**Introduction**

The purpose of this handbook is to provide the members of the St. Paul High School band with a clear and concise understanding of the total make-up of our program. We feel that when the student is fully aware of how the band operates then he/she can function as a member within the framework of our organization. Our program utilizes a membership of many students and without organization, chaos would exist. This handbook proposes to eliminate the possibility of student misunderstanding by a source of reference for all band policies.

**Student Leadership**

**Band member**

A St. Paul Band member is a student who has, by choice, committed and dedicated him/herself to the goals and the philosophy of the music department. A student should set an objective to become a successful part of the band and to strive to help others achieve the same goal. A St. Paul Band member should display a positive attitude when representing their school, their band and themselves in public.

**Band President**

One band member is elected by majority vote to be president of the band. The band president should serve as a role model to all members of the band. The president should maintain high standards to achieve the respect needed for the goal of leadership. The band president should not hesitate to assume authority in the absence of the band director. He/she is the student director of the pep band during the basketball season and is always an important link between the director and the band members.

**Vice President**

When the band president is unable to carry out his/her duties, the vice president will serve as their replacement.

**Secretary**

This member of the student leadership team responsible for attendance and keeping a written record of the decision of the student leaders.

**Equipment Manager**

Student, or students who assists the band director, with volunteers, in keeping track of all inventory items, the loading and unloading of instruments and equipment, organizing the inventory in the band room, maintaining the inventory by alerting, assisting the director when there are problems, and helping organizing the set up and tear down for events. This is an appointed position.

**Librarians**

This student, or students assists the band director in passing out and collecting music, pep folders, etc. sorts and files music, keeps track of handouts and other “paper”.

**Class Representative**

Each class in the band will elect one member by majority vote to the band council. These students should serve as the communication link with the director. Members will be called upon to greet guest band members at the football games.

Student Guidelines

**Conduct**

All St. Paul Music Department students are expected to conduct themselves in and out of school in a manner that is a credit to the Christian nature of St. Paul School. When attending an event with the band, students are expected to conduct themselves as young ladies and gentlemen, treating everyone they meet with courtesy and exemplifying the spirit of the St. Paul Music Department.

**Attendance Policy**

**School Year**

The band has three after school rehearsals per week during the marching band season that each student must attend. The only excuse for absence is illness, family emergency, or extenuating circumstances as deemed by the director. If an absence is unexcused the following will result:

***1st Offense*** extra work assigned.

***2nd Offense*** student’s grade lowered ½ a letter grade.

**Band Camp Week**

There will be a week of band camp prior to the opening of school. The summer camp stresses fundamentals of marching, gets the lips back in shape and aids with the social adjustments of the high school band. These are all vital for participation in the early stages of marching band. Failure to attend any rehearsal may result in work being assigned by the director. Failure to complete the assignment will directly lower the student’s grade.

**Performances**

All marching band members are required to attend ten (10) football games, and the play-off games, 2 concerts and the Memorial Day Parade (every other year). The only excuse for absences would be illness, family emergency, wedding in the immediate family or extenuating circumstances deemed by the director. Unexcused absence from a performance will result in the student’s grade lowered a full grade letter. ***Football play-off games are included in this policy.***

**Football Season**

1. As a uniformed member you are representing your school, and your band. You are always on display, remember to be on your behavior at all times in all places.
2. Be alert, watch the game; be prepared to play the fight song and any stand songs. Do not play your instrument unless the entire band is playing.
3. Watch your instrument to avoid damage.
4. Stay in uniform at all times. Students are to wear a grey St. Paul Shirt under their uniform so if there is a need to open the uniform coat the band will be dressed similar.
5. There is to be no gum while in uniform.

**3rd Quarter Procedure**

1. 3rd quarter is free time for the band. The band may go for food, visit friends, but should not leave the stadium.
2. Make sure your instrument is safe when leaving to get refreshments. **You are responsible for the care and safety of your instrument.**
3. Stay in uniform.
4. Be in your seat ready to play at the start of the 4th quarter.

**Bus Conduct**

1. By law the bus driver is in control. You are expected to follow their rules.
2. Maintain silence at all railroad crossings.
3. Use moderation in singing, cheering or talking. Pay close attention to the bus driver. There are times when there is a need for absolute silence.
4. Stay in your seat when the bus is moving.
5. Hands, arms etc. must stay inside the bus at all times. No trash is to be thrown out the windows, or left on the floor when leaving the bus.
6. Stay on the bus until you are told to unload.
7. Be on time for departures, **uniforms will be left at school this season**, you will need to be at school early enough to get dressed.
8. When arriving back at school please leave the bus better than you found it.
9. Express thanks to the bus driver and chaperones for their help.
10. Band members are not permitted to drive themselves. If there is an important reason not to travel with the band, parent should send a note to the band director at least three days in advance.
11. Instruments should always travel in their cases. Have some identification on your case.
12. Do not play other students’ instruments and do not let them play yours.
13. If a student instrument is damaged due to neglect, the student is responsible for the repairs.

**Music Check**

All band members are required to take music checks. Music checks are a part of the quarterly grade. Band members will play their music to their section leader. If the playing is inadequate, students are required to replay their music for the director. Section leaders are required to play their music for the director by Wednesday.

 **Grades**

A student’s grade will be determined by the effectiveness of their playing in band, marching abilities, weekly music checks, cooperation during rehearsals, progress in their abilities and attendance at all band functions. The class, in conjunction with concert band, offers one high school credit.

 **Uniform**

Each student will be issued a uniform consisting of slacks, jacket, beret, and raincoat. The student will provide white gloves, white shoes and a grey St. Paul shirt. Failure to have any part of the band uniform will receive a ½ grade lower for the performance. This year uniforms will be kept at school, but they will be taken home to be dry cleaned at points during the marching season. A summer uniform of white slacks, red shirt and white shoes will be provided by each student.