

# HOLLY SPRINGS HIGH SCHOOL BAND HANDBOOK



*Holly Springs High School  
Golden Hawks Band*

**Holly Springs High School Band**  
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We are very excited that your family has chosen to participate with one of most successful band programs in North Carolina. Our instrumental program has a successful tradition of excellence over the past twelve years of existence. This will be a unique and rewarding experience for both you and your student.

This handbook has been put together to assist both the student and parent. The band and guard programs provide many great opportunities for your student. As with all great programs, there is a lot of preparation and support required to make everything work. We know each year many questions will arise. This handbook has been designed to help answer those. If you are unable to find the answer to your question, please contact the director or one of the Band Booster Presidents listed on the back of this handbook.

A good organization runs like a well-oiled machine. Our intention is to develop traditions and provide the students (who elect to work for the goal) the type of experience that will be rewarding, aesthetic, and life enhancing.

Therefore, the purpose of this handbook is to help everyone understand their responsibilities as well as make students and parents aware of the procedures followed in our organization.

The purpose of the Holly Springs High School Golden Hawks Band program is to educate young people through music performance and leadership opportunities. By your involvement in this organization, you will mature as a musician, a performer, a student and a person. The curriculum is cyclical in nature. The comprehensive program encompasses four years of study. Individual development of character, esteem, teamwork and group accomplishment can be additional rewards of the program.

**“The Holly Springs High School Band Program will be one that promotes unity, a positive atmosphere and performance excellence in everything it does.” –**  
*Vision Statement created by Sarah Foil (2011) and adopted by the HSHS Band.*

#### **Why Band?**

**Band is intrinsic** – As with all art, it is about expressing oneself via a different and unique language. Much of academia is impressionistic, which requires a definitive skill of following instructions. Band adds to that requirement the option of self-expression.

**Band is group effort** – Members are required to shift from an I/Me reasoning to a We/Us concept. This means extending oneself beyond the normal considerations of much of our day-to-day living. Instead of the logic being, “What’s in it for me?” it becomes, “What’s in it for us?”  
The values of cooperation, communication, concentration, correlation, and completion come into play at each rehearsal and performance.

**Band builds positive self-worth** – Although we share many similarities with our athletic counterparts, BAND is a place for everyone. Rarely is a person serving as an alternate or substitute. Everyone in the band plays a starting role.

**Band is preparation for life** – Through the discipline of MUSIC, we are developing a consistent understanding between the intellectual (cognitive) and emotional (affective) thought processes. Band allows the person to create formulas that are directly transferable to other facets of life.

Although these four points may seem lofty in character, they make up the fundamental framework of a band program.

-Tim Lautzenheiser

### **What does band provide?**

- It affords every student the opportunity to enter an advanced level of instruction with a host of talented friends who share a similar interest and familiar language – music.
- Provides more challenging music and ensemble playing
- A place for character development, new experiences, and travel.

### **Purposes of the Holly Springs Band Program**

- Provide each student with a comprehensive music education by teaching the skills and attitudes necessary to succeed as a young musician and as a young adult.
- Benefit the school and community through the public performance of quality music while promoting and enhancing the dignity and reputation of Holly Springs High School.
- Foster the development of essential character qualities to include a strong work ethic, a commitment to excellence, personal integrity, and a respect for self and for others.
- Provide each student with a positive emotional outlet, a good social experience, and a worthy use of leisure time.

### **Together we will experience:**

- INCREDIBLE LIFE CHANGING AND ENRICHING EXPERIENCES
- EXTREME TOGETHERNESS
- ART AND EXPRESSION
- TEAMWORK-WORKING TOWARD COMMON GOALS
- LEADERSHIP OPPORTUNITIES

### **Procedures**

#### **The Importance of Procedures**

Policies and procedures are outlined in this handbook to ensure that all aspects of the band program run smoothly, and that each student has a safe, positive, and successful experience here. Attention to details and repetition will also yield success. **Please do not ask for exceptions to rules.** At times, unforeseen circumstances may warrant the modification of a policy. When these situations occur, modifications will be made on a case by case basis at the discretion of the band director.

#### **The Importance of Discipline**

Because of the nature of the organization, band discipline must, of necessity, be strict. Band students maintain a highly visible profile both at school and in the community. Poor performance or behavior can cast an unfavorable light on the entire band. Students will be held responsible for their actions, attitudes and performances. Persons with severe or perpetual behavior problems will lose their privilege of being a Holly Springs Band member.

#### **I/Me vs. We/Us**

Band is group effort. Members are required to shift from an I/Me reasoning to a We/Us concept. This means extending oneself beyond the normal considerations of much of our day-to-day living. Instead of the logic being, “What’s in it for me?” it becomes, “What’s in it for us?” The values of cooperation, communication, concentration, correlation, and completion come into play at each rehearsal and performance.

#### **A Word About Commitment**

Membership in the band requires a definite commitment from students and their families. Successful school band programs require countless hours of work from each student. It is important for students to understand the necessity

of time management. Individual practices without teacher pressure is critical. Time on task in class and at rehearsals will allow committed students to excel. A high level of commitment is necessary to weather the peaks and valleys of a yearlong band program. Calendars are essential. Use one that suits your needs and write all band dates down as soon as you receive them. Students should take caution when becoming involved in multiple organizations and activities. It is wrong to expect any program to lower its standards because you have over-committed yourself. Making wise choices based on your time, talents, and interests is a vital part of becoming an adult. Budget your time wisely.

## **ENSEMBLES AT HOLLY SPRINGS**

### **Curricular Ensembles**

*Wind Ensemble, Symphonic Band, Concert Band*

These ensembles meet during the school day. Students enroll in one of these courses for academic (elective) credit. The indoor band program is the core of the Holly Springs High School Band. Students develop the necessary skills in music performance in the curricular band ensembles, and these skills are applied toward the success of the extracurricular band ensembles.

*Chamber Ensembles*

Many students choose to participate in small ensembles in their free time. Rehearsal space and some music may be provided. Assistance from the director may also be available when possible. But, primarily, this is a great chance for students to experience musical growth on their own or with their peers.

Brass, woodwind, and percussion members (exception specialized jazz or orchestra members) must be enrolled in at least one semester of a band class in order to participate in marching band or indoor percussion. Extenuating exceptions may be granted by the director. It is the preference of the director that students are enrolled in both semesters of a band class. Students who do not participate in both semesters of band may not be considered for the advanced bands. Exceptions may be considered by the director in the case of schedule conflicts, graduation requirements, etc.

In order to maintain success in musical performance in all aspects of the band program, students should choose one main instrument to focus on throughout high school. If a student chooses to play a secondary instrument in one of the extracurricular ensembles (including guard), they should be sure to master the first instrument and to take care of all responsibilities for the class on that instrument before committing to play a secondary instrument.

At times, a student will be asked to play a secondary instrument or to switch instruments completely by the director. This is either because the director feels that a student would be more successful on another instrument, there is a shortage in another instrument section and/or a surplus in the students' current section, or both.

Reference course syllabus in ensemble portion of band website for more information.

### **Extracurricular Ensembles**

These groups meet outside of the school day and in some cases are sponsored by the HSHS Band Boosters. The bulk of this handbook covers information relating to extracurricular ensembles, especially Marching Band, Indoor Percussion, and Winter Guard. There is a cost associated with extracurricular ensembles. (Chamber Ensembles and Jazz Ensemble excluded at this time).

**Color Guard** is a combination of dance, equipment skills, theatre and physical strength and stamina, a true sport of the arts! This group exists to foster positive life experiences for all those who participate by promoting education, creativity, and freedom of expression through the unification of pageantry and performing arts.

This group is a component of the Golden Hawks Regiment in the fall and performs solo in the winter and spring seasons.

**Winter Guard** is a competitive indoor version of color guard that takes place from late November through April. The main difference with winter guard is that the guard performs independently of the marching band. The competitions generally take place on a basketball court. The winter guard competes against other winter guard units from various other schools in the area. The equipment used for winter guard is very similar to what is used for color guard. In winter guard however, there is much more dance incorporated into the routine that is performed.

ALL GHR MARCHING BAND RULES, ETIQUETTE, ETC., APPLY TO THE COLORGUARD/WINTERGUARD.

Membership is by audition and is open to any student in good academic standing that will attend HSHS in the fall. Auditions take place in the spring, with perspective members being judged on poise, grace, movement, and flag basics, commitment, attitude, and ability to learn choreography. Members will be asked to dance and spin flag, rifle or saber. Rifle and saber are only open to experienced members and require an additional time commitment. The staff determines which piece of equipment a member spins, there is no formal audition.

Once members are selected, they need to return their contract along with their fair share deposit to the HSHS Band Boosters. We must have both the packet information and a deposit to secure a place in the show for you.

Each performer will furnish the guard costumes. These costumes are worn usually for one year only, depending on the theme of the program. Most of these uniforms are based on dance attire and should not be shared. A uniform of jacket and pants is used for pre-game, football stands, and parades.

Some members are not ready to handle the responsibilities of the entire contest show even after a summer of training. This provides a perfect opportunity to receive training for the following season and still participate in all functions such as football pre-game, parades, trips, and contests. In this case we may limit a member's participation in the contest show for them to spend more time on training.

### **Indoor Percussion**

The Indoor Percussion unit may either be a concert or marching ensemble that perform indoors, usually in a gym or indoor arena during the winter or spring season. Like the Winter Guard, they pick music and/or a routine that is exclusively theirs. Membership is open to any band student. They are adjudicated on their talent, precision, and creativity. The group rehearses from November-April three times per week and performs in 3-4 local and regional competitions. (Reference season calendar)

**Jazz Ensemble** – Instruments in the jazz ensemble include saxophone, trumpet, trombone, piano/keyboard, drums, guitar and bass. This group will begin in November and rehearses and performs from November-May. They rehearse 1 day a week after school and will have 2-3 performances.

### **Musical Orchestra**

The top Wind Ensemble members make up most of the musical orchestra. Other instruments (strings, guitars) may be needed depending on the production. Instrumentation varies from year to year. Rehearsals usually begin in December or January, depending on the show dates. Students will be required to attend weekly after school rehearsals and a full two weeks of evening rehearsals leading up to the show itself.

### **Golden Hawks Regiment**

*Description and Information located later in handbook.*

### **Rehearsal Facilities**

All band classes at Holly Springs meet in the band room. We are fortunate to have one of the finest facilities in our area. The band room is situated in a music suite arrangement. The facility includes rehearsal space, director's office, a music library, instrument storage rooms, a uniform storage room, and practice rooms.

*Office*

The Director of Bands Office is located in the music suite. This office is off limits to students unless they have permission to enter. Band Council members have access privileges to this space. Students are not to be in the office in the absence of the director.

#### *Music Library*

The Music Library is located in the music suite. It is used to store music and teaching supplies. This room also serves as the tuba and percussion storage room and a small practice room. Students should have permission of the band librarians or director before accessing music from the files.

#### *Instrument Storage Room*

The instrument storage room is located in the band suite and is used to store band instruments.

#### *Sink Room*

The Sink Room is located in the music suite. It is primarily used by the Band Boosters and other members of the Performing Arts PLT. Students should not be in this room without the permission of the director. The room must remain locked at all times.

#### *Uniform/Guard Storage Room*

The Uniform/Guard Storage room is located in the music suite. This room is used to house our school's band uniforms, hats, plumes, and our concert dress attire. Items used by the color guard are also stored in here. Only the Uniform Chair(s), Council Vice-President, and Guard Captains have permission to be in this room unless otherwise stated by the director.

#### *Piano(s)*

We are fortunate to have both an acoustic and an electric piano. These are delicate and expensive instruments and with care they will last a long time. Students with permission of the band director may use a piano. ASK FIRST!

#### *Large Percussion Instruments*

Large concert percussion instruments are located to the back of the band room. Only percussion students should be in this area. Percussion students are not to play these instruments without the correct stick, mallet, or indicated implement. Percussion students should see that all auxiliary equipment: sticks, mallets and music are stored properly after each rehearsal. Percussion students should also make a quick daily check of all percussion instruments and notify the director of any damage or repair needs.

#### *Stereo/Dr. Beat*

Students with permission of the band director may use this extremely expensive piece of equipment. ASK FIRST!

### **Equipment Responsibilities and other Supplies**

Members are responsible for having and maintaining equipment. Handle all equipment with care and respect. Store in an organized and professional manner. Your equipment reflects the Holly Springs Band. It is the students' responsibility to transport, load, and store equipment – not the chaperones or staff, though they may assist you.

The following is a list of required class materials for students in the Holly Springs Bands. In general, everything you need to play your instrument.

- A working instrument. Larger instruments can be rented from the school. (Currently, we do not have a rental fee program; however, students cover most of the annual repair costs each year up to \$200). For smaller instruments, some families may choose to purchase a secondary instrument to use for marching band and use their primary instrument for indoor ensembles. All instruments used should be of high quality and in good working condition. Brass/silver instruments should be polished before each performance
- Woodwind Reeds, Brass Valve Oil
- Music in a binder with sheet protectors for the marching band.
- Dot books for GHR
- Pencil

- Parents are **STRONGLY** encouraged to purchase a step-up mouthpiece for your student. Please review the list and purchase the suggested mouthpiece for your child. The ones listed are all that should be purchased. Please refer to this section in the class syllabus.
- *Guard* – Duffle bag and warm-ups purchased during camp. Show flags and rifles/sabers properly taped.

## **Member Expectations**

### **Characteristics of a HSHS Band Member**

#### 1. DISCIPLINED

Understand the need for practice and make time for it daily. Attain academic excellence.

#### 2. PUNCTUAL

Always be on time for class, rehearsal, and performances.

#### 3. PERSISTENT

Understand that becoming a good musician is a process. It takes time. Work to improve daily.

#### 4. POSITIVE

Attitudes are contagious. Be sure yours is worth catching. Smile and be part of the solution not a part of the problem.

#### 5. HONEST

Admit your limitations and mistakes. Take full responsibility of your actions. Do not lie, cheat, or steal.

#### 6. RESPONSIBLE

You are young adults. Do not wait to be told the obvious. Do your part.

#### 7. WELL-BEHAVED

Follow instructions the first time they are given. Be quiet, attentive, and in control of yourself. Respect your school institution.

#### 8. PREPARED

Bring materials to each class, rehearsal, and performance.

#### 9. COMMITTED

Realize the impact your individual attitudes, actions, and performances will have on the group. Think of the band first. Meet financial obligations.

#### 10. POLITE

Treat each other, teachers, parents, and administrators with kindness, courtesy, and respect.

#### 11. MATURE

Think before acting.

#### 12. PROUD

Remember who you are and where you are from. Take pride in yourself, your band, and your school. Celebrate success together.

### **HOW TO SUCCEED IN THE HOLLY SPRINGS BAND**

- **Always do what is best for the group, not necessarily what is best for you. We are a team and we must work together.**
- **Have full faith in yourself and your capabilities.** Everyone will be learning new things and facing new challenges. Do not doubt yourself for one moment. People are going to learn at different rates; try your best not to compare yourself to others. Even if you are picking up on something quickly or know the task that is being asked of you, allow yourself to take it to the next step. (Consistency, performance, technique). Don't let someone else have more faith in you than you have in yourself.
- **Commit to giving 100%, 100% of the time.** Expect to work hard. There is no first-string and second-string, and when one person gets tired we cannot send another player in as a substitute. Everyone is performing all the time. *We are only as strong as our weakest member.*
- **Take responsibility for your actions and learn from your mistakes.** *Apologize when you know you are wrong and mean it.*
- **Rehearse as you want to perform.** We are working toward consistency. *Anything that happens in rehearsal will likely happen in performance.*
- **Make efficient use of our rehearsal time.** Take notes in the music of changes, things to practice, and suggested improvements during rehearsal. Listen even when the director may not be talking directly to your section, as it may apply to you later in the music.
- **Take every opportunity to watch other groups perform.** They are doing the same thing that you are, and you will learn a lot from watching them (both good and bad). While at a competition at another school,
- spend as much time watching as possible. Use scheduled breaks to take care of restroom and concession needs.
- **Winning isn't everything.** Competition certainly motivates us, but your primary motivation should be the desire to improve. If we get better with each performance, we stay in competition with ourselves. Intrinsic motivation is much more powerful and rewarding than the extrinsic motivation to win a trophy. The performance of others should never determine the quality of your own performance. During awards ceremonies, be proud of our ensemble and our school no matter what the results and if you agree or disagree. *You should not cheer any louder for winning first place than for placing last.*
- **Do not expect exceptions to be made on your behalf.** Making an exception for one would lead to others expecting the same exception.
- **Stay positive and offer and accept HELP!** Everyone is going to have some form of critique offered to him or her. Please understand that this is how we all grow. If you are experienced at a task, please help when the instructor has asked you to do so. We are going to get better by helping each other.
- **Practice!** If you are struggling with a task, don't be upset. Keep working on it. Growth and improvement speak volumes over those who are naturally gifted but don't push themselves to the next level. Never get satisfied with yourself; be the best you can be. Constantly work to improve your performance ability.

### General Expectations

- **Professionalism** – *Members act with a level of professionalism consistent with the HSHS Band standard, both in and out of performance.*
  - No "PDA" (public display of affection). The most allowed is holding hands.
  - No profane or inappropriate language.
  - All equipment should be handled with care and respect and stored in an organized and professional manner.
    1. Equipment and instruments are stacked or lined up neatly in rows and unified as directed by student leaders.
    2. Only you are to touch your own instrument. Never leave your instrument unattended (especially on the ground or on the bleachers).
    3. Musicians never play their instruments in public unless it is organized ("We all play, or we don't play).
  - We clean up after ourselves. We leave a place better than how we found it, both on and off campus (practice field, gym, buses, cafeteria, etc.)
  - We use our inside voices when inside other schools.

- We are respectful and supportive of performers from other schools. Students remain seated and quiet while watching other groups (no getting up or moving around during a performance). *Every group is deserving of a standing ovation and our applause.* As audience members, it is generally considered rude to have conversations or use electronic devices or have headphones in during a performance.
- We always look presentable and wear appropriate attire (show shirts or HS approved Spirit Wear)
- We do not goof off or horseplay in public.
- We always move as a group in two lines. People from outside of our group should not “break rank.” If someone tries to break rank, the closest student leader should politely ask them once to go around. When in formation, students are quiet and orderly.
- If we are in uniform, we follow the awards protocol detailed below.
  1. We stand during awards (more info. in GHR section)
  2. During the awards ceremony, we stand at “parade rest” with your heads up. There is no talking.
  3. If our band is called by the announcer, the representatives from the leadership team will call those accepting awards to the position of attention. There is no talking.
  4. We respect and support all other performers. There is no excess and unprofessional celebratory behavior, just as there is no unprofessional behavior if we do not “win”.

## Social Media

- Any posts about the Holly Springs Band or that can be connected in any way to the Holly Springs Band will represent the program positively and professionally. Negative comments about other programs or any other statements do not represent our program’s philosophy and are not acceptable.
- No video clips of the performance should be posted online without the permission of the director. Make sure all clips are private and not public. (Copyrights and other individuals viewing our product prior to competition are main reasons for this).
- No pictures of the uniforms/costumes should be posted online before the first competition performances.

## Respect

- *Chaperones* – The instructions they give are an extension of the director. Use “sir” and “ma’am” and show appreciation for them for giving their time and energy for you. Do not let them move equipment and props if you are not doing anything. This is *your* band, not theirs.
- *Staff* – Their expertise is crucial to our success. Listen and apply their feedback. Respect their decisions, even if you don’t understand or agree at the time. Never take instructional corrections personally.
- *Student Leaders* – The hierarchy of student leadership is also vital to our success and normal operations of our program. If you feel that someone is out of line, do not take matters into your own hands; follow the chain of command (principal players, officers, captains, drum major/president).
- *Other members* – Any team activity requires support among its members. Be kind to one another. Encourage your fellow members to do their best for their own sake and for the sake of the group. Compliment their improvements and keep them motivated when they seem to feel they can’t go any farther. Bullying in any form will not be tolerated in the Holly Springs Band program.
- *The program and the school* – You are an advocate and representative for the director, the program, the school, our town, and sometimes even our state. This tremendous responsibility should not be taken lightly.

- *Other schools* – We will demonstrate good sportsmanship by supporting other schools and groups, encouraging them, and celebrating their successes.
- *Yourself* – Behaving in a professional way means you take yourself and your organization seriously. Taking yourself seriously allows for mutual respect with others.

## REHEARSAL AND PERFORMANCE EXPECTATIONS AND POLICIES

### Expectations

- *Members PRACTICE individually at home. We REHEARSE together.* Do your part to contribute to the group by working outside of rehearsal on things that you need to to perform them at or above standard.
- *All members complete responsibilities as delegated by the student leader.*
- *Members come to rehearsal prepared with proper attire.* Rehearsal attire consists of comfortable and athletic clothing (no excessively baggy clothing and NO JEANS) and athletic sneakers with socks. Marching band members wear white shirts on visual days (normally Mondays) and Section colors or Section Shirts on full ensemble days (normally Wednesdays). Long hair needs to be pulled back. Visible jewelry is not allowed. Guard members and some brass members (silver instruments) are required to have gloves. Because our practice areas are normally very visible, following school dress code is also important. Always wear appropriate length shorts and shirts that do not expose body parts inappropriately.
- *Members are prepared to begin rehearsing at the designated start time of each rehearsal.* Members are present and participating in organized warm-up activities now they begin. Plan to get to rehearsal in time to begin any necessary stretching and set up before rehearsal starts. Operations crew members must have all items in place PRIOR to rehearsal beginning NOT during the rehearsal.
- *Members do what they need to do to be mentally prepared for rehearsal as well as physically prepared.* This means there is no goofing off or horse playing right before rehearsal begins.
- *Members are prepared for rehearsal with all items necessary for an efficient rehearsal, i.e. personal equipment, dot book, instrument with all necessary supplies, sticks/mallets, music (in a binder with sheet protectors), pencil, etc.* Failure to do such will result in limited participation in rehearsals.
- *Members stay quiet and alert during rehearsal.* When ANY person of authority is talking, all other talking should cease. Do not talk unless otherwise instructed to help someone around you or an instructor is talking to you. Maintain eye conduct, and ABSOLUTELY DO NOT be on your phones.
- *Members respect the rehearsal protocol/process.* There is no talking or moving at the position of attention and there is no talking during a rep. The position of attention is a position of focus and discipline. Likewise, any time you are marching or in a rep, you uphold a level of discipline. Always use proper marching technique and strive to look and sound your best.
- *Members are always expected to be working during rehearsal whether it be self-directed or with an instructor.* The only exception will be designated breaks.
- *ALL members are responsible for putting equipment away at the end of each rehearsal.* Rehearsals END at the time listed in the calendar. Pick up times vary after rehearsal and a lot depends on what your child plays in the band. If practice ends at 6:00 pm, the band still needs to put their equipment away. There are always group notes, and some sections have a brief section meeting following this. Members of the front ensemble need to move their equipment from the field to the band room and put it away. Do not be surprised if 6:00 is really 6:20 or 6:30. The pattern is pretty consistent throughout the season, and rarely do rehearsals end early.
- *Members decide to make-up anything that was missed due to an absence.* This will be done prior to the next rehearsal.
- *There is to be NO food in any rehearsal area, unless otherwise noted.* Members take note of areas where no food item is ever allowed, such as the fine arts performance areas, band suite/band room, gyms and other areas designated by the staff.
- *Members leave cellular phones and other devices OFF during all rehearsals and performances unless otherwise specified by an instructor.*
- *Members leave their personal lives outside of rehearsal.* If you had a bad day, do not take it out on your fellow members. (This is difficult for everyone sometimes; if you have a “moment”, apologize).

*Rehearsals and performances are only 100% effective if there is 100% attendance.* The success of every performing arts ensemble begins in rehearsal. A performance is only as strong as the rehearsals that precede it. To achieve success in rehearsal, the attendance of every member is essential. Each individual absence affects the progress of the entire group.

If you must miss a rehearsal, it is best not to miss an entire rehearsal, and it is best not to miss the full band rehearsal (usually on Wednesdays), as opportunities to rehearse with the full band are limited to one day a week during the fall season. Concert Ensemble Dress Rehearsals may fall on different days and will be communicated prior to the concert.

Any absences from rehearsal that, in the director's judgement, jeopardize the success or safety of the performance for the student or for others will result in the student being pulled from the performance. **This includes excessive absences or the last rehearsal before a performance.**

**Performances and band camp:** Attendance at performances and band camp are mandatory. This includes our holiday parades. If there are conflicts with any of these dates, please indicate on your registration paperwork. Membership is probationary until approved by the director. Extenuating circumstances for last minute absences include death in the immediate family or extreme illness or injury (contagious, prevents member from being able to perform, etc.) and may be excused. An unexcused absence from a performance or camp date could result in a suspension or dismissal from the ensemble.

### **Afternoon and Evening Rehearsals**

Sometimes, there will be one late afternoon or evening "dress" rehearsal held either the day before or a few days before a concert. At times, this may also take place during the class rehearsal or HOT Lunch. There may be additional afternoon or evening rehearsals in preparation for state concert festival or out of town festivals and competitions. Failure to attend carries a stiff penalty and may result in the student being removed from the performance. Evening rehearsals allow the bands to work in the auditorium for an extended period without interrupting the classes that are held in this space during the regular school day. Rehearsal in the performance space is essential for a successful concert performance.

**Note:** Take caution when "thinking" of being absent. Your grade and status in the band program could be reflected by the unexcused absence.

**Communication:** In the event that an absence from a rehearsal is unavoidable, an absence form (found on the website under "Members") should be submitted as early as possible and no later than *48 hours in advance* (but as early as possible) unless there are extenuating circumstances. For last-minute absences or tardies when submitting an absence form is not possible, a phone call to band number, email, and/or a note from the teacher will suffice. *Please be sure to let Mr. Biasi, (guard/percussion instructors if applicable) and respective captains/principal players know, even if the student was absent from school.* If a student misses any portion of rehearsal, he/she may be asked to make up time after rehearsal by completing extra duties or responsibilities. It is not acceptable to send a message about an absence with another member.

**Absence from school:** If a student is absent or leaves early from school due to illness, he/she is not required to attend rehearsal. A parent email to Mr. Biasi is required to excuse the absence. However, every effort should be made to attend rehearsal (even if he/she must sit on the sideline during marching season, or physically not perform in an indoor ensemble) if possible. If you attend school, you are expected to attend rehearsal.

**Student-scheduled sectionals:** There will be times when a student leader schedules a rehearsal. The majority of these will take place during HOT Lunch, but on occasion, they may take place prior to or after school hours. He/she will consult all members of the section before scheduling a time with the least amount of conflicts. Students should make every effort to attend these. If a student is unable to attend, he/she must communicate with the student leader.

### **Excused Absences or Tardies**

- Illness, injury, or quarantine
- Death in the immediate family\*
- Wedding of immediate family member\*

- Medical appointments\* *Please try to schedule on days you do NOT have rehearsal. In any case, a student should attend part of the rehearsal (they should not miss an entire rehearsal for an appointment).*
- Court or administrative proceedings\*
- Religious observances\*
- Other pre-approved educational opportunities\*
- Other school-sponsored events which, in the opinion of the school, take precedence\*
- Staying after with a teacher (for extra help or otherwise): *Please try to schedule these on days that you do not have band. Bring a note.*

\* - **Submit an absence form in advance**

**Note:** Students work schedules are not considered excused absences. Schedule band dates with your employer ASAP! Any students having difficulty with this should notify the director. I will be happy to contact the employer on your behalf, if you have given them the band schedule ahead of time. At times, unexpected events or conditions may change the schedule for the band. I try very hard to give you at least two weeks' notice of these changes. If they affect your work schedule, please notify me ASAP, so that we can try and work something out. Performances are the culmination of many weeks of hard work. Unless you can convince the members of your band, the audience, and your director to do a repeat performance, you cannot possibly simulate actual concert conditions. Think before you act!

#### **Unexcused Absences or Tardies**

- Work/Job (see above)
- Drivers' Ed
- Transportation Issue
- "I forgot"
- Too much schoolwork

*Without your presence, the entire band suffers, and we no longer exist as we a **Superior Band***

Young people must realize that the world runs on a clock. There is nothing more detrimental to a smooth-running organization than a tardy person. A band rehearsal or performance requires **everyone** to be present and on time. Just follow this simple guideline:

**IF YOU ARE EARLY, YOU ARE ON TIME.  
IF YOU ARE ON TIME, YOU ARE LATE,  
IF YOU ARE LATE, YOU ARE "OFF THE JOB"**

*We take this policy, **VERY SERIOUSLY!***

**"Five minutes early, is TEN MINUTES LATE."** We EXPECT students to be early. When rehearsal is listed as 6:45, that means that students should arrive at 6:30, not 6:45.

It is expected that all members are responsible for completing their academic course work independently from their commitment to the ensemble. By committing to an extracurricular activity, you are agreeing that you will manage your time appropriately to honor all commitments. Under no circumstances should rehearsal or performance be used as an excuse for failure to complete assigned coursework. Conversely, at no point should school work be used as an excuse to miss scheduled events with the ensemble. It is well within each member's abilities to handle the responsibilities of their academic courses as well as their commitment to the ensemble. Time management is an important skill, and one that each student will find invaluable in their college and professional careers.

## Rehearsals in General

- Rehearsals are not social gatherings.
- Time will be used productively in rehearsals (93% of time on task).
- In addition to ensemble practice, you are expected to practice at home.
- You will be given one copy of each music piece studied. You must have your instrument, music and related materials for all rehearsals and a pencil at all rehearsals.

## CONCERT CALL TIMES AND EXPECTATIONS

Holly Springs High School Concerts traditionally start at 7 PM. Concert Call Times will be as follows:

Concert Band – 6:00  
Symphonic Band - 6:15  
Wind Ensemble – 6:30

The Concert Band will be required to be in their seats on stage, fully dressed and with their music, instrument, and necessary accessories by 6:00 the night of the concert. Warm-ups will begin promptly at that time, and attendance taken. The Symphonic Band (6:15) and Wind Ensemble (6:30) members will be required to be seated in their respective rooms fully dressed and with instruments, music, and necessary accessories by 6:30 PM. A student leader faculty or will take roll at that time. Students will warm-up and tune under the leadership of the drum major or other high-ranking student leader. At 6:45 PM, these students will line up in one line and quietly move to the auditorium where they will sit in the front right section (from stage looking into the audience). All the seats will be filled, and students will sit in score order. All members of the band program are always expected to conduct themselves with class and dignity. This includes performing on stage, waiting in the band room or hallway to enter the auditorium, or seated as a member of the audience. Students should remember that concerts are our chance to make a positive impression upon the public. Your good behavior and best performance are critical to that goal.

The following are guidelines that apply for all concert performances this year:

- Arrive on time
- Do not play your instrument until your band is called for warm-up and tuning.
- Each band will warm up in the designated room.
- After tuning, the band on stage should remain quiet until the concert begins. The band in the band room/chorus room will line-up in the hallway outside the band room (without talking). Remember, we can hear you through the walls. Do not call unfavorable attention to yourself before your play!
- Once you are on stage, remain standing and check to see that there is a seat behind you.
- After your performance, you will leave the stage to be seated in the audience for the remainder of the concert. You *may not* leave early (This is extremely rude) and you *may not* talk. Give the band on stage the respect that you would want.
- Students will be expected to stay after the concert to help return all chairs, stands, and other equipment to the band room. The stage, chorus room (if used), and the band room must be clean and ready for the next morning's classes. This will be done on a rotation basis by ensemble under the leadership of the Operations Manager.

**Note:** Students who leave the concert unexcused before its conclusion will receive a stiff penalty for the concert grade. If there are advance legitimate reasons for a student to be excused early, a note must be sent to the director at least 2 days (48 hours) prior to the concert. (An electronic email qualifies as well). Emergency situations will be dealt with on an individual basis. Students who talk during another band's performance will be addressed with accordingly. Disrespectful and/or rude behavior during concerts will not be tolerated.

## **PERFORMANCE ATTIRE**

The presentation of our students in any performance is important. This organization stands for excellence and the appearance of our young people is essential to the presentation of the music we perform. Therefore, specific uniform policies are in place for all members of the Holly Springs High School Band Program. We must work together to guarantee that the students of this organization are aware of these policies and procedures and properly wear and care for the uniforms of the Holly Springs High School Bands.

There are two types of dress with the band: Golden Hawks Regiment (marching band) related, and non-marching/concert band related. For outdoor performances, the band will normally wear band uniforms. On occasion, the band will need to wear band T-shirts for an event. Nice looking white athletic shoes will also be worn with blue jeans, khaki pants or shorts. (You will be informed in advance to which choice the band director has made.) Band T-shirts are given to each marching member and the cost is incurred in the student's fair share.

Students will be required to wear a standard outfit when performing with the Holly Springs High School Bands. When students dress alike, it creates an atmosphere of class and dignity; it communicates a unified sense of purpose. Standard attire also prevents the occasional embarrassment caused when students have "unique" tastes in clothing.

*Concert attire guidelines are located in the ensembles syllabus*

## **Financial Responsibilities**

Membership in the Holly Springs High School Band requires a major financial commitment.

The Holly Springs High School Band obtains revenue from three sources: The school accounts, operations budget and capital budget. The school accounts help with school instrument repairs, some concert literature, and an occasional purchase of new school-owned equipment.

Each spring, the band director and the executive board of the band boosters meet to outline the schedule of events of the next year's band. We tally all expenses and the total expenditures representing the band's operating budget. The HSHS Band operating budget is divided by the anticipated number of members for the coming year. This figure represents the dollar amount each member must raise for participation in the Holly Springs High School Band. Over the course of the year, we select dates for portions of the fair share to be collected.

All fair share deposits paid for band all monies earned are to cover expenses incurred by the band based on each student's decision to become a member of the organization.

Refunds (provided there is no debt owed to the HSHS Band Boosters) of any money spent out of pocket for fair share will be allowed only if the situation for leaving the band falls into one of the following categories:

1. Student and family have been assigned to a new high school over the summer and will not participate in the Holly Springs Band.
2. A family emergency prevents the member from completing their obligation (a pro-rated portion will be refunded).
3. The family of a member will be relocating to another city and cannot complete their membership to this organization (pro-rated).
4. A written note from a physician that states that the student should not participate in physical activity such as marching band.

Any student that has a concern about financial responsibility of being a member of the band should see the band director. No one should be turned away from the band because their family cannot afford to pay the necessary fees. At Holly Springs, we do not wish to see talented and dedicated young people deprived of the opportunity to participate because of financial burdens.

It is important to note that our intent is not to have fair shares paid out of pocket. To offset your financial responsibility, the booster organization operates many fund-raising opportunities throughout the year and thus charges a significantly smaller band fee than other area high school bands. Your support and assistance are vital in

helping to provide the highest quality experience for your child. The following student account fund-raisers and work opportunities have been offered to the band students and parents.

- Go Play Save Books
- PNC Arena
- Pancake Breakfast

As always, parents who do not wish for their student to fundraise are welcome to make a tax-deductible donation to the Holly Springs Band Program. These go to the general band account and not the students account. Many thanks in advance for your kind support.

### **Fair Share/Capital Account – What is it?**

Over the course of the year, you hear the terms “Fair Share” and “Capital” quite often. You may be asking yourself exactly what is it? Simply put, “Fair Share” is each members share of the years (or indoor season) operating expenses, and “Capital” helps provide for new instruments, equipment, and uniform purchases. In order to provide a quality program for our students, it is necessary to supplement the funds provided by the county to pay for certain products and services. These costs include marching, concert, and winter instructors, meals during band camp, competition entry fees and travel expenses, guest conductors and clinicians, additional music and some instrument repairs. These are just a few of the reasons we must ask our students to pay their Fair Share each year.

We do not expect families to pay all of their student’s Fair Share out of their pocket. Therefore, we have provided several fundraisers throughout the year so that a student may earn their Fair Share, or at least a major portion of it. For each fundraiser they participate in, your student will typically receive 40% of their sales credited toward their Fair Share account. However, if a family does not wish to participate in fundraising, they should simply pay the Fair Share for their student.

Some fundraisers are for the general account, which help keep Fair Share Costs down for EVERYONE. Please participate as it keeps costs to each family as low as possible.

The Fair Share commitments for a member of the 2020-2021 Holly Springs High School Bands are as follows:

***Due to the COVID-19 Pandemic, Fair Shares will be less than usual and dependent on opportunities we are able to provide.***

Golden Hawks Regiment - \$100

Wind Ensemble - TBA

Symphonic Band - TBA

Concert Band - TBA

Jazz Ensemble - \$0

Winter Guard and Indoor Percussion – TBA (Nov)

*If your student decides to participate in Winter Guard or Indoor Percussion, there will be an additional fair share charged at that time. **Please note – your marching band Fair Share must be paid in full prior to the start of the winter season in order to be able to participate.** The amount will vary from year to year depending on the group you are in and the amount of traveling the group does for competition. Winter Guard typically runs close to the same amount as marching band. Indoor Percussion averages between \$300-\$500.*

### **Other Band Expenses during the Year –**

*Spirit Wear Items – Hats, additional Show Shirts, Jackets, Polo’s, etc. (Found and ordered on Charms)*

*Sectional Shirts – Marching Band students usually design a sectional shirt, which is totally different from the show shirt done through the boosters. Your child will likely want one. They run about \$15 and usually paid to the section leader placing the order-again-not something done through the booster organization.*

*Magnets, Seat Cushions, Yard Signs – We sell these items so that your neighbors know that you have a child in the HSHS Band.*

*New Member Marching Packages – Gloves, shoes, travel bag, ponchos are all included in this package for marching band.*

*Guard Package* – Duffle bag, warm-ups, shoes, gloves (if required) are all included in this package for guard members.

*Concert Performance Attire* – More info. in class syllabus. Amounts range from \$70-\$145.

*Audition Fees* – range from \$8-\$15 for All-District and All-State Bands.

*Clinic Fees* – range from \$20-\$30 for All-District and All-State Bands. If a student is selected, their audition fee is applied towards the clinic.

*Spring Trips* – The Symphonic Band and Wind Ensemble occasionally are selected to perform at Regional and National Events. The costs to attend these events typically does not run through the Fair Share.

### **Student Accounts**

Each band member automatically has an individualized student account. Each student will receive an account number on the Charms website. The accounts are updated on Charms about once per month. These accounts are used only for band needs and are maintained by the Band Booster Treasurer. The deposits into these accounts will add up so students can use them to help pay for Fair Share or other band needs. Monies earned for the HSHS Band and placed in a students' account must be spent on the HSHS Band. Therefore, no monies can be refunded from fundraising ventures. Students may carry student account totals into the next school year. Upon graduation, a senior may designate money remaining to a younger sibling or willed to another member in the band. If notification is not made, the money goes into the general fund. Anyone who leaves the band prior to graduation, loses money earned to the general fund. If a student transfers to another Wake County High School Band, contact should be made between both bands treasurers to move funds.

Information concerning your child's student account can be obtained by emailing Debbie Wysocki at [debbiewysock@msn.com](mailto:debbiewysock@msn.com), or by talking to her at the monthly booster meetings.

### **Capital Fundraising**

The booster organization must reserve funds for capital purchases. It would be fiscally irresponsible to add the total costs of new equipment to fair share. Instead, you will be asked to participate in at least one major capital fundraising project each year. Each fall, you will be asked to identify the method(s) you will use to help with fundraising, such as car washes, Snap Raise, Go Play Save, corporate sponsorships, etc. This list will be updated as needed and you will be made aware of the opportunities as they become available.

### **General Band Account**

Most of the money raised by the band boosters is used in the area of instruction. It is our philosophy that more individualized instruction is the key to the success of the band program, especially the marching band and indoor programs. This "extra" instruction stretches the limits of each performer and they become even better musicians and leaders, which they can enjoy for a lifetime. The other money raised is used to purchase materials for props, guard equipment, costumes, and music. We also use this money as entry fees for competitions, festivals, and travel expenses.

This is a **huge** commitment by the band boosters. Each year we budget approximately \$25,000 for instruction alone.

Other band booster money goes towards sponsoring our banquets, providing financial assistance, assisting our student leaders at various clinics, and rewarding students who excel at all-district and all-state bound auditions. Our band equipment trucks, gasoline, and all of our marching band props are paid from band booster earnings.

### **Awards Opportunities**

Awards are presented each year at the GHR Luncheon and Band Banquet held in December and June. Hosted by the Band Boosters Organization, this banquet is open to all members of the Holly Springs Bands and their families. Students are recognized and awarded for demonstrating the highest levels of performance, pride, maturity, respect, commitment, work ethic, and responsibility. The following is a list of awards opportunities for members of the band program.

### **Band Letter and Bars**

Letters and Bars are given to students who exhibit the highest levels of motivation and personal commitment to the Holly Springs Band Program. You will have the opportunity to earn this letter for participation and achievement in the band program. Points are earned by demonstrating on a consistent basis your commitment to the organization. At the end of each academic year, students will submit a google doc. totaling their points from the year.

YOU MUST REACH 250 POINTS (200 FOR NON-BAND GUARD MEMBER) DURING YOUR TENURE IN BAND TO RECEIVE A LETTER.

You will receive points as follows:

- 50 Golden Hawks Regiment
- 50 Winter Guard
- 50 Indoor Percussion
- 30 Musical Orchestra
- 30 Chamber Ensembles (performance in public at least once/awarded once)
- 30 Private Lessons on school instrument (min. 2 per month entire year)
- 25 Jazz Ensemble
- 25 Member of All-State Band/All-State Jazz Band
- 20 Wind Ensemble (per semester)
- 20 Governors School Attendee (previous summer)
- 20 Summer Music Camp
- 20 Member of All-District Band/All-Region Jazz Band
- 20 Audition for All-State Band/All-State Jazz Band
- 15 Symphonic Band (per semester)
- 15 Band Council Leadership Team
- 15 Leadership Summer Camp(s)
- 15 Private Lessons on non-school instrument (min. 2 per month entire year)
- 15 Audition for All-District Band/All-Region Jazz Band
- 15 Triangle Youth Ensemble(s)
- 10-30 Tri-M Honor Society
- 15 College Honor Bands (during school year)
- 10 Concert Band (per semester)
- 10 Band Council Principal Performer (1<sup>st</sup> chair on at least one public concert with more than 1 in the section)
- 10 Member of additional HSHS Fine Arts Programs
- 10 Member of additional community music organizations not mentioned above
- 10 Attended Community Music performances (signed programs or ticket stubs required)
- 5 Attended HSHS Fine Arts performances (signed programs or ticket stubs required)

**Most Improved and Outstanding Musicians**

**Most Improved and Outstanding Guard Member**

**GHR Student Leader of the Year**

**GHR Improved and Outstanding Sections**

**All-District and All-State Honors**

**National Marching Band Award**

**Leader of the Band**

**Louis Armstrong Jazz Award**

**John Philip Sousa Band Award**

**Band Medals** – Each time an ensemble earns a SUPERIOR rating at MPA

**US Marine Corps “Semper Fidelis” Award** – Awarded to a male and female senior member who has shown yearly improvement, dedication, and enthusiasm for the Golden Hawks Band.

**STUDENT LEADERSHIP**

## BAND COUNCIL

*“To whom much is given, much is expected.” – Saint Luke*

Student leaders are essential to any successful band program. Students must have fortitude and a desire to work very hard. The council will encompass positions that will be driven by a student-centered environment.

The Band Council is a student-elected body, comprising of three branches, and will be the student representation between the Director of Bands and Band Boosters. The main branch which is referred to as the Executive Branch, consists of the President, Vice-President, Secretary, Librarian, Historian, and Alumni Secretary. The second branch referred to as the Marching Branch, consists of the Drum Major, Woodwind, Brass, Color guard (1-2), and Percussion Captains Ensembles. The third branch referred to as the Concert Branch, consists of the principal players of our concert ensembles.

### **HSHS Band Council Job Descriptions**

*Prerequisites: Each member of the elected Band Council must have been a member of the Golden Hawks Regiment for at least one year and must be a member of the Golden Hawks Regiment during the school year they serve. Band Council members may only miss a part of Band Camp due to a music or academic related summer camp. Students whom this applies to must make this known prior to accepting the nomination. The President and the Drum Major may miss one “non-required” summer rehearsal (if scheduled) and may not miss ANY part of Band Camp. The President must be a junior or senior in the school year they serve.*

*The primary duty of all council members is to be the student representation to the Director and to the Boosters.*

#### *President*

- Responsible for duties of all other officers.
- Welcomes all new members
- Remembers and celebrates All Birthdays in the band.
- Works with the band director to run all council meetings
- Represents and recruits for the band at all public events (includes open house, curriculum fair, middle school concerts, etc.)
- Serves in the role of Quartermaster
  - Keeps inventory of all school-owned instruments and accessories.
  - Issues instruments, mouthpieces and forms to appropriate individuals.
  - Keeps accurate records of the location and condition of all school owned instruments.

#### *Vice-President*

- Uniform Manager
- Designs and coordinates the orders of the GHR themed shirt.
- Helps Boosters coordinate Distribution and Collection of Uniforms before and after each performance.
- Coordinates sizing, taking orders and distribution of shoes and gloves for marching band.
- Helps in sizing, taking orders and distribution of Concert Attire
- Works with Band Boosters on the Nearly New Attire program

#### *Secretary*

- Assist the band director with Data Entry, Proofreading, Letter Writing, etc. as needed.
- Handles all band correspondence with current members and clerical work (absence notes, documents, etc.)
- Perform office duties.
- Responsible for making sure attendance is taken at every Band Rehearsal and Performance
- Works with assistants in other classes to help with certain minor duties.

#### *Librarian (2 positions)*

- Copying and Distribution of Music, Drill Charts, and Coordinate Sheets throughout the year.

- Collect proper payment for extra copies, lost music, etc., and report to Treasurer.
- Maintain accurate record of HSHS Bands Library.
- Maintain HSHS Bands Library
  - Process new music as it is purchased
- Oversees and trains associate librarians as needed.

*Historian*

- Keep accurate records of everything we do (practice, performance, social, etc.)
- Ensures coverage for all band activities (concert, marching, and winter program)
- Writes articles and news releases as needed for the band website, school newspaper, yearbook, and local media.
- Writes up a morning announcement after competitions to be read the following Monday.
- Compile scrapbook (video and/or paper) at end of the year. Works with boosters to produce the end of the year slide show.
- Helps maintain social media pages.
- Maintains trophy case

*Alumni Secretary*

- Establish communications with HSHS Bands alumni
- Send monthly email to Alumni updating them on activities of all HSHS Bands
- Coordinate the creation of an alumni band for Homecoming game on Oct. 12.
- Work with webmaster to develop alumni section of the band website
- Works with boosters to coordinate band apparel and other spirit related items.

*Operations Manager*

- Serves as the Transportation Officer and head of the field crew (water, lines, lone ranger, etc.)
- Works with the booster's crew chief/transportation head to coordinate the logistics of any move the band makes throughout the year, local, or long distance.
- Coordinates indoor rehearsal set-up and obtains sectional rehearsal locations.
- Trains field crew to work ahead of needs so as not to lose or miss warm-up or rehearsal time.

*Drum Major (AUDITIONED POSITION/number of positions based on number of GHR members)*

- Must attend a Drum Major camp if new.
- Conducts all music (student conductor in indoor ensemble)
- Begins and ends all rehearsals promptly.
- Has authority to discipline the band, as a whole and by individual members, for misconduct during any and all band activities.
- Coordinates the chamber music program.
- Represents and recruits for the band at all public events (includes open house, curriculum fair, middle school events, etc.)

*Captains (1-2 Color Guard, 1-2 Percussion, 1 Woodwind, 1 Brass)*

- Serves as leader of their section.
- Responsible for performing knowledge of all section members.
- Will perform uniform inspection on each section member prior to each performance.
- Helps with the discipline of the section as deemed necessary by the drum major.
- Maintains order on all bus trips
- Takes roll each time buses are loaded
- Informs chaperones of any problems
- Makes sure bus is clean after all trips and that lost and found items are returned to the band room.
- Makes sure the band room is clean and prepared for the following day of classes/rehearsals.

BAND COUNCIL OFFICERS MAY SEEK OUT OTHER MEMBERS OF THE BAND TO ASSIST THEM WITH THE DUTIES AT HAND.

\* All Members of the Band Council must have been a member of the Golden Hawks Regiment for at least one year and must be a member of the GHR during the school year they serve. (see above prerequisites)

## EQUIPMENT AND FACILITIES

### Changing Instruments

Students can be challenged by new instruments. Some students will be allowed/asked to change instruments so that our band program can have a full instrumentation. This is a perfect opportunity for a student to learn a new instrument.

Typically, woodwind musicians switch to woodwind instruments, and brass musicians switch to brass instruments. Our band needs multiple players on the following instruments: oboe, bassoon, bass clarinet, contrabass clarinet, baritone saxophone, horn, baritone/euphonium, and tuba. Students may not switch instruments without the permission of the band director.

### School Owned Instruments and Equipment

Holly Springs High School owns many of the larger instruments. Students who wish to switch instruments or who have expressed a financial need may use a school owned instrument when available. Instruments are assigned on an individual basis at the discretion of the director. These instruments are extremely expensive and are purchased on a limited budget. Always be sure to keep cases latched and clean. Cases with wheels should be carried when outside the building on sidewalks or gravel type environments. Students who use a school owned instrument must sign a Wake County Student Loan Contract form before any instrument can be used. Annual checks and routine maintenance are done each summer by the school system on instruments needed. The student, however, is financially responsible for damage to the instrument (dents, broken tubing, curled bells, etc.) Abuse and/or poor treatment of equipment will not be tolerated. The student will be fined for any repairs due to negligence. (This includes color guard equipment). These instruments must be properly cared for and maintained at all times. Instruments are collected either at the end of the spring semester or when the student no longer needs it. **ALL INSTRUMENTS ARE REQUIRED TO HAVE AN IDENTIFICATION TAG WITH THE NAME OF THE USER ATTACHED TO THE CASE!** In order to use a school instrument, we require that you provide the following:

- Mouthpiece/Reeds/Ligature
- Valve Oil, Cork Grease, or Trombone Spray Bottle
- Cleaning Swab or Cleaning Snake

### Take Your Horn Home

To become great requires constant repetition and practice. Students are required to practice each school night. If you cannot find the time during the week due to advanced courses in school or work schedules/family obligations, it is expected that the student will make up the lost time on the weekend. As such, no instrument should be left in the instrument storage room overnight, on weekends, or on holidays. Students who leave instruments at school overnight do so at their own risk. The school's insurance does not cover the loss of or damage to student property. If you own two instruments, a note needs to be on file from a parent for you to keep one at school. Each student will be required to fill out a Personal Property Waiver form yearly in order to keep instruments and personal property on campus.

### Communication: Websites and Social Media

There are many forms of communication used by the band program at Holly Springs.

- **CHARMS Email Server** – [www.CharmsOffice.com](http://www.CharmsOffice.com) –
- ***Please put your contact EMAIL in CHARMS!!!*** This is our most expedient form of communication to parents. Information about concerts, deadlines, fundraising opportunities, updates to the website and trip information are sent via email to this regularly. Below are the instructions on how to login and update your information. You will need your student account number to log in to the system.

1. Go to [www.charmsoffice.com](http://www.charmsoffice.com)
2. Click “Enter/Login” and select “Parents/Students/Members”
3. School Code – **hollysprings**

4. Student Area Password – your student account number
5. Click the “Update Info” icon (it’s blue)
6. Enter Student information.
7. Click the green “Update” button in upper right corner. It’s important to click “Update” or you will lose your changes!
8. Click blue “Add New Adult” button in upper left corner or bottom left corner.
9. Enter adult information (DO NOT enter Driver’s license number or birth date for adults)
10. Click green “Update” button in upper right corner
11. You can enter as many adults as you wish by repeating this process.
12. The “Home” icon at the very top left corner will bring you back to the home page.
13. Click on the “Change Password” to change your password from the student account number to something more secure.
14. If you have multiple students in the band, you can link the students to make login to another Charms account quicker. Please follow the directions on that page.
15. When you are finished, click the red “Exit Charms” button to exit the system.

- **Remind** – this service can either be sent through text, on the Remind App, or through email. To sign up, you need to text the number **81010** and, in the message, type the code below for your class.

Wind Ensemble - **@hshswe**

Symphonic Band - **@hshssb**

Concert Band - **@hshscb**

Marching Band - **@hshsghr**

If you would rather sign up for email, simply go to the following internet addresses to sign-up:

Wind Ensemble – **rmd.at/hshswe**

Symphonic Band – **rmd.at/hshssb**

Concert Band – **rmd.at/hshscb**

Marching Band – **rmd.at/hshsghr**

- Follow us on Facebook: **HSHS Band Boosters**
- Twitter Account: [www.twitter.com/goldenhawksband](http://www.twitter.com/goldenhawksband)
- Instagram: hshsband
- **The Holly Springs Band Website** – [www.goldenhawksband.org](http://www.goldenhawksband.org) – This website has many items of interest. It lists upcoming events, news, band calendar, photos of concerts and competitions, and other important forms and documents.
- **Mr. Biasi** will periodically send home information in paper form (a yearly list of activities, performance instruction sheets, and other items). These are given to your student to take home.
- **Band Booster Meetings** – *If you have a child in the band program, you’re are a band booster.* These meetings are held a few times each semester at 7 PM in the media center or auditorium. This is a great way to get involved as well as know what events or fundraising activities are coming up. On occasion, one of the ensembles will perform at these meetings. A reminder email will be sent via the Charms Office Database.

- **During Class** – Each ensemble has a student leader who is in charge of giving announcements in class as needed. These will also be posted on the website in a daily blog. This is very different from Middle School. Please ask your student to keep you updated on in-class announcements.
- **Shop Amazon:** [www.smile.amazon.com](http://www.smile.amazon.com)
- **Atlantic Indoor Association:** [www.atlanticindoor.org](http://www.atlanticindoor.org)
- **Bands of America:** [www.musicforall.org](http://www.musicforall.org)
- **Winter Guard International:** [www.wgi.org](http://www.wgi.org)
- **Drum Corps International:** [www.dci.org](http://www.dci.org)

### **GOLDEN HAWKS REGIMENT**

The Golden Hawks Regiment is the Holly Springs High School award winning marching band. The ensemble has earned close to 200 caption awards, many championships and superior ratings. The ensemble is open to ALL instrumental and guard members of the program, and is strongly encouraged for all freshman, as many of the musical concepts covered over the entire year begin in late July rather than the first day of school. The GHR requires dedication, attendance, and financial commitments. The members begin their school year early – around the end of July – to get ready to perform and compete. Students must go through conditioning and exercise to be able to perform at top level and that is why they need those few weeks before the beginning of school. Camp usually runs for about two weeks, twelve-hour days with drill, music, and camaraderie. The GHR performs at all football games in the fall, as well as Saturday marching contests in October and November, various parades and other performances requested by our school or community. The ensemble rehearses after school, three days a week. A uniform, and band t-shirt are provided by the organization. Marching shoes, gloves, and some guard items are financial responsibilities that accompany membership in this organization. All students are assessed band fees (Fair Share). Payments will be made on a regular basis throughout the season to the HSHS Band Boosters.

### **Philosophy**

The band is an important part of varsity football games in most parts of the country and certainly at Holly Springs High School. The Holly Springs Golden Hawks Regiment serves as the musical link to our community and as such represents the finest things about Holly Springs High School in everything we do as a group. All individuals must conform to our policies so that our group can do its job in an excellent manner, provide for the safety of all members of the band and make it possible for the group to move efficiently and quickly.

### **Purpose and Goals**

The Golden Hawks Regiment main goal is to develop, learn, and provide meaningful musical, and visual experiences for its members and to entertain its audiences at the highest level possible.

The Golden Hawks Regiment is committed to achieving the highest level of excellence in the areas of making music and performance. We want to be the best that we can 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. We must enjoy what we do while making music and putting that music into motion.

### **Holly Springs High School Band Camp**

***You will need a minimum ½ gallon water jug, sunscreen, bug spray (no deet), GOOD tennis shoes, and gloves if they play a brass instrument. Make sure the shoes have good support and are in good repair. Proper apparel\****

***and consider a hat and maybe sunglasses (no mirrors) to protect you from the sun. Be prepared for all types of weather. We do practice in the rain and snow.***

You must prepare yourself physically and mentally for band camp. Everyone needs to be able to perform at his or her maximum level. Band camp is the foundation for the entire marching season. Prepare yourself by exercising, getting plenty of rest, eating well, and drinking plenty of water before and during band camp. You are athletes in training, so you need to treat your body to proper nutrition, sleep, and hydration, especially during the intense training at band camp. If your body is starved of these important things, your performance will suffer, and you may experience problems such as heat exhaustion, fainting, decreased concentration and weakness.

### **Hydration**

Start drinking fluids days before band camp (as well as competitions), especially in hot water. Water, fruit juice or Gatorade type drinks are good choices. Soda may contain sodium and does not do an effective job. During camp you will have frequent water breaks to replenish the fluid you will be losing. You must drink during these brief breaks.

### **Dehydration and Heat Exhaustion**

These are serious conditions and may be prevented. Dehydration means your body does not have the fluid it needs to produce normal bodily functions. Early symptoms are dry mouth, headache, and lightheadedness: thirst may or may not be present. Heat Exhaustion is also serious and means your body is overheating and cannot cool itself properly. Symptoms include increase in body temperature, absence of perspiration, nausea, fainting, weakness and probably thirst. These conditions can be very serious. Please ask immediate help from the medical staff if you are experiencing any unusual symptoms.

### **Exercise**

Marching while playing an instrument takes endurance. Your body needs to be in good cardiovascular shape. Get in condition prior to starting band camp to maintain good performance. Walking, swimming, biking, and hiking are good ways to increase your heart rate. Before band camp, start getting conditioned to working out in the heat. Living in air-conditioned comfort all summer then stepping out into the July/August mid-day sun for band camp is a tough adjustment.

### **Diet**

You must eat breakfast before coming to camp each morning. Your body will need the calories. Avoid salty foods. Eat a variety of nutritional foods.

### **GET PLENTY OF SLEEP!**

IT MUST BE NOTED THAT WHEN THE BAND TAKES BREAKS FOR MEALS, IT IS A TIME FOR RESTING AND REFUELING. IT WILL NOT BE A TIME FOR HORSEPLAY.

Items needed for camp.

- Apparel\* – shorts (**no pants, sweats, or jeans**), a light-colored t-shirt, socks, and tennis shoes (sandals, crocs, and flip flops are not permitted during marching rehearsals)
- Water Jug (2 quarts or larger) with water and/or Gatorade. (Camel packs are good also). We will also have large water coolers on the field at all times. These will stay with you on the field while you practice.
- For proper nutrition, the consumption of all three daily meals is a necessity. That means getting up early enough to have time to eat before getting to the field for morning practice. Eat breakfast daily before coming to the Holly Springs Band Camp.
- Hat, sunglasses, and sunscreen, sunscreen, sunscreen.
- GREAT ATTITUDE

### **What to bring/wear:**

- Fair Share payment to HSHS Band Boosters (a form will be on the website to download).

- 1713 Health/Medical Form
- Notarized Hold Harmless Agreement form (on website under documents). This is a mandatory requirement for each member and we must have it during camp.
- Three-ring binder with protector sheets to store music in. Flip folders for stands music.
- Pencils/highlighter
- Instruments and/or accessories in great working condition. This includes extra reeds, oil, grease, extra drumsticks, etc.
- Any prescription medications should be designated on the 1713 form. A student may not carry his/her own medications. THE ONE EXCEPTION TO THIS WOULD BE THAT A STUDENT CAN-AND SHOULD-CARRY HIS/HER OWN INHALER AT ALL TIMES-ESPECIALLY ON THE FIELD. PLEASE CONSIDER BRINGING A SPARE INHALER ALONG AS WELL.

\*School dress code applies to band functions!

No t-shirts with anything that could be taken in a negative way, no alcohol related shirts, and no tobacco-related shirts...got the idea? Also, the correct manner of wearing one's pants should be observed in the band! Falling pants play havoc on the marching drill and prevent you from properly playing your instrument while you struggle not to trip.

### **Nutrition and Health**

*Members take care of themselves by practicing proper nutrition.*

- Drink plenty of water throughout the season. Stretch before and after rehearsal. Do not skip meals before rehearsals. Bring a water jug (1/2 gallon) to EVERY rehearsal and competition. Avoid sodas, fruit juices, and dairy products before rehearsals (especially camp days) and performances.
- Do not share water bottles/jugs. This helps prevent the spread of colds and viruses.
- Should a student acquire an injury or illness within the season we will do our best to accommodate them within the show. If it is a long-term injury we may have to pull them out of certain parts of the show. We will do our best to work around these types of situations but there is the risk that you may not end up in the entire show.

### **A Word of Warning**

Practice, especially the early days, can seem a lot like boot camp. Endurance training like running and push-ups help get you physically ready for some very long days ahead. For some, it is a very intense experience that can leave them feeling frustrated and off balance. How parents handle this is likely based on your style and your child's personality. Try not to blow off your child's concerns but try to keep in mind there are some valuable life lessons to be learned about working with others. Talk to them support them and encourage them to hang in there. Only you really know your child and whether this program is going to be too much. Before you make any final decisions, talk to the directors and maybe an experienced band parent. Perhaps they can offer insight and suggestions on how to get past this hurdle.

### **Performance Expectations**

Members of the Golden Hawks Regiment will be held to certain performance expectations to include attendance, participation, and music/equipment pass-offs. The attendance policy, as already explained in the earlier sections, may include a removal from the following performance for each missed unexcused rehearsal. Members will still be expected to attend the performance and will stand at attention on the sidelines during the entire performance. The unexcused absence from a performance will result in the possible removal from the band at the end of the semester.

The participation portion will consist of the effort the student has put forth during the season. The student should attend each rehearsal and performance with the proper equipment (instrument, music, sticks, mallets, color guard equipment, etc.) and with the attitude of a productive member of the organization. At the end of the season, the band will vote for the section that has best exemplified the values of the Golden Hawks Regiment for the honor of "Section of the Year". The rewarded section will be recognized at the end of season luncheon and their name engraved on a plaque that hangs in the band suite.

Testing for the musicians will consist of playing certain sections of the program from memory, at points throughout the fall. Band members will have to “play-off” sections of the marching program from memory. The instructor will announce the color guard and percussion tests and each student will perform portions of each routine and section.

Please remember that the purpose of this testing is not to punish students for lack of commitment. Rather, it is to reward students in a fair, documented, consistent method for having pride, dedication, and commitment to the program. All members have to pass off their material in order to be considered for “Section of the Year” honors.

### **Discipline/Conduct**

A band’s performance can only be as good as the best rehearsal. To say, “We’ll get serious when we get to the competition” is not a very realistic statement. **Learning simply cannot occur in an unstructured noisy environment.**

### **Performance Procedures**

The following performance procedures have been established to help maintain the proper impression of our school and our band program in our community. These guidelines are in place for Holly Springs football games, competitions, parades, and other performance opportunities.

1. Holly Springs High School home football games will be played at Holly Springs High School stadium.
2. All games will begin at 7:00 PM, and band students will have a report time. Arrival times are generally between 4:30 PM and 5:30 PM. (SUBJECT TO CHANGE/MIDDLE SCHOOL NIGHT WILL OPERATE ON A DIFFERENT SCHEDULE)
3. Students will arrive at school on time in their band travel attire of band t-shirt and lightweight gym-type shorts and marching band shoes.
4. From 4:30 PM to 5:30 PM, students will clean and polish their instruments and shoes, apply tape to their sticks and flags, fix hair and guard will apply make-up. This will be done together as sections, with the section leaders and drum major overseeing the process.
5. At 5:30 PM, students will be given their band uniform and hat as outlined in the uniform distribution plan.
6. At 6:00, students will line up, fully dressed in uniform and march to the warm-up area. Here they will have inspection, warm-up and tune with the band.  
\*\* Students will use the auditorium to change into their uniforms.
7. Woodwind cases will be taken into the stadium when there is a threat of rain.
8. Plumes will be issued before pre-game in the warm-up circle and in the warm-up circle prior to the halftime performance. They will be collected by a uniform committee chaperone “wearing gloves” upon re-entering the stands.
9. Battery percussionists should make sure that all equipment stands are loaded in the appropriate container before games.
10. Pit percussionists should make sure all covers are on all instruments and accessories have been packed in a box or container.
11. Students are responsible for getting their flip folder music to the container for stands performance.

12. All band instruments and equipment must be sparkling and “ready to go” for inspection. Allow time to complete this task.
13. No band member is permitted to leave the organization in advance of group dismissal at any time, unless excused by the director (A note from parents is needed.) Following pre-game at home games, the band will leave the field and march to their seats in the designate band area in the stands. Battery percussion will lead the band off the field and move to the area below the band section and continue the cadence until each member of the horn line, guard and pit percussion is in the stands. The battery will then end the cadence and join them.
14. The band will not move out of their assigned section in the stands and will remain standing at attention until the drum major or band director has given them the signal to sit down and remove hats.
15. At home games, no one individual is allowed to go to the restroom except for emergencies. Please plan ahead. Students will be escorted by chaperones when a trip must be taken to the restroom.
16. No one is allowed in the band seating area, except band members, parent chaperones on duty, and guests and staff of the director. Alumni who may return from time to time are always welcome. Friends and family are not allowed in the band section for any reason. They are welcome to sit next to the band (Band Guest section), however, will not be allowed to visit with you until the 3<sup>rd</sup> quarter break.
17. Students are only allowed to have food and drink in the stands (while in uniform) that the chaperones provide. Normally, this is limited to water during the first half of the game and 4<sup>th</sup> quarter. **DO NOT ASK PARENTS OR FRIENDS TO PASS FOOD OR DRINK INTO THE BAND SEATING AREA. PLAN ACCORDINGLY.**
18. Hold on to your instrument at all times and stay seated in your designated section.
19. Attention should be given to the Band Director/Drum Major when they are in front of the band as cues to play come quickly.
20. We will play only as a group while in the stands. Solo performance is strictly forbidden. However, sections are encouraged to work up brief musical selections to aid in the support of group spirit. These “cheers” must be approved prior to the start of the game.
21. No inappropriate cheers are allowed. (i.e. un-sportsmanlike or vulgarity). Yell and scream as much as possible at the appropriate times.
22. Musicians should avoid jumping as the team scores a touchdown. We appreciate the enthusiasm, but instruments may become damaged in the stands and we need to be ready to play.
23. Use the 3<sup>rd</sup> quarter break and be in the designated area **before** the time specified. Failure to do this will result in the **band** losing their break during the next game.
24. In order to move in an organized fashion, we must be able to give instructions in a rapid manner. Make sure you are listening to the director, staff member, or drum major for important instructions.
25. Clean-up details will be assigned on a rotating basis to help load and clean the band room and changing areas after games.
26. The band will enter and exit as a unit in formation to cadence through the stadium gates as designated by the band director. Parent volunteers (pit crew, uniform crew and chaperones) must enter the stadium entrance by the score board. You should be wearing appropriate uniform for volunteers. A nametag must also be visible on the outside of clothing at all times so that the gatekeeper will know you are an official part of the Golden Hawks Regiment.

27. No member of the Golden Hawks Regiment will dance or high step, except when approved by the band director.
28. No one should ask to be dismissed from the stands, unless excused by the band director. (A note from parents is needed.) This is a safety issue. Please do not ask!
29. At the conclusion of the game, the band will line up on the track. The battery percussion section will line up in the front this time. The band will march to a cadence out of the stadium and into the band room. Upon arriving at the band room, the percussion section will break into a line and the band will march past them into the band room. The percussion section will then follow. The band will make a concert arc and the percussion will follow behind. Cadence will continue until the director or drum major has cut you off.
30. The band will wait at attention for final instructions and dismissal by the band director.
31. Students will change clothes, return uniforms and hats, clean the music suite and any other chores that are required for dismissal. Designated sections will oversee this and will be dismissed by the band director or drum major only after everything is clean.
32. Please remember only Golden Hawks Regiment members and chaperones for that event may enter the band suite after ball games. This is a matter of safety and crowd control. All friends and family must wait outside until you have been dismissed. There is very limited space and your cooperation is expected.
33. Golden Hawks Regiment members will be dismissed to the front of the school. Please do not expect to pick up your child at the back of the school. When the band arrives back from a late-night competition, the band will be dismissed to the side. Parents may pick up their children on the right side of the school next to the baseball fields.
34. All equipment must be stored properly following each performance. The chairs and stands should be straightened, and the dressing areas should be clean and ready for classes. DESIGNATED SECTIONS WILL NOT BE DISMISSED UNTIL THE MUSIC SUITE IS CLEAN. DO NOT WASTE YOUR TIME TALKING, CLEAN UP, AND THEN YOU CAN BE DISMISSED TO SOCIALIZE.
35. Away Games. At this time the Golden Hawks Regiment does not regularly travel to away games. If and when (on occasion) there is that expectation, we will participate.
36. Remember...Parade Rest is a modified form of attention. ATTENTION MEANS ATTENTION!
37. All performances are mandatory. If you are unable to attend a performance, you must provide a written excuse in advance. Personal illness, a death in the family, a wedding, and religious holidays are usually the only legitimate excuses for missing rehearsals or performances.

**Always remember, that the general rule is if you have any concerns whether you should or not be doing something – DON'T DO IT! When you are wearing the uniform, you are not looked upon as an individual, but as a member of the Holly Springs High School Golden Hawks Regiment. *The community that observes your behavior in public and behind the scenes form their opinion of the ENTIRE BAND!* Please remember: no foul language, no rude gestures, no public displays of affection (the infamous PDA's), no horseplay, and absolutely no unsportsmanlike conduct. This carries over to when you are in school, wearing your band t-shirt, jacket, or any time you are publicly representing the band. *You are always on stage!***

#### **If It Rains**

Rain is a significant threat for any band that performs outside. Rain destroys instruments and damages uniforms and equipment. Our priority in bad weather will be to protect our student's instruments and all school owned instruments and equipment. The following procedure will be followed in the event of bad weather.

**Home Games.** The band will wait in the band room until half time. If the rain has stopped, we will perform. If the rain has not stopped by half time, the band will be dismissed to leave.

**During a Game or Performance.** The band will leave the stadium immediately. Marching low brass and percussion instruments will be put in the equipment trailer or head straight to the band room. All other band students will go straight to buses (or band room) and hold instruments in their laps until we return to school. When we return to school, the equipment/student loading crew will unload cases for students to pack.

Once inside the building, remove muddy shoes, and begin drying instruments and cases. All woodwind instruments should be swabbed out thoroughly. It is also recommended to put paper towel between the pads, and make sure they are dry. Uniform coats and pants will be neatly hung on the hangers and placed on the racks to dry. Garment bags should be dried off as well and left unzipped for ventilation.

### **Guard Specific Information**

**Attire** – Each guard member is expected to wear light, loose dance-type appropriate school clothing during rehearsals. No jeans, half shirts, bellies must be covered when arms are raised. Black leggings (yoga pants) are acceptable. “Jeggings” are not. Depending on the costume, members will also possibly need to purchase specialty undergarments. Tennis shoes (with an arch) are required for practice on the field.

**Chaperone** – At least one guard parent should be present at rehearsals, performances, and competitions. During a competition, the chaperone(s) accompany the unit on the bus and remain with the unit on site until they go to warm-up. You’re responsible for making sure they get to the instructor and instructor will give them directions and instructions on when and where they need to check in.

**Communication** – The guard has a Facebook page and Group Chat where many announcements/reminders will be posted. Be sure to sign up for a “Charms” account. The Charms account is online, and you can use it to check/download important forms, check your account balance, and many other important features. Also, you can “sync” the band’s calendars to your smart phone. This is the band’s PRIMARY means of communication, so it is extremely important that you sign up! ALL Guard announcements and information is emailed through Charms as well. The Guard Mom normally sends weekly announcements about costumes, needed items, upcoming events and other important information from the instructors. PLEASE check your emails frequently. ALL Guard members should be on the GHR Remind. Text 81010 and use the hshsghr code.

### **Extra Fees**

**Make-Up** – Once we have the costumes, a makeup look will be designed for the unit. Generally, they share the makeup kits and these are part of your fees. However, each member should have their own foundation, blush, and mascara as part of their own personal makeup kit. They will also need a constant supply of makeup wipes.

**Hair** – each member should have their own hairspray, gel, bobby pins, and brush.

**Shirts/Patches** – The unit receives a “show shirt” as part of their fees, but normally parents also purchase these shirts to wear in support of the kids at competitions. These are normally offered for order ONE time each season. You will also need to purchase event patches separately if your child plans on adding them to their letter jacket down the road. These are normally purchased at BOA and WGI competitions.

### **Guard Warm-Ups and Travel Bag**

## **UNIFORM/COSTUME REGULATIONS**

Golden Hawks Regiment members are issued a uniform/costume at the beginning of each school year. This uniform is assigned to them until the end of the school year. Should a student grow over the course of the year, a uniform committee member needs to be contacted for refitting. Uniforms are custom fitted to each member by the uniform committee. Every student will meet with a member of this committee in the before, during, or after band camp. Students will be issued a uniform for performances and they will be expected to have minor alterations done to guarantee a proper fit. Uniform *may* be sent home with students for this purpose. We highly recommend that this be professionally done at a reputable tailor. Holly Springs High School plans to use A CLEANER WORLD. They have worked with these kinds of uniforms before and will do an excellent job for us.

**\*\*MAKE SURE\*\***

***ALL HEMMING SHOULD INVOLVE SEWING-NOT-CUTTING. PLEASE DO NOT CUT THE HEMS OF THE JACKET AND/OR PANT CUFFS.***

**Guidelines for alterations**

1. The hem of the pants must be 2” off the floor with shoes on.
2. Sleeves must rest on the wrist bone when the arm is at the student’s hip.

- **Shoes**

Members of the band must have appropriate footwear. The marching band uniform requires every student to own a pair of black marching shoes. The band will wear Drillmasters brand marching shoes and will be ordered through the Holly Springs High School Band Boosters. These shoes can be worn with the concert dress as well for our concert or symphonic band (gentleman only). Holly Springs High School has a shoe exchange program. A shoe exchange program allows students to purchase used shoes and/or trade in used shoes for a different size. Please consider donating your shoes to the shoe exchange program when you outgrow your shoes. These shoes are easy to care for and should be cleaned and polished for each performance.

- **Gloves**

New/returning students will need to purchase 2 pairs of gloves from the uniform chairperson. The gloves may be kept in the hatbox, but they should be taken home and washed REGULARLY. Black socks, black shoes and black gloves must be purchased by the member. The fingertips of the gloves may be cut off for some instruments. Percussion members do NOT wear gloves. We use full wrist cotton gloves for Woodwinds, and Sure Grip for Brass and Saxophone players.

- **Color guard costumes**

These are consistent with the theme of the show each season. They usually consist of an under/outer garment and layered with additional costuming. (See Color guard section at the end of this chapter for more details.)

- **Storage**

Uniforms are to be kept on the campus of Holly Springs High School. There may be occasional exceptions to this statement. When uniforms are in the care of the student, it is their responsibility to properly take care of the uniform and all the accessory parts given out. The band uniform bag should be used to transport uniforms at all times. Students should follow these guidelines regarding uniform maintenance and wear and distribution.

**UNIFORM/COSTUME PROTOCOL**

**Be sure to follow the uniform requirements exactly.** The uniform/costume is a reflection of our program. Professionalism, neatness, consistency, and unity are among the core values of the HSHS Band. The purpose of the uniform is to take the focus off of each individual and place the emphasis on the group as a whole. When you are in uniform you are representing the band and school. Take pride in how you look and act. The Council Vice-President and uniform committee will inspect prior to performance.

- The Golden Rule – WE ARE EITHER ALL IN UNIFORM OR ALL OUT OF UNIFORM. When in doubt, keep it zipped. Always wear every part of the uniform the correct way (hats not backward, coats not unzipped, etc.) Specific exceptions may be made for the entire group by the director (ex. Half-uniform for halftime meals, etc.).
- All members (except guard) are required to wear a pair of black or grey shorts under their uniform for each performance. The theme show shirt will be worn under the jackets. Each member is provided one free of cost at the beginning of the season. An additional one is recommended for purchase as a back-up.
- Never run in uniform. Always walk
- Do not sit or lay on the ground in uniform (outside of the performance of the show).
- Neat, clean hair is a requirement. Hair should not touch the collar of the jacket. Members who have long hair must have their put up in a bun and/or tucked securely under their shakos.

- Do not obscure the uniform/costume with a jacket or other covering (even if it is HS Band attire) or wear an article of clothing with the uniform that doesn't belong to the uniform (ex. Baseball hat, tennis shoes, wrong color socks, etc.). Specific exceptions may be made for the entire group by the director (ex. Guard warm-ups, etc.) Winds and percussion may wear a solid black headband under the shako if it helps keep the hair back or improves the fit of the hat.
- No food consumption in the stands during 1<sup>st</sup>, 2<sup>nd</sup>, or 4<sup>th</sup> quarters. During 3<sup>rd</sup> quarter, jackets will come off, folded over hat in stands. Bibs will remain fully zipped. In winter months, HSHS Golden Hawks Regiment hoodie or other warm-up jacket will be worn over bibs. In the event of rain, band will move indoors. Water or clear liquids (sprite/sierra mist) are the only drinks you are able to consume in uniform.
- You are not allowed to eat food with ketchup, mustard, etc. while in uniform...plain food only. Sorry, but we do not want to take the chance of something spilling on the uniform.
- No PDA (public display of affection) or other personal contact (including horse playing) in uniform.
- The appropriate way to carry your hat is with your free hand and two fingers on the brim. Do not leave your hat unattended.
- Plumes will be touched by a uniform parent volunteer only. They will be passed out in the warm-up circle and/or in the stands and collected when you come off the field.
- No jewelry unless it is part of the uniform.
- If you have cut-off gloves your nails cannot be painted.
- Do not wear make-up unless it is part of the uniform.
- Your hat should be two fingers above your nose (eyes barely visible).
- Wear the pants so that the hem touches the top of your shoes without breaking the crease of the pants.
- Wear long black socks with your uniform (should not see skin when sitting or walking).
- Our casual uniform may be worn at some football games, and other informal events. It includes show shirt, khaki shorts, (or long pants, depending on weather), black belt, black socks, tennis shoes (show shoes if you have them). Sunglasses *may* be allowed in certain cases. Our travel uniform is the same as above with the exception of black or grey athletic shorts that do not extend beyond the knee. Guard usually wears warm-ups in these scenarios.
- Marching shoes should be clean and polished at all times. When in doubt, polish them black.
- Students will be held financially responsible for lost or damaged uniform parts.
- Keep all the uniform parts hung in the uniform garment bag when not in use. Shoes may go in the back section of the uniform bag, not inside with the uniform.

### **Cleaning**

The Holly Springs High School Band Booster Uniform Committee will organize the cleaning of the band uniform. No member of the band should launder the uniform unless specified by a uniform committee member. All uniforms will be cleaned in bulk through the Holly Springs High School Band Boosters. This could change depending on circumstances surrounding usage.

### **Cost Breakdown of the band proper uniform and parts.**

<b>Jacket</b>	<b>\$100.00</b>
<b>Pants</b>	<b>\$40.00</b>
<b>Sash</b>	<b>\$30.00</b>
<b>Hat</b>	<b>\$40.00</b>
<b>Plume</b>	<b>\$25.00</b>
<b>Gauntlets</b>	<b>\$30.00</b>
	<b>\$265.00</b>

**Students will be fined for excessive wear and tear on the uniform and the accessory items.**

### **Uniform Dressing Procedures**

All uniform/costume items issued that belong to the band are numbered, alphabetized, and/or color-coded. Your numbers/names can be found on the tag that is on your garment bag. It lists your jacket, pants, hat, and duffel bag numbers (n/a at this time), which can also be found inside the item. It is your responsibility to make sure that the uniform piece that you turn in is YOURS. Checking each piece as you put it away will assure that you have your correct pieces. **DO NOT SWAP ITEMS WITH ANOTHER BAND MEMBER UNLESS YOU ARE DIRECTED TO DO SO BY THE BAND DIRECTOR OR THE UNIFORM CHAIRPERSON.**

All uniform items, jacket, pants, hat, and gauntlets should be turned in to the person at your uniform rack, only after you have checked your numbers and have hung your uniform properly. (Jacket with name/number on hanger facing front and zipped up, and pants folded seam to seam over the hanger and under the jacket.) Please note that the uniform crew cannot leave until all of the items are accounted for and stored away.

**IT IS IMPORTANT THAT YOU TURN ALL ITEMS IN IMMEDIATELY AFTER RETURNING TO THE RACKS AREA. DO NOT SOCIALIZE OR LEAVE UNTIL YOU HAVE COMPLETED YOUR UNIFORM TASK.**

You are to take your shoes, black socks, and gloves home with you. You must check to see if your shoes need to be wiped off with a damp cloth and your gloves and socks should be machine-washed if needed. The gloves will fit better next time if they are laundered.

We have a dressing procedure for games and for competitions and parades. Please comply with the procedures and instructions and dressing time should run smoothly and not take away from rehearsal time.

#### **Procedure for uniform distribution for all campus events**

- Arrive from band room area and get your uniform garment bag and hat from your uniform “rack person”. All students should be wearing the athletic gym shorts and show shirts that they will wear under their uniforms.
- Students will have their black shoes, black socks, and black gloves. Color guard members will wear unitards under shorts and a show shirt and will carry their footwear for performance.
- Students will move in an orderly fashion toward the uniform room/racks and pick up their uniform and hat. Then they will proceed to the band suite for changing in the auditorium (exit out of the building from the band room and enter the auditorium from the side entrance. The chorus room is also available and must be thoroughly cleaned when finished (Guard).
- Students should assist each other in dressing (buddy system) as there is need for assistance in zipping the back of the jacket and putting on gauntlets. It is the woodwind/brass/percussion/guard captain’s responsibility to make sure all students are properly dressed before heading out to warm-ups.
- Once students have changed into their uniforms they need to secure a place in the band suite for their garment bag and hatbox and personal items. Hangers and other items (sneakers or other clothing) should be stored together in the back or side of the band room and **NOT LEFT ON THE FLOOR FOR SOMEONE TO TRIP OVER OR BREAK.** Please move it out of the line of traffic.
- Selected parent volunteers will add plumes to student’s hats at designated times before leaving for a performance. A gloved uniform crew volunteer will always do this. **NO ONE WILL TOUCH PLUMES WITH THEIR BARE HANDS.**

### **Procedure for uniform collection for all campus events**

- Plumes may be collected after the half-time/ pre-game performance. This will be done by a gloved parent only.
- After the band returns to the band room from a campus event, students will break ranks after dismissal.
- Students will put away instruments before changing out of uniform. This is to be done for the safety of personal and school-owned instruments.
- Students will change in the area where their belongings were stored.
- The uniform must be hung properly.
  1. Pants should be hung seam to seam over the hanger. Students will be checked on this task. To ensure that your exit from the school is quick, please hang uniforms properly the first time.
  2. Jacket should be hung with the name sticker facing the front and zipped.
- Students will leave the music suite with all belongings and return their uniform and hatbox to the uniform racks in a timely manner. Please make sure that your correct numbers are turned in. Place the garment bag in alphabetical and instrument order and place the hatbox on the top of the rack. Do not throw the hatbox just anywhere. It will fit properly with patience and instruction.
- Students must take their shoes, socks, and gloves home. Gloves, shoes and socks will be cleaned and or polished for the next performance by the student. Do not wait until the next performance and expect the uniform crew to do this for you. Remember that there are penalties for not being prepared with clean accessories.
- Sections will rotate on a cleaning basis. Each section will need to make sure the drum major has cleared you before you are released to go home.
- Parents and students will exit from the front of the building. Do not expect parents to pick you up in the back. You will not be released back here. Also, you and/or your parents are not allowed to park behind the band room on game/competition nights.

### **Procedures for uniform distribution for off-site dressing**

- Students will take garment bag from the bus/truck area to the assigned dressing areas.
- Students will pair up and help each other dress.
- All “street clothes” and belongings will be placed in the GHR bags and returned to the bus/truck area along with the garment bags.
- Selected parent volunteers will add plumes to hats before leaving for performances. (This is done during warm-up time).

If there is any question as to whether you should or should not do something, the first clue that you shouldn't is the fact that you are questioning it in the first place...So don't do it! We already have a great band program. Your mission is to make it even better.

The majority of information concerning band camp is given out to students and parents at the spring kick off meeting. This meeting is very important, and a packet of information will be available to students in the upcoming band program at Holly Springs. A list of permission forms and a medical release form must be filled out and handed in to the band director by a designated date. In accordance with Wake County policy, all medical, health, and related release forms must be filled out and on file before any student can participate or travel in any band activity. This will ensure that you have a spot in band camp and that your Holly Springs Band show t-shirt will be ordered in

your size. This show shirt is included in your fair share payment and can be worn at any band function that requires a show shirt. Your name must be printed inside the neck of the show shirt before you take it home.

### **Competitions, Parades, and Community Events**

#### **Why Competitions?**

- Pursuit of excellence
- Everyone wants to be the best!
- Determination
- Focus on details because they matter
- Togetherness
- A way to measure growth
- A way to be critiqued
- A way to improve

#### **Why not Competitions?**

- To beat another band
- To win
- To lose
- To create an environment where music making is not first and foremost!

Our group must also be about excellence-achievement-success-hard work-fun-friendships-experiences! A trophy for each competition adorns the band room walls!

Competitions take place on Saturdays from the end of September to the second Saturday in November. A schedule is usually available at the beginning of the school year. Locations are always subject to change, but dates will be secured by Band Camp as to schedule our HSHS Band calendar.

It is imperative that students attend all rehearsals and performances! When a member is out, it reflects negatively in the performance and in the judge's score. Therefore, only in extreme cases should students miss. If an absence is unavoidable, a written note must be given to the band director prior to the absence whenever possible.

Events such as the Apex and Holly Springs Holiday Parades may also be scheduled for our participation. These parades are a lot of fun and they are ways to show support to the local community.

A major trip may be scheduled each year or as plans evolve for an event requiring travel for an extended time. There will be meetings and discussion on these types of events prior to implementation.

Golden Hawks Regiment rehearsals are seldom cancelled due to inclement weather. Examples that would cause a rehearsal to be cancelled would include an administrative or school system directive, tornado warning, or other event of major importance. Outdoor practice may continue if it is a drizzle or intermittent light rain. Woodwind instrument cases will be taken to the field when there is a threat in the area. In the event of steady rain, we will rehearse indoors and go outside at the first opportunity. Students should dress properly for the weather.

#### **Travel Procedures**

During marching season, the Golden Hawks Regiment travels to marching contests and parades. During concert season, the Concert Band/Wind Ensemble travels to the Music Performance Adjudication. On occasion, the band program takes trips out of North Carolina to various destinations throughout the United States. Travel procedures have been established to ensure a safe and organized trip for all band members. To travel with the Holly Springs Band, students must have a completed travel permission form, and a notarized hold harmless form. A parent or guardian must sign both forms. The following procedures will be used when traveling with the Holly Springs Bands.

- *Members follow school rules at all times.* All trips are sanctioned events sponsored by Holly Springs High School. This means that all school policies (HSHS and WCPSS student/parent handbooks and rules, HSHS Band handbook) are enforced on said trips, and participants (students, staff, and parents/volunteers) are held to the rules and regulations outlined in each. Any behavior that takes place on a trip that violates school policy must be communicated with school administration immediately following the events. Administration will determine proper disciplinary action.
- *Members are required to travel with the band TO and FROM the competition.* This encourages team bonding and allows for all students to complete unloading and clean-up responsibilities upon return to the school. Parents requesting an exception to the travel policy may request to take their students home FROM the event only by submitting an alternate transportation form (on website under documents) at least one week in advance. The student is allowed to leave when the rest of the students are loading the buses or other transportation to return home. The student is required to find another student to complete unloading and clean-up responsibilities on his/her behalf.

### **Bus Expectations**

- When on the bus, students follow the instructions of the driver and other adults.
- Students will be dismissed from the band room to board buses by seniority to all away functions.
- Students will be allowed to sign up for a specific bus roster. Once the sign-ups are over, no one may switch buses without the director's permission.
- Students will keep noise levels low, and will keep hands, feet and all objects inside the bus at all times. Students will remain seated for the duration of the trip. Do not stand while the bus is in motion.
- Food and other items may only be consumed on the bus with approval of the driver and chaperones. Water is the only drink allowed on the buses (Activity)
- Video viewing (when available) must be pre-approved by the band director and chaperone chairperson. (PG, PG13, or G rated only).
- Chaperones will be treated with the utmost respect at all times. Their authority is an extension of the director's authority. Chaperones donate their time to benefit you and the program. Manners and class will be stressed above all when traveling with the Holly Springs Band. FOLLOW ALL INSTRUCTIONS THE FIRST TIME!
- When the buses are within viewing distance of the school or event to which we are traveling, we will go to SILENT BUS. Students will stop all talking, face forward, and listen for instructions from the band director and/or chaperones. This is the time to begin thinking about things you have to do for the performance. No talking when the school or building is in sight.
- The loading crew and/or drum major will be the first to step off the busses. No one is allowed to get off the bus until told to do so by band director and/or chaperones. Listen to instructions-Pay attention to details.
- Students will unload busses without talking; get their instruments from the equipment line, get their uniform and hat box (if applicable) and dress in the appropriate areas. They should return the instrument case to its proper place and wait quietly and patiently for instructions to go to the warm-up area.
- Students are responsible for picking up their trash and leaving the bus cleaner than they found it.
- Students thank the driver when entering and exiting the bus.
- No co-ed or couples' seating on overnight or late evening bus trips.

Trips are a very difficult thing to time accurately. Mass feeding at fast food places and contests that drag on longer than they are supposed to, or simply a victory celebration at the contest sight, often make time arriving back home difficult to estimate. Parents, please be understanding and patient. The students should begin contacting parents within 30 minutes of arriving at Holly Springs. However, please do not wait too long before you come to pick up your child. The best way to keep from having to wait in the parking lot late at night for the buses to return is to go with the band and support the musicians and guard. You will enjoy the performance and we have lots of "hooked" parents.

In this day and time, many students carry mobile phones and may contact their parents before arriving at the school. Accurate information will be given to students only by the band director and/or volunteer coordinator.

## Overnight Trips

- Rooming lists are posted prior to the trip. Students may not change rooms without the approval of the director.
- For overnight trips, students are to stay in a student room. Exceptions to this rule may be granted by the director.
- On overnight trips, the director communicates a set curfew each night. The chaperones enforce this time with hallway and room checks as necessary. Students that violate curfew rules will face disciplinary action consistent with their actions.
- No fraternization between genders will take place inside of a hotel room. Any visiting between genders will take place in the hotel lobby with adult supervision.
- No congregation of large groups of students inside of a hotel room unless a specific situation has been approved and is supervised by a chaperone or staff.
- Students may not leave the premises of the hotel unless in an extenuating circumstance (ex. Injury or illness that requires medical care).
- The only adult allowed in a student hotel room is a chaperone or the band director.

### **Holly Springs High School Golden Hawks Regiment**

**Updated 2020 to reflect the COVID-19 Pandemic**

Student Code of Conduct Agreement and Financial Obligation Acknowledgement

*The following are rules and regulations relative to participation in the Holly Springs Golden Hawks Regiment. Failure on the student participation to these guidelines will result in probation, suspension, or dismissal from the GHR.*

1. A GHR member's citizenship and conduct must at all times be representative of the school community.
2. A GHR member must at all times display a positive attitude toward the activity, his/her peers, and instructors/staff. The GHR and its success shall have preference over personal wishes and desires at all times.
3. Any inappropriate use of social media (such as Facebook, Instagram, Twitter, Snapchat) or technology in regards to the GHR or a member of the GHR will not be tolerated, and may result in probation, suspension, or dismissal from the group at the direction of the director.
4. Mini-Camp and Competition schedule:  
***At this time all in person activities are suspended***
5. Rehearsal and performance attendance:
  - a. A student shall strive to attend ALL GHR functions (virtual sessions - unless ill/injured, an emergency situation develops at home or excused by the director or a doctor. In ALL cases, communication and documentation will be required. Grace is going to be extended. This will not be mandated as heavily as normal, however, to get the most out of the experience, attendance is encouraged.
  - b. A student shall not be permitted to practice or participate in a competition/performance during any in-school or out-of-school suspension.
  - c. Doctor, dentist, and other similar appointments should be made during a time that will not interfere with the student's participation in a marching band function. ***Please communicate if you have a conflict. It's not that big of a deal right now, and flexibility is a must during this time. Refer back to a. For our expectations.***
  - d. The student must meet the minimum academic standard of a 70% (1.5) overall average to be eligible to participate, and be passing at least three subjects to be a member in good standing. Reports of progress reports/quarter grades will be available to the director(s).
  - e. GHR members must abstain from the possession or use of tobacco, alcohol or non-prescribed drugs. Failure to comply will result in suspension or dismissal from the program.

5. Performance Expectations:

GHR members will be expected to know the music and choreography presented. Practice your parts.

6. DIRECTOR/INSTRUCTOR PREROGATIVES:

- a. Instrument/performance placement, including leadership, alternate, and appointment positions.
- b. Rehearsal dates and times
- c. Establishing and enforcing all guidelines and procedures related to the Golden Hawks Regiment.
- d. Strategies/changes to the production.

7. If a student decides to quit prior to the end of the marching band season (currently early October):

- a. The student must return all equipment to the director within 7 days.
- b. The student may audition for the GHR the following year, depending on the reason. This will be reviewed on a case by case basis. Again, please communicate if you have any questions.
- c. Any monies already paid for the student's assessment are non-refundable, and students will be responsible for any amount that was due prior to the termination of membership if not yet accounted for..

### **Financial Obligation Acknowledgement**

In addition to the procedures above, all students and parents must acknowledge that there is a financial obligation in being a member of the Holly Springs High School Golden Hawks Regiment. As a member of the GHR, every member must do his/her fair share by fulfilling this obligation, so the GHR can continue to provide the same expansive, high quality education and experiences that have been the reason for its success for many years. **This year's student assessment is defined at the beginning of the membership season, and is due in the following installments: August 10 - \$100.** If for some reason anyone is unable to fulfill this commitment on time due to an extreme or extenuating circumstance, the parent must contact the Band Booster Treasurer to make alternate arrangements. This can, but is not limited to financial aid, and/or fundraising opportunities. The GHR also holds fundraisers to benefit the General Fund, such as SnapRaise, PNC, Go Play Save, etc. The General Fundraisers help defray the cost to each and every student and reduce personal financial obligation for each student. For the General Fundraisers to be successful, all parents and students are asked to participate in these fundraisers.

### **HOW TO BE A HSHS BAND PARENT/BOOSTER**

*If you have a child in the band program, then you are a band parent/booster*

Along with the experience of being a band (guard) member, parents can become part of the experience too! Here are some ways that you can become part of your son/daughter's rewarding experience as a band parent.

#### **Communication**

Communication is the key to the operation of a large organization. A weekly Band Broadcast email will go out with important information, including times, dates, and changes. Please be sure to read all broadcasts. These will come through your Charms account. Our mentoring program pairs veteran parents with our new parents. Please let the director know if you have not been paired with someone. We are also working to implement a new program this year that will involve a frequent phone call in order to get all of the information out. Be sure to stay in communication with the band director and/or chaperones about any extenuating circumstances, conflicts, or requests. While we do support teaching our students how to be independent and self-sufficient, they still need some guidance from the adults on how to develop important skills.

### **Closed Rehearsals**

We have a “closed rehearsal” policy. This means that only designated band chaperones will be allowed to watch rehearsals (with the exception of the last few minutes for the final run-through of the day on a full band rehearsal day). This is both for the students’ safety as well as for the students to be able to perform to their highest potential without distractions.

*It is the instructors’ job to make instructional decisions and corrections. Please never attempt to correct or instruct a student on music, choreography, drill, movement, technique, etc. during a rehearsal. Please never step onto the field during a rehearsal (including during breaks), unless you are part of the prop crew.*

### **Volunteering**

Our program can’t run without the help of many, many, many volunteers. Please make every attempt to donate time, items, services, or all of the above.

- *Time:* We need chaperones (reference Chaperone Guidelines) for practices, games, and competitions. We will need drivers for students on occasion, particularly in the winter. We will need parents to help load and transport props and equipment.
- *Items:* We need many food and drink items (teenagers like to eat!).
- *Service:* Examples of service opportunities are uniform/costume maintenance, prop building/maintenance/transportation, driving, etc.

### **Fundraising**

To operate our organization costs a lot of money, and for the most part we are self-sustaining and raise the money ourselves. We have student-account fundraisers which directly subsidize your own personal band-related expenses, and we have general band fundraisers. While some families may choose to pay out of pocket rather than participating in the student account fundraisers, it is requested that every band family participate in the general band fundraisers. These fundraisers help the entire band program operate. Expenses include new instrument purchases, sound equipment, instrument maintenance, classroom supplies, sheet music, guest artists and clinicians, financial aid, clerical expenses, etc.

### **Support**

In addition to volunteering, there are many other things you can do to support your band student as they learn many important life lessons through participation in the band program. Understand how the band operates and the importance of your child’s role within the band and support them as such.

- *Time management* – One of the most important things that marching band (indoor guard/percussion) teaches young men and women is time management. Have conversations with them often about how to balance academics and extracurricular activities so they can be successful and fully committed to both. Remind them about the dangers of procrastination. If academics suffer because of band, especially marching band, the student’s transcript can see long-lasting effects. If a student’s marching band commitment suffers because his/her schoolwork starts suffering, we are all affected.
- *Schedule* – Please help your student fulfill his/her commitment to band (marching band) by planning your family’s schedule around rehearsals and performances as much as possible. This includes doctor’s appointments, family vacations, etc.
- *Nutrition* – Be sure your son/daughter is taking care of his/her body, particularly during marching band camp. Greasy or salty foods should be avoided, as should soda. Hydrate often.
- *Sleep* – Encourage your marching band student to get plenty of rest so their body can keep up with the demand that marching band places on it.
- *Discipline* – Perhaps the most important thing that marching band teaches is discipline. We strive to maintain a professional and disciplined appearance, both on and off the field. When with the band, students lose their individuality and become a team. All decisions they make should be guided by this principle.
- *Audience* – Be a supportive audience member and come to as many performances as you can! Wear your HSHS Spirit Wear so our presence is known. No HS parent or student should ever make negative or judgmental comments about another school or group or their performance. You never know who is within earshot, and such comments reflect negatively on our entire organization. It is certainly appropriate to applaud and cheer in a performance when you see or hear something you like. In fact, the band performs

better when they have a receptive and supportive audience. **Many times, the effect an audience and the judges can be enhanced by the crowd's response.**

\*\* During a competition or event, the students are under the direction of the director, staff, and chaperones.

Parents are asked not to enter student rooms, join in band meetings and meals, participate in the execution of the event, pull their student aside or away from the band at any time. This is for safety and liability reasons as well as to ensure that the students are able to focus on their responsibilities to the band.

- *Philosophy on winning* – Winning and beating others aren't goals for the HSHS Band. Our goal is for each member to continue to improve from performance to performance and for the program to achieve certain short-term and long-term goals as determined by the staff. We should celebrate a great performance immediately after it happens, and that won't be affected in the awards ceremony by whether or not we beat another group. Contrarily, if our performance wasn't to our standard, we will reflect on what we can do to improve for future performances, and that won't be affected by whether or not we beat another group. Parents are asked not to discuss rankings or placements with other parents or especially with the students. The staff will talk to the students about the scores as we see fit. This will be based on our short-term and long-term goals for the students and the program.

### **Social Media**

- Any posts about the Holly Springs Band or that can be connected in any way to the Holly Springs Band will represent the program positively and professionally. Negative comments about other programs or any other statements do not represent our program's philosophy and are not acceptable.
- No video clips of the performance should be posted online without the permission of the director. Make sure all clips are private and not public. (Copyrights and other individuals viewing our product prior to competition are main reasons for this).
- No pictures of the uniforms/costumes should be posted online before the first competition performances.

### **Chaperone Guidelines**

*The single greatest gift a parent can give their child is a piece of their self. Chaperones are essential to the team working well. Parents should take this opportunity to watch their children become adults. Time is fleeting, and these days too will pass.*

**Holly Springs High School Band Chaperones see that band members have sufficient adult supervision at all events. The main objective of the chaperones is to ensure student safety and to assist with students who become sick or injured.**

### **General**

- All chaperones must be registered volunteers with the WCPSS before being allowed to assist as a chaperone. This can be done at the office of any Wake County Public School.
- Dress code is a band booster polo-shirt and khaki pants (shorts for pit are ok). The shirts will be ordered at several times throughout the year as needed. (See Spirit Wear coordinator or Vice President in charge of volunteers)
- Student safety is our primary focus.
- One chaperone is designated by the Chaperone Chairperson of the Band Boosters as lead chaperone for each event. The lead chaperone will disseminate assignments and communicate with the band director regarding issues.
- Only chaperones may be present during practices unless there is an emergency. All practices are closed with the exception of the last 10 minutes of Wednesday practices allowing parents to see the last run through. Keeping practices closed will allow the students to maintain concentration.
- Chaperones are there to ensure student safety and to assist students who are sick or injured. Chaperones are not to participate in any portion of the rehearsal with the students (ex. Stretches, warm-ups, etc.) Chaperones should not enter the rehearsal space (practice field, gym floor, etc.) unless it is an emergency. This is for the safety of the students as well as the chaperone.
- Chaperones are not to distribute any medication of any kind to a student, including over the counter or prescription medications. Chaperones are not allowed to be made aware of any medical conditions or

needs or hold medication for a student. In emergency situations, chaperones are first to call 911 then alert the band director or other WCPSS employee immediately.

- Generally, students should take the lead on loading, unloading, and transporting instruments and equipment. Students have been trained on how to properly handle equipment, and it gives them a sense of ownership and responsibility. Chaperones should be present to monitor safety.
- Basic First aid kits must be carried with chaperones at all times. If an injury/illness occurs, please handle the injury/illness per WCPSS guidelines and do not be afraid to ask for assistance.
- The director sets and modifies the itinerary. Be aware of this and be flexible when changes are made. They will be made!
- The band director sets student behavior expectations. If students are not complying with your direction, please take immediate action to solve the problem and if necessary contact the chaperone chairperson (Helga Bogardus 919-924-1041) for assistance. If school rules have been violated, please contact the band director immediately. If a law has been broken contact an administrator and if necessary, the police immediately.
- Chaperones should communicate with the band director/instructors through the Lead Chaperone or Band Camp Chairs only. If there is a particular performance/behavioral issue with your student, please contact the band director/instructor through email to set up a time to discuss this with him/her. It is inappropriate to try and speak with the instructors/staff during practice/performance/competitions regarding your student unless it is an emergency.
- Always treat students, staff, and other chaperones with respect.
- The purchase and/or consumption of alcoholic beverages and tobacco use is prohibited during chaperoned events. This includes overnight trips where no alcohol or tobacco is allowed in the chaperone's luggage or hotel rooms as well. Smoking in your car during any chaperoned event and consuming alcohol prior to event are not allowed per WCPSS policy. Profane language is also prohibited.
- If the band splits for any reason (such as warming up in sections) at least one chaperone should go with each group, with the "medical backpack" accompanying the largest groups. A chaperone needs to go with any single student or small group that needs to leave the area for any reason. This includes the bathroom. We also have a buddy system established with members of the band outside of rehearsal.
- Chaperones walk/ride with the band when traveling from one location to another. Students should be quiet and professional when in formation and chatting with them is discouraged unless direction is needed.
- Walk with the band during performances (if allowed) to shield them from crowds. Do not let anyone "break ranks". This simply means asking anyone wishing to cut through the band while in formation, to please wait until the band has passed. Parade walkers will be assigned by head chaperones.
- Hydration/nutrition is crucial to the safety and function of the students. Chaperones will provide water/snacks at designated times. Please understand that there will be times when these items are not permitted unless medically necessary.
- Once the students have begun rotation (getting dressed, section meetings, warm-up, etc.) there should be no further communication with them from chaperones unless it is an emergency. This includes interacting with them, gathering them for pictures, etc. This is the time for the staff to get them focused and ready to performance their best.
- As a chaperone, you are a chaperone for all students, not just your son/daughter. In marching band, it is possible that parents will not be placed with the section to which their son/daughter belongs. In addition, chaperones, should not allow any "special privileges" for his/her son/daughter or other students. Examples include purchasing food when it isn't allowed for the entire group, separating them from the rest of group, etc.
- Chaperones are NEVER "off-duty" during a band trip and are needed at all times to monitor the students.
- The Holly Springs Band student/chaperone ratio is one chaperone for every ten students. Bus drivers and band director and staff are generally not counted as chaperones.
- Make sure your assigned group knows your name, and that you are their chaperone.
- Wear your chaperone nametag/lanyard. Make sure it is visible at all times.
- Take roll before leaving any location. *Usually accomplished by student leaders.*
- Uniform volunteers are usually not scheduled as chaperones. However, they are usually available for assistance to the students as needed.

- Have a positive and flexible attitude at all times! This is an important part of the high school experience for these students. The job of chaperone is to help enhance this by keeping the students safe at all time

## **Information**

Water is the bloodline for the band before and after performances. It is an important responsibility that is taken care of by the chaperones. Water coolers should be filled at all times and cups/bottles should be available to the band students. It is extremely important that students have access to water during warm-up and after a performance. Many times, the color guard, horn line, and percussion warm-up in separate areas and chaperones should attend each of these warm-up areas for supervision and water.

There is an assigned uniform parent for each uniform detail. The assigned, gloved uniform volunteers handle plumes. Plume boxes will accompany the band at all performances and be distributed during warm-up. Plumes will be taken off of the hats as soon as the band is off the field from a performance, unless otherwise directed. When the plumes are to be left on the hat, for any length of time, the student must keep the hat upright and not touch the plume with bare hands. Plumes will then be removed at the first available opportunity.

Most of our trips will be on busses. Students will sign-up for bus trips. This will generate a roster for each bus. Roll will be taken from this roster each time the bus departs from a particular site. Students will not be allowed to switch busses once they are assigned a bus. No exceptions to this rule will be given.

Any time the convoy pulls over for restroom break or a food stop, it is important to know how much time the students have before the bus departs. If students are crossing streets to get to a restaurant, a chaperone should stay at the crosswalk to monitor safety or stay with the group.

Upon arrival to an event, find out from the director or lead chaperone when the appropriate time will be given to go to restrooms. It will depend on the event's schedule and arrival time.

Water for the coolers should be addressed. Locate a safe supply and have water ready for the band at their designated warm-up areas. **WATER IS IMPORTANT RIGHT BEFORE THE BAND GOES ON TO THE FIELD AND IMMEDIATELY AFTER THE PERFORMANCE.** A number of chaperones will need to help with the distribution of water.

## **Football Game Specific Duties**

Chaperones should find and mark our seating areas on arrival at games. The band will sit in a block and be required to sit in their appropriate sections. Students are to stay in the stands and be ready to play at any time. Chaperones should sit or walk around the block acting as a buffer zone. No one is to be in the band block except the students, chaperones, staff, and director.

Students will be given a 3<sup>rd</sup> quarter break after the half-time performance. They may eat and drink with their jackets off. Chaperones will help monitor students during this break, being especially watchful for potential problems or dangerous situations. It is critical that no one other than band students or chaperones be in the band seating area. Sometimes there are instruments left in this area that should be watched carefully. Do not allow anyone to walk around the area unless they have a job to do while the students are away from the seating area.

Get help immediately if a problem should occur. This is a time when students need the most protection and supervision.

The band will always move as a group. Chaperones should walk on each side of the band until the band enters the performing area then drop behind the band and let the band be clearly seen.

No one should “break ranks” (cut through the band) except in an emergency. Spectators and students must wait for the band to pass.

Students are dismissed to the front of the building. At the end of the game, chaperones, please make sure that students are not exiting from the rear of the building

**While these are simple guidelines, there are many cases where common sense and tender loving care are most important. Use your best judgement on which guideline applies to each individual case.**

### **The Language of the Band**

**AIA** – Atlantic Indoor Association. The indoor circuit consisting of programs generally east of I85 in North Carolina and Virginia.

**Auxiliary** – AKA – The Guard

**Band Boosters** – The success of the band program is threefold: the dedication and talent of the staff, the hard-working dedicated students, and the ongoing efforts of the volunteers. Make no mistake; the boosters are made up of parents (and some alumni band parents, and grandparents) that work year-round to make sure the band has everything they need to be successful.

**Baritone** – Is a valved instrument. Holly Springs marches with baritones instead of trombones.

**BOA (Bands of America aka Music for All)** – Usually pronounced BEE OH A (initials). This term is used quite a bit. It is a national program for various types of music – not just marching bands. Several regionals, super regionals are held each year leading up to the BOA National Championship in Indianapolis, Indiana.

**Captions** – Awards are given in competition to acknowledge specific excellence in the areas of Music, Visual, and General Effect. There is a relationship between these awards and the final competitions scores, as the captions are subcategories used in the overall scoring. It is possible to win the caption awards and still not win the class or competition, although more often the winner of General Effect is also the winner of the overall competition.

**Class A, AA, AAA, AAAA, etc.** – Designations assigned by band size (local) or school size (BOA) for purpose of competition. Holly Springs is usually a AAA-AAAA band. For BOA, HS is AAA.

**Dot Books** – Each member is required to maintain a 3x5 notebook that is their personal map of the show. The dot book contains their specific show coordinates, spot on the field, relation to other people, relation to the form, direction that they come from and the direction they move. They also include counts for each set and extra notes such as step size and visual details. If a show formation is the map, the dot book is the “You are Here” for each member. The members build and maintain their dot books.

**Front Ensemble** – Percussion members, formally referred to as the pit. Consists of stationary equipment such as keyboards, certain drums, and electronic equipment.

**GHR** – Golden Hawks Regiment (GHR) is the official title of the marching band program. This designation is *only* used for the marching band, otherwise we are known collectively as the Golden Hawks Band.

**Hornline** – If you can blow wind through the instrument, it is on the hornline. The hornline consists of piccolos, flutes, clarinets, saxophones, trumpets, mellophones, baritones, and sousaphones.

**Mellophone** – is a brass instrument that is typically used in place of the horn (sometimes called a French Horn) in marching bands or drum and bugle corps. Holly Springs marches with mellophones.

**Pit Crew** – Parents required to help get front ensemble equipment and props on and off the field.

**Props** – Used to enhance the show. Flags, sabres, rifles, all manner of structures, are all props. We make most of our own show specific props and it is a huge undertaking. Whether we need carpenter skills or sewing skills depends on the show. Watch for requests to help out.

**Sections** – Each instrument is a “section”. Each section develops its own pride and personality. For example, the hornline is made up of the tuba, trumpet, saxophone sections, etc. At some point each camp, sections will design their own t-shirt to identify themselves.

**Shakos** – Hats worn by the marching band with the big plumes in front.

**Holly Springs High School Performing Arts PLT**  
**BAND | CHORUS | DANCE | THEATRE ARTS**

Guidelines

**General Hallway Expectations**

- All students use low voices in the hallway at all times ~ before, during, and after school.
- Risers, the genie lift, storage cabinets, stage blocks, and band cases are prohibiting to all students unless permission was given by a PLT Director.

**Band Room**

- Only members of the band and guard program are allowed in the band room at any time unless supervised by a performing arts PLT director or with verbal permission by a student director and Mr. Biasi.
- Food, Gum, and Drinks are never allowed in the band storage rooms. Food and Drinks are only allowed in the band room before school and during lunch. This includes after school rehearsals. Water is always allowed. Exceptions on special occasions when supervised by a director.
- Only band percussionists should touch or play percussion instruments.
- The percussion instruments (including the piano) are not tables. At no time should personal items be placed on top.
- Students should not sit on the back ledges.
- Students should not place personal items on the tables. These are for rehearsal items only.
- All personal items should be placed along the side walls and out of traffic areas.

**Chorus Room**

- Students are only allowed to eat in the chorus room during a required lunch rehearsal or while using the chorus room space productively at lunch
- No eating on the wooden risers
- Students are not allowed to use the chorus room space at any time without permission from Mrs. Patchett
- No students should be in Mrs. Patchett's office without her permission
- Do not enter the chorus room before 7:15 am unless have an appointment with Mrs. Patchett
- Do not play the pianos without permission.

**Dance Studio & Small Bathrooms**

- No food or drink other than water in the Dance room.
- All bags and personal belongings should be neatly hung on the hooks as you enter the double doors. Please try to avoid blocking entrance to the bathroom, theatre and entrance/exit doors.
- To protect the dance floor, no sharp heels or chairs on the dance floor.
- Students should not enter the dance studio until the 7:15 bell.
- Studio space during lunch and afterschool is reserved for dance program rehearsal use. Request for space usage should be made the day prior.
- The desk and office space area are off limits for student use.
- The small bathrooms are for daily director use and occasionally used for theatre productions. Cabinets and any dance storage in those spaces are off-limits. Counters and sinks should be wiped down and overhead lights used ONLY when necessary for make-up application. All trash should be removed at the end of use and lights turned off when exiting.

**Auditorium / Auditorium Spaces**

- Students must enter the auditorium through the side door in the arts hallway.
- Students are not allowed to be in the auditorium space without permission from Mr. Buttner or another director. This applies to before school, during lunch, and after school.
- Students are not allowed to enter the auditorium until 7:15 AM. 'Student Leaders' for the 1st block class are allowed to enter after 7:00 AM.

- Students are not allowed to eat in the auditorium, concessions, box office, scene shop, and tech booth. Non-water beverages, gum, and candy are also prohibited. The ‘coves’ in front of Mr. Buttner’s office and the ‘props closet’ are not collection areas for food and drinks.
- Students are not allowed in Mr. Buttner’s office without his permission.
- Students are not allowed to climb on railings and ledges.
- All students must refrain from resting their feet on an auditorium seat/back.
- All personal belongings must remain in a seat. Do not store your bags, jackets, etc., on the auditorium floor.
- Students must use the stairs on either side of the stage to enter / leave the stage. Students are not allowed to jump on/off the apron.

#### **HOT Lunch Expectations**

- Students are not allowed to sit in the arts hallway on Wednesdays and the 3rd Monday of each month during the HOT Lunch PLT meeting. Students must find alternative spaces for lunch.
- Students are allowed to eat in the arts hallway, however students must create a pathway for traffic. Lunch trash must be thrown away before leaving the arts space.
- Students are not allowed to eat in the auditorium and its corresponding spaces during lunch. Students are NOT allowed in the auditorium without their director’s permission
- **Auditorium Concessions**
- Concessions is absolutely off limits to students at all times without an adult escort.

#### **Outside Areas**

- All ‘outside’ spaces behind the auditorium, band room, and dance studio are ‘professional’ zones. Students are not allowed to ‘horse play’ and behave in a questionable way. It is not a playground.
- Students are not allowed to work in these outside spaces without permission from their director.
- Students are required to return all rehearsal items to their designated storage space (band stands, chairs, stage blocks, etc.).

#### **Restroom Expectations**

- Restrooms are available for students to take care of personal needs. It is not a space to socialize.
- Students must clean up after their personal makeup application, etc. during productions.

#### **Odds and Ends**

- Constructive feedback is essential to developing your technique. Acknowledge feedback with a positive response. Listen to all critique. You will learn from listening and observing others.
- Any inappropriate use of social media (such as Facebook, Instagram, Twitter, Snapchat) or technology directed towards a fine arts student, director or program in general will not be tolerated, and may result in probation, suspension, or dismissal from the group at the direction of the director.
- Students from all disciplines should be prepared to start rehearsals ON TIME, this means to allow personal time to prepare before the actual start time.
- Students should have transportation arranged to arrive 5 minutes prior to rehearsal dismissal.

### **In Closing**

*“Coming together is a beginning; Keeping together is progress; Working together is success.” – Henry Ford*

Thank you for taking time to become familiar with the procedures and information in this handbook. This document should serve as a resource for the Holly Springs High School Band for many years. From time to time, procedures will be evaluated, and new ideas will create better ways to build the mousetrap. While the information in this document is thorough, please be aware that it will not be uncommon to deviate slightly for the betterment of the group. When and if this happens, students and parents will be notified.

I respect your opinions and trust that you will bring to my attention anything that seems unfair or detrimental to the group. All effort has been given to make a document that will help parents and students understand the HSHS band program and help you use this organization to become successful in your pursuits at Holly Springs High School.

### **Communication Information**

- Band Office: 577-1444 ext. 23496
- School Office: 577-1444
- Email Address: [mbiasi@wcpss.net](mailto:mbiasi@wcpss.net)
- Band Website: [www.goldenhawksband.org](http://www.goldenhawksband.org)

### **Staff**

- Matt Griffin, Director of Percussion  
[mattg730@gmail.com](mailto:mattg730@gmail.com)
- Luke Oglesby, Director of Guard Activities  
[Lukeolesby10@gmail.com](mailto:Lukeolesby10@gmail.com)

### **2019-2020 Band Booster Executive Board**

- President(s) – Susan Powers, Julie Hepner
- Vice-President (Transportation) – Michael Sommers
- Vice-President (Volunteers) – Lisa Martin
- Vice-President(s) (Fundraising) – Lisa Martin (interim)
- Secretary – Crystal Hutton
- Treasurer – Debbie Zdankiewicz
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\*\*Other opportunities to serve in a leadership capacity or listed on the band website\*\*

- Booster Address:  
Holly Springs High School Band Boosters  
5329 Cass Holt Road  
Holly Springs, NC 27540

Money Deposits Send To: The above address or have a student deliver sealed envelopes to the locked “drop-box” located in the band suite next to the uniform room. This box is checked periodically by the Band Booster Treasurer.

