

REHEARSAL PROCEDURES

Rehearsal time is short and every moment must be used for actual rehearsal purposes. If you delay the rehearsal for even one minute, you have wasted a great deal of time because every other member of the band has also been forced to waste one minute. The following guidelines are used in all fine organizations and are the foundation of our rehearsal procedure:

Instrument Storage Room

- ◆ If your instrument is not stored in this area, do not enter at all.
- ◆ If your instrument is stored in this area, use the following procedure:
 1. Enter
 2. Pick up your instrument in the case.
 3. Exit
 4. Enter the band room before you remove the instrument from its case.
 5. Store the empty case (during rehearsal) at your seat or as directed.
 6. At the conclusion of rehearsal, return instrument to its case before you leave the band room.
 7. Return to the instrument storage room and enter.
 8. Place your case in its proper location.
 9. Exit immediately.

Rehearsals in the Band Room

- ◆ **Required Items** – instrument in good working order, music in order, pencil, no less than 3 working reeds, necessary mutes, valve oil, etc.
- ◆ Before rehearsal begins, you may warm up individually (long tones on low notes and scales) until the Director steps onto the podium. At that moment, all playing and talking will stop. Your full attention must be given to that person and nothing should be allowed to distract you.
- ◆ Correct posture is essential to proper breathing and concentration. Sit on the edge of your chair with shoulders relaxed and head held high. Percussionists must stand.
- ◆ If you need to ask a question during rehearsal, raise your hand and wait to be recognized. Otherwise, there will be no talking during rehearsal, even if it deals with the music.
- ◆ Do not leave your seat unless given permission to do so.

Strategy to Find Happiness—Make and Keep Nine Promises

1. *Promise yourself that you will talk health, happiness, and prosperity as often as possible.*
2. *Promise yourself to make all your friends know there is something in them that is special and that you value.*
3. *Promise to think only of the best, to work only for the best, and to expect only the best in yourself and others.*
4. *Promise to be just as enthusiastic about the success of others as you are about your own.*
5. *Promise yourself to be so strong that nothing can disturb your peace of mind.*
6. *Promise to forget the mistakes of the past and press on to greater achievements in the future.*
7. *Promise to wear a cheerful appearance at all times and give every person that you meet a smile.*
8. *Promise to give so much time improving yourself that you have no time to criticize others.*
9. *Promise to be too large for worry, too noble for anger, too strong for fear, and too happy to permit trouble to press on you.*

—John Wooden

REHEARSAL PROCEDURES (CONTINUED)

Marching Rehearsals

- ◆ During football season, full marching rehearsals are scheduled for Tuesday, Wednesday, and Thursday after school; Mondays also for Aviance and Drum Line. See calendar for specifics.
- ◆ Two-quart cooler filled with ice water is required.
- ◆ “Dressing out” (wearing appropriate clothing and sneakers) is required. Marching band shoes or sneakers must be worn at all times. No sandals, flats, pumps, boots, etc. are allowed.
- ◆ Go directly to the practice field. The band room will be locked 5 minutes before the start of rehearsal. Be early!
- ◆ The Drum Majors and Colonels have authority until the Director reaches the field.
- ◆ One long whistle is a warning signal. This signifies that you have 60 seconds to get into warm-up position. When the 2nd whistle is blown, you must be in position. Those not in position at this time will be reported by their Captains as tardy. Captains not in position will be reported by Colonels or Drum Majors. (See **Attendance**)
- ◆ There will be no playing to and from the practice field except for percussion under supervision of their Captain.
- ◆ Alertness is required - one should react immediately to all commands and instructions.
- ◆ Marching rehearsals will be most efficient if all members are diligent in correcting mistakes quickly and thinking ahead to the next move. Above all, take pride in every minute of rehearsal so that we can all take pride in our final product – the performance.

REHEARSAL IS SERIOUS BUSINESS

SUPERIOR bands are the result of SUPERIOR rehearsals.

“The will to win is important, but the will to prepare is vital.”

☞ Joe Paterno

PERFORMANCES/PUBLIC APPEARANCES

- ◆ All members are expected to attend every engagement in which the band participates. If you are unable to attend a performance, you must inform the Director in advance. Severe illness or death in the family are usually the only legitimate excuses for missing a performance.
- ◆ Notices of all performances/appearances will be posted on a special calendar in the band room. It is the responsibility of each student to check the calendar, dry-erase board, and website regularly for all pertinent information.
- ◆ Rules of conduct/order regarding rehearsals are in effect during public performances/appearances. Let your conduct both before and after the performance be above reproach. **Your conduct reflects on your band, your school, and your community. Proper language is to be used AT ALL TIMES.**
- ◆ Appearance must be neat **at all times** when in uniform or while under observation as representatives of the band program and school.
- ◆ A performance or appearance is **not completed** until students are officially dismissed from pertaining activities. No band member is permitted to leave the organization in advance of group dismissal at any time unless excused by the Director prior to the performance.
- ◆ Be sure that you have properly taken care of instruments, uniforms, music, etc. before leaving.

FOOTBALL GAME PROCEDURES

Home Games (and Away Games played locally)

1. Attendance will be taken at Report Time in the designated area. Check in with your Captain. Arrive wearing your under-uniform which includes the official band T-shirt (tucked in), solid black shorts, black shoes and tall black socks.
2. Take instruments out to the loading area.
3. Check out uniform and get dressed. Take hat in box.
4. Inspection takes place before departure. Captains are to check their section's uniforms, instruments, and equipment. *Colonels will document infractions on their points pad.*
5. Board the buses for roll call. When roll call is complete, the Director will give the signal to depart.
6. Arrive at the stadium and wait for the signal to get off the buses.
7. Put on hats, line up in inspection block, conduct inspection, and march (carrying coolers, white towels, flip folders, and small instruments in cases) into the stands. Remain standing as you line up behind the person in front of you. Deposit coolers, towels, and flip folders at your assigned seats.
8. File out of stands, get large instruments, assemble them and return the empty cases to be reloaded.
9. Return to assigned seats in the stands for warm-up.
10. Rules to be observed in the stands:
 - The band area is off limits to everyone except band members and chaperones.
 - There will be **no food or drink** brought into the seating area except water or ice. Chewing gum is **NEVER** permitted.
 - Students will remain in their assigned seats in appropriate column during the entire time the band is in the seating area. All playing will be directed; no individual playing allowed.
 - Members are reminded that the band is providing a public performance at each game. We have a job to do, therefore, **WATCH** the Drum Major at all times when he/she is standing in front of the band. **LISTEN** for directions, get the music out *quickly* and **be ready to play**.
11. When the signal is given, the band will stand and file row-by-row out of the seating area and down to the staging area to prepare for the performance.
12. At the conclusion of the performance, the band will file back into the seating area. Remain standing until everyone is at his or her seat.
13. Once the band is seated, members will carefully position their instruments so that they are secure. Then, the band will be dismissed to use the concession stands and restrooms during the third quarter. This policy will continue only if the privilege is handled with maturity and band members can manage to be back in their assigned seats and **ready to play** on time.
14. Concessions – Use your own judgment about what to eat or drink, but if an accident occurs, you will be charged for an extra uniform cleaning whether or not you are at fault.
15. At the conclusion of the game, pass trash to the end of the row and check to see if you have all of your belongings: music, lyres, gloves, hats, etc. Instruments will be packed up and loaded. The buses will be boarded, roll will be checked and the band will depart the stadium.
16. Upon arrival at BHS, everyone will remain on the buses until the Director gives final instructions.
17. Procedure for wrap-up:
 - Pick up instrument and equipment and put it away in its proper location.
 - Turn in your uniform following specified procedure.
 - Locate your pre-arranged transportation home.
 - Officers may not leave until they are dismissed by the Band Director.

FOOTBALL GAME PROCEDURES (continued)

Out-of-town Away Games

This procedure will be the same as local games except for the following:

- Uniforms in garment bags, as well as hats in boxes, will be taken on the buses. Do not put hat boxes inside suit bags.
- Black shoes and socks may be placed into the zippered compartment in the garment bag.
- You will dress when we arrive at the stadium.

TRAVEL

- ◆ Transportation will be provided or approved by the school. All students must ride the buses as assigned in advance. The school has a policy that no student may return by any other mode of transportation other than the band bus, except by the following:
 - ✓ When written permission is submitted **BEFORE** departure from school.
 - ✓ The **PARENT** takes custody from the director after the performance.
(Students will not be released to anyone but the parents of the student.)
- ◆ While out of town, students will not ride in any private automobile without permission from the Director.
- ◆ A band officer and at least one adult chaperone will be placed on each bus. They are in COMPLETE charge. Respect is imperative. They will take roll and communicate important information to you regarding the appearance ahead. **Absolute quiet must be maintained during roll call.**
- ◆ Each student is responsible for seeing that his/her instrument and belongings are *loaded* at the departure point, after the performance, and *unloaded* upon the return. This includes cleaning up trash after any band trip!
 - When traveling on school buses, each band member is responsible for placing instruments and equipment to be loaded on the equipment vehicle in the designated loading area. Smaller instruments (flutes, clarinets, alto saxes, trumpets) will be carried on the buses.
 - When traveling on charter buses, place instrument and equipment on the curb next to your bus, or as directed. Loading crew will load the cargo bays. Flutes and clarinets will be carried on the bus.
- ◆ Standard rules of conduct for school buses are in effect for all trips. Obey the instructions of the bus driver. Putting hands, arms, heads, etc. out of a window is *strictly prohibited*. **DO NOT** ever throw anything out of a window **for any reason**.
- ◆ Upon arrival, everyone (including chaperones) will remain seated on the buses until the Director gives instructions.
- ◆ **Courtesy** must be maintained while in restaurants/malls. *Speak quietly* and *clean up* your area when finished.

OVERNIGHT TRIPS

- ◆ Room assignments will be made in advance.
- ◆ All school and band rules will be in effect:
 - No boys in girls' rooms, and vice versa.
 - All students are to be in their rooms at or before the designated curfew hour. They are not to leave their room after curfew **for any reason**.
 - Do not leave the hotel grounds unless directed to do so by the Director.
 - Students and chaperones are to be courteous to all hotel employees and guests. Their conduct should bring credit to themselves and the organization. **Don't slam doors, run, or speak loudly!**
 - **NO P.D.A. - Public Display of Affection.** Students may hold hands except while in uniform.

OVERNIGHT TRIPS (continued)

- ◆ The **use or possession of** any alcoholic beverage, tobacco, or drugs which could modify behavior is absolutely forbidden at all times. Violation will result in dismissal from the performing organization. Prescription medication authorized and administered by an Alachua County Schools official is permitted.
- ◆ Any serious infraction of the rules will result in the offending student(s) being sent home. Other disciplinary action will follow.

**SCHOOL BOARD RULES ARE IN EFFECT FOR THE DURATION OF ANY TRIP.
(All rules apply just as if you were on the school campus.)**

ENFORCEMENT OF REGULATIONS

The most simple method of enforcing regulations is to withhold the privilege of participation in our band for a specified period of time. Only the Director may take this action, though the band officers may *recommend* such action by a majority vote. Withholding may be done in several ways:

1. Replacing a person in the show. This would be done primarily in the case of disruptive behavior, negative attitude, not being prepared, or absence.
 2. In the case of extreme misbehavior or disrespect, for the good of the band, the student may be expelled from the band program.
- ◆ A penalty will be administered for all tardies, misbehavior, disrespect, disruption, defiance, disobedience, off-task activity, inattentiveness, destructiveness, or any acts that cast discredit and/or embarrassment upon the band or the school, no matter the reason. The student will have to do push-ups, laps, or some other form of punishment in addition to the loss of a pre-determined number of points for the infraction. (*See Grading/Points Policy*)
 - ◆ For serious or continual infractions, band members may also be suspended, meaning that they will be expected to attend all rehearsals and performances of the band, but will not be allowed to participate until the problem causing the suspension has been rectified. Failure to comply with the terms of suspension may result in expulsion from the band.

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

- Destruction or theft of school property and equipment.
- Possession or use of **alcohol, drugs, tobacco, or any mind altering substance** on or before a band activity.
- Any actions which are illegal or prohibited by Alachua County Schools.

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Helen Keller, deaf and blind from birth, was asked what could be worse than being born without any sight. She responded, "The most pathetic person in the world is someone who has sight but has no vision." If we don't know where we are headed, we will live reactive lives based on what happens to us, rather than pro-active lives based on our values. We need to live life "on purpose" rather than "by accident".

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