and are highly encouraged to audition for the North Carolina Bandmaster's Eastern All-District Band. This group maintains a high level of musical skill and artistry. This ensemble typically performs at the Grade V or VI level. The Wind Ensemble is a one-semester course that receives one credit, is selected by audition and is an honors course that is graded on a 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 in order to receive their credit.

## **The 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 fine American art form. All Jazz Ensemble members must be enrolled in a regular 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 at afterschool once a week, is a yearlong class, receives one credit and is selected by audition. When we have enough players we will run two simultaneous jazz groups.

## **The 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 the 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 and requires after school rehearsals. There is a mandatory band camp that each member must attend to receive class credit the last two weeks of July. Attendance counts toward student grades once school begins, and students have many Friday night football game and Saturday competition commitments in September and October.

## **Concert Band, Symphonic Band and Wind Ensemble 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.**

### **Grading System for seated concert bands**

(Wind Ensemble, Symphonic Band & Concert Band)

#### **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 NCBA Eastern MPA Rubrics.

#### **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. Unexcused absences will earn a zero.

#### **3. Written Quizzes and Quick Assessments (Quizzes):**

Students will be asked to play informally throughout the semester. Sometimes these "quick assessments" will be graded using the NCBA Eastern MPA Rubrics. 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 4 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 one week after they return from their absence to complete the assignments. Students will also receive two grades per

semester 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, you must complete the “forgot instrument” or “forgot music” link in Canvas.
2. Your rehearsal etiquette grade will be lowered 5 points for forgetting your music and 10 points for a forgotten instrument.
3. After completed the QR code for a forgotten instrument you will be given packet to complete or a task to complete.

**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](mailto:Jorge.benitez@cravenk12.org) and [patricia.dyal@cravenk12.org](mailto: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.

**Checking Out School Owned Instruments**

1. Mrs. Dyal will assign you an instrument and give you a check out form.
2. Fill out form with the instrument make, model, and serial number.
3. Inspect the instrument for damages or dents.
4. Students are responsible for any intentional damages after the check out process.
5. Return the signed form within one week.

*Anyone playing school instruments must purchase their own mouthpiece.* You can order a mouthpiece online at [www.fullersmusic.com](http://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.

## **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. 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.

## **Chair Assignments**

Chair placement auditions will take place ***at least*** once in the semester. It is important for everyone to realize that all parts are important. We are organizing a system in which students will be able to rotate parts throughout the concert season.

## **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.
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 (specifically while announcements are on 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 you 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. If they are called upon again the students will serve an after-school detention. On the second detention, the parents will be called. On the third detention, a parent-teacher conference will be scheduled.

## **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 faculty 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.
- 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.
- All students must ask to use bathroom during class. Generally, you are expected to use the band room bathrooms.

## **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

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 2023-2024 Havelock High School Band Staff:

Director of Bands.....	Jorge Benitez
Assistant Director of Bands.....	Blair Dyal
Visual Director.....	Lyn Benitez
Flag Technician.....	Analise Benitez
Flag Technician.....	Megan Rossi
Visual Technician.....	Megan Smith
Percussion Technician.....	John Derick Marroquin
Percussion Technician.....	Zeke Gonzalez
Winds Technician and HMS Director.....	Jeb Lamm
Winds/Percussion Tech and TCMS Director.....	Jodi Campbell
Drill Designer.....	Ralph Stewart

## 2023 Student Leadership – Section Leaders

Flute.....	Alicia Garcia
Clarinet.....	Shalyn Barnes
Saxes.....	Grace Fortin and Madison Foster
Mellophone.....	Dean Guthrie
Trumpet.....	Evan Fairless
Trombone and Baritone.....	Kate Buhrmaster
Sousaphone.....	Jay Clinton
Battery.....	Kya Turner and Mason Phillips
Front Ensemble.....	Seth Russell and Elyssa Pangelinan
Guard Captains.....	Lexi Hoskins and Megan Zollars
Drum Majors.....	Jacob Knaggs and Kelci Sheley

## 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 possibly be. We spend an enormous amount of time learning and perfecting our shows and we want them to be the best. Good attitude and hard work 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.

## Marching Band Policies and Expectations

### 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 (Afterschool Attendance and Daily Assignments)	45%

### 1. After-School Attendance (Student Work)

As a member of the HHS marching band, students will be required to attend posted rehearsals on Tuesdays and Thursdays from 3:00 to 5:30 pm. Percussion students are also expected to attend on Mondays from 3:00-5:00, and each week an additional section will have field duty and a sectional. Attendance to rehearsals not only affects each individual student **but it affects the entire ensemble**. Students may not make up missed after-school rehearsals. For each unexcused absence students will lose points on that week's attendance grade. Students must fill out the absence form to request excused absences. Excused absences will be determined by Mr. Benitez. Please understand that work is not an excused absence. Students have received calendars well ahead of time to inform their employer of their schedule. Updated calendars are available on [www.havelockband.com](http://www.havelockband.com)

### 2. Performance Attendance (Tests and Projects)

Students are required to attend Friday night football games and Saturday band competitions. **Attendance to these events not only affects each individual student but it affects the entire ensemble**. Students may not make up unexcused absences from performances. Students must fill out absence forms to request excused absences. Excused absences will be determined by Mr. Benitez. Please understand that work is not an excused absence. Students have received calendars well ahead of time to inform their employer of their schedule. Updated calendars are available on [www.havelockband.com](http://www.havelockband.com)

#### a.) Excused absences from required performances must be made up.

An alternative assignment will be assigned any student who has missed a required performance due to a previously approved, excused absence. This assignment must be received by one week after the assignment is made. If there are extreme circumstances, please contact the directors at 252-444-5117.

### **3. 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 NCBA Eastern MPA Rubrics.

### **4. 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. Unexcused absences will earn a zero.

### **5. Written Quizzes and Quick Assessments (Quizzes):**

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### **6. Daily Assignments (Student Work)**

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#### **b) No instrument/music**

1. If you do not bring your instrument and/or music to rehearsal, you must complete the "forgot instrument" or "forgot music" link in Canvas.
2. Your rehearsal etiquette grade will be lowered 5 points for forgetting your music and 10 points for a forgotten instrument.
3. After completed the QR code for a forgotten instrument you will be given packet to complete or a task to complete.

## **Marching Band Uniform**

The marching uniform is provided free of charge for band members including:

- 1 shako hat with box
- 1 jacket with gold sash
- 1 pair of black bib pants

The students will be required to purchase (included in band fees) 1 pair of black or white band shoes, and 1 pair of black or white band gloves.

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 (through their band fees) that we will wear to away performances so that our chaperones will be able to distinguish Havelock students from other students.

### **General Uniform Rules and Procedures**

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

1. You will wear your summer uniform (outlined below) underneath your full band uniform. This includes long black socks.
2. No jewelry is to be worn that could pose a safety hazard to the students. This includes earrings except for studs, bracelets, nose piercings except for flat studs, and necklaces that can be seen outside of the jacket.
3. All long hair must be hidden beneath the hat. This means that it has to be able to be put up completely using hair bands, bobby pins, etc.
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.
5. Each student must know his uniform bag number.
6. Front ensemble students and any others who do not wear a shako must maintain natural hair color during the performance and competition season. If in doubt about a color – ask. Generally, natural hair colors are your best choice!
7. 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, nail color is the same as those for full uniform.
2. The summer uniform consists of the following items which are given as part of your band fees:
  - a. Black shorts with Havelock logo
  - b. “How Wonderful Life Is” t-shirts (you are given two shirts)
  - c. Black marching band shoes
  - d. Long black socks
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.

## Rules and Policies

The 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. 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 pencil, music in binder, and instrument at all indoor 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. If a student is sick and cannot attend a performance or rehearsal the band director should be notified in advance using the absence request form. Unexcused absences will be a cause for suspension or dismissal from the band and they affect your grade. Absence form: <https://bit.ly/23MBAbsence>
- b. All performances and rehearsals are MANDATORY for all members. Everyone is important and this is a team activity. This includes after school practices, sectional rehearsals, etc. Too many absences from practice, even excused may result in temporary removal from the performance.
- 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. Horseplay will not be tolerated on the band field or in the music complex.
- e. 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.

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**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 of alcohol and tobacco is strictly prohibited. Violations of this rule will result in immediate suspension from the band and full punishment from school officials.**

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**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 early. The following is the scheduled report time for each section:
  - a. Percussionist and Colorguard members are to report to the school at 4:30 p.m. on the day of home football games.
  - b. All wind players are to report at 5:00 p.m.
  - c. Away games will require an earlier report time. Students and parents will be made aware of this ahead of time.
- 2.) The band uniform will be always worn properly as instructed by the director and enforced by the section leaders and uniform moms.

- 3.) The band is granted third quarter off to get refreshments. Students are to report back in a timely manner. 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.
- 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 parents only by turning in a written note to a band director in advance.
- 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 the game, the HPAC including the stage and band room is to be cleaned up in preparation for the next week.

## **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 (PowerSchool) 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, or is an immoral request. 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 each chaperone, students, and all 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 meet and date.
    - i. Student's head and hands must be visible at all times.
    - 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. Director 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 no longer be allowed to sit together for the remainder of the year. 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, the wind section leaders are responsible for cleaning bus #2, and percussion captains/section leaders are responsible for cleaning bus #3.

**Band members are constantly on display, and each student must always be aware of the importance of good behavior. The 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 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.

## **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 the 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 required to teach the drill to their respective sections. Section leaders should set the example for good rehearsals on the field and in the classroom.

Duties include:

- 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 2<sup>nd</sup> offense will result in permanent expulsion from 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.***

## **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. Please leave valuable possessions in lockers and lock them away. Do not leave your locker open during or after class.

## **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.

## **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 turned into the director and placed in a "Lost and Found" box in front of the band room offices. This box will be emptied every Thursday. Things most often left in the band room include instruments, 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.

## **CHARMS and Student Accounts**

The band uses a special server called CHARMS that keeps track of all money owed and money collected. This site is available for access to all Havelock High Band students. CHARMS also makes it easy to keep track of various forms that are due to the band, as well as featuring a calendar displaying all activities and events.

To log on, please go to [www.havelockband.com](http://www.havelockband.com), click on "Access Charms", and log into your student's account using the password that you create. If you need to set up a password or reset a lost password please email [patricia.dyal@cravenk12.org](mailto:patricia.dyal@cravenk12.org), and a password reset link will be sent to you. The school code is **Havelockhsband**. Upon logging on, you will have access to the various features of the site.

## **Money Owed Policy**

Each student will receive a personal band account. 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. All band expenses must be paid in full by the end of the school year for the student to participate in band or Colorguard the next year. 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 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.\*\*

**\*\*\*\*\* 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 Letters

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:

- His/Her 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:

- His/Her second, third, or fourth year marching with the marching Rams with at least 90% participation at rehearsals and 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 Concert Events 2023-2024

October 17, 2023.....	Concert Band Fall Concert
November 30, 2023 .....	Holiday Concert
December 7, 2023.....	Chorus Concert
January 13, 2024.....	All-District Auditions (Greenville)
January 20, 2024.....	All Region Jazz Auditions (Virtual)
January 2024.....	Eastern Regional Orchestra Auditions
February 2-3, 2024.....	All-District Clinic at ECU
February 16-17, 2024.....	East Region Jazz Clinic
February 23-25, 2024.....	Regional Orchestra Clinic
March 2, 2024 .....	All State Auditions (Winston Salem)
March 20-22, 2024.....	Band Music Performance Adjudication (Festival)
May 9, 2024.....	Spring Band Concert
May 11, 2024 .....	Solo and Ensemble (ECU)
May 14, 2024 .....	Spring Chorus Concert
June 8, 2024 .....	Graduation