

Bartlett High School Band Handbook



Bartlett High School Band

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Welcome

We are so excited for you to join the Bartlett Band Family! Each band is unique and we can't wait to see what we can accomplish while creating lifelong memories together!

To Band Parents:

Welcome to one of the most exciting organizations available to your student! The band program at Bartlett High School offers many varied performance opportunities and gives members the chance to learn with each other and grow closer to one another. We strive to offer the best available instruction and the widest array of events for our members.

We strongly believe that there is a place for everyone in the band, and that's true for parents too! We have hundreds of success stories. Many times, members who thought that they were not interested have become some of the most dedicated members once they have been a part of the experience. If you choose to participate, you can reap a variety of rewards. In addition to all of this, you become a member of a very active, multifaceted family.

The band program at Bartlett has established itself as one of the finest in West Tennessee, with superb performing ensembles in marching, symphonic, color guard and percussion activities.

We hope that you share our excitement in creating these phenomenal opportunities for the students. We encourage parents to be active supporters of our efforts through booster club participation, assistance in fundraising, and through volunteer work such as chaperones, hospitality, or work with the "pit crew". We also hope that you will be visible supporters of the students by attending as many performances as possible.

This handbook should help orient you and your student to the many different aspects of the band program. Attendance at band parent meetings is still advised. The band program produces a calendar kept on our website www.bartlettpanterhband.org; you'll want to keep it nearby. Feel free to call any director or booster officer for help and remember to come to the meetings to get the latest information about each event.

Preface

This handbook describes the Bartlett High School Band Program and its policies, rules, and regulations. Band members and parents are expected to abide by the policies, rules and regulations outlined in this handbook. School rules and policies are enforced at all times that a member is involved in any activity (rehearsal, performance, travel) with the Bartlett Band Program. This handbook, much like any constitution and bylaws, is a living document. As such, this handbook can and will change as the band, school, and community changes.

Band members are required to follow the policies, rules and regulations of the Bartlett City Schools System and the Band Program. School rules and policies are enforced at all times that a member is directly or indirectly involved in any activity sponsored by or in the name of Bartlett High School. School policy shall have priority over band policy in the event of any policy conflict.

The band directors shall have authority to suspend or amend any band policy at any time deemed necessary in the best interest of the overall band program.

SECTION I. Band Class & Ensembles

Concert band is the cornerstone of the Bartlett High School Band Program. While it is not the most visible facet of the program, most of our musical training occurs in the class. We offer several classes: Freshmen Brass Class, Freshmen Woodwind Class, Advanced Band, Intermediate Band, and Percussion Class.

1. Course offerings

- **Freshmen Brass Class:**
 - Open to all freshmen brass students. Students must have taken band in middle school to take this class. Students will study music through the performance in band. This class includes marching band (mandatory of all students) during the first 10 weeks of school, and concert band for the rest of the year. The Freshmen Brass Class will study intermediate level music (Tennessee Bandmasters Association Grade 3), as well as fundamental exercises on the instruments and music reading strategies. A spring enrichment trip is offered for this course. Required events include: summer band camp/night camp, football games, 5-6 Saturday competitions, concert festival, and all after school rehearsals (see website for Calendar).
- **Freshmen Woodwind Class:**
 - Open to all freshmen woodwind students. Students must have taken band in middle school to take this class. Students will study music through the performance in band. This class includes marching band (mandatory of all students) during the first 10 weeks of school, and concert band for the rest of the year. The Freshmen Woodwind Class will study intermediate level music (Tennessee Bandmasters Association Grade 3), as well as fundamental exercises on the instruments and music reading strategies. A spring enrichment trip is offered for this course. Required events include: summer band camp/night camp, football games, 5-6 Saturday competitions, concert festival, and all after school rehearsals (see website for Calendar).
- **Advanced/Varsity Band (Wind Symphony):**
 - Our top-performing ensemble at Bartlett High School. This band provides a more difficult course of study for the most advanced student musicians in the band program. Seats in this band are decided by audition. Students will study music through the performance in band. This class includes marching band (mandatory of all students) during the first 10 weeks of school,

and concert band for the rest of the year. The advanced band will primarily study advanced level music (Tennessee Bandmasters Association Grades 5& 6), as well as fundamental exercises on the instruments and music reading strategies. A spring enrichment trip is offered for this course. Required events include: summer band camp/night camp, football games, 5-6 Saturday competitions, concert festival, and all after school rehearsals (see website for Calendar).

- **Intermediate/JV Band (Concert Band):**
 - Students will study music through the performance in band. This class includes marching band (mandatory of all students) during the first 10 weeks of school, and concert band for the rest of the year. The intermediate band will study intermediate level music (Tennessee Bandmasters Association Grades 3 &4), as well as fundamental exercises on the instruments and music reading strategies. A spring enrichment trip is offered for this course. Required events include: summer band camp/night camp, football games, 5-6 Saturday competitions, concert festival, and all after school rehearsals (see website for Calendar).

- **Percussion Class:**
 - For 9-12 Grade Students. Students will study music through the performance in band and percussion ensembles. This class includes marching band (mandatory of all students) during the first 10 weeks of school, and concert band and percussion ensembles for the rest of the year. In addition to performing in percussion ensembles, students will be assigned to a concert band to perform with, but music will be covered primarily in class. A spring enrichment trip is offered for this course. Required events include: summer band camp/night camp, football games, 5-6 Saturday competitions, concert festival, and all after school rehearsals.

2. Classroom Procedures

- Band Classes
 - Be in seat by set time determined by the band directors with instrument, music, and all other required equipment/materials (mutes, mouthpieces, reeds, sticks, mallets)
 - Do not talk while the directors are working or at other inappropriate times
 - Participate in all concert band rehearsal protocol and procedures positively
 - No cell phones - Unless being used as a tuner or dot sheet.

- Complete all assignments in a timely manner
 - Neatly store all equipment when class is complete
- Consequences for inappropriate behavior
 - Band detentions
 - Parent email/conference
 - Administration referrals

3. Grading

- Grades will be posted in a timely manner to PowerSchool.
- Grades will be made up of playing assignments, Classroom Performance grades, and Concert performance grades.

4. Supplemental Ensembles

- Auditioned Jazz Bands
 - After the conclusion of marching band, students will have the opportunity to audition for our after school jazz bands. These jazz bands will rehearse 1-2 times after school each week and will perform at select BHS Band Concerts. These groups will be limited to 5-7 saxophones, 4-7 trumpets, 4-7 trombones, guitar, bass, piano, drum set, and auxiliary percussionists.
- Winter Guard
 - After the conclusion of marching band, students will have the opportunity to audition for our Winter Guard Program or participate in other Color Guard clinical opportunities.

5. Performances

- Football Games & Marching Contests
- Winter Concert
- WTSBOA Concert Festival & Pre-Festival Concert
 - The WTSBOA Concert Festival is held in mid March each year. The concert bands travel to a local high school where they perform and are critiqued and scored by judges. Each band performs their concert music followed by a sight-reading portion of the contest. The band is given music they (or the directors) have never seen or heard and have approximately 6 minutes to talk their way through the piece. Each band is given a I (best) to V (worst) rating on their stage performance and sight reading performance.
 - Advanced & Intermediate Bands will attend each year. Freshmen Brass, Woodwind, and Percussion classes may go subject to availability of rehearsal times and other factors.
- Spring Concert
- Jazz Concert
 - For Jazz Bands and combos.
- Night of Percussion

SECTION II. Bartlett High School Marching Band Policy Manual

Purpose: The Bartlett HS Marching Band is a competition oriented ensemble that provides students the opportunity to compete, perform, and **rehearse** at the highest possible level. The Marching Band will perform at all football games, community performances, and competitions.

1. Membership

Students will gain membership to the Marching Band by meeting the following criteria:

- Agree to and comply with the terms of this handbook
- Complete and submit a “BHS Band Contract”
- Pay band fees totaling \$675 dollars to Bartlett High School, the first installment being due in late April/early May.
 - We have payment plans available to those who need them. We want all students who wish to participate to be able to, regardless of financial situations!
- Membership in the Competitive Marching Band is required of all students enrolled in a band class unless:
 - Students actively participating in a Bartlett High School Fall sport that directly conflicts with Marching Band. These students will complete an addendum contract signed by the band director, coach, student, and parents.
 - Religious obligations that cause an inability to participate in marching band.
 - Serious medical conditions causing an inability to perform cardiovascular activity outside including (but not limited to): Serious asthma issues, sun allergies, cancer complications, serious issues with knees/ankles.
 - Directors must approve these and any other special conditions to remain part of the band program.
- The Competitive Marching Band will feature **two** categories of Performance Positions that will be decided by musical and visual adjudication at band camp.
 - Marching Positions
 - Alternate Positions
- Late arrivals may gain membership to the competitive marching band but will be assigned to an Alternate Position until a Marching Position becomes available.
- Performance Positions may be adjusted throughout the season based on the commitment to the expectations of the ensemble.
- Percussion Membership

- The percussion section of the Marching Band consists among the following: Field Battery Instruments (Snare, Tenor Drum and Bass Drums) and the Front Ensemble (Grounded Percussion Instruments, Mallet Percussion, Timpani, Electronics, etc.).
 - The percussion section is selected based on performance at Audition Camps. The specific instrumentation and instruments used in the percussion section will vary from year to year based on the demands of the overall show design.
- Color Guard Membership
 - Open to all Bartlett high school students by audition/selection, grade 9-12, the Color Guard is a non-musical section that provides additional visual aspects to the performance. The color guard interprets the music that the marching band is playing via the synchronized spinning of flags, sabers, mock rifles, or other pieces of equipment and through choreographed dance.
 - Color Guard students are required to attend all marching band rehearsals and Guard Sectionals. Color Guard students are subject to the entire “Marching Band” portion of this handbook.
 - Auditions for the Fall Color Guard occur in the Spring Semester.

2. Performance Positions of the Competitive Marching Band

- Marching Positions
 - Winds: Woodwind and brass Marching Position.
 - Battery: Percussion Marching Positions: 4-6 snares, 5 basses, and 2-3 tenors . Marching Positions decided by audition.
 - Front Ensemble: Large keyboard and accessory percussion stationary on the front sideline. Specific assignments are decided by audition.
 - Color Guard: Auxiliary visual component to marching band, decided by audition during the previous spring semester.
- Alternate Positions -
 - Students in Alternate Positions will march a specific dot or shadow another student during all rehearsals.
 - Students in Alternate Positions will perform at all Football games and some competitions (if determined necessary by the band director).
 - These positions may also be used to move or activate props if needed during the show.

3. Alternate Status Defined

- Some members of the competitive marching band will be placed on Alternate Status. Members may be placed on Alternate Status after evaluation of marching and playing during band camp and throughout

the season. We want every student in the program to be in a position they can and will succeed in!

- Alternate positions are a great way to help students who may be initially overwhelmed or struggle to perform the music or marching without placing them in a higher stress/risk situation.
- Alternate members will attend all rehearsals as well as travel with and perform with the Marching Band at all football games. Alternates may not perform at every competition performance (determined by the band and staff throughout the year).
- Students assigned to Alternate Status will be assigned a Marching position when and if one becomes available. Positions become available as Marching members encounter attendance problems, behavior problems, physical injuries or struggle to keep up musically or visually.
- Members on Alternate Status will constantly be evaluated during rehearsals to make decisions regarding position assignments. Attendance and behavior will also be taken into consideration when making these decisions.

4. Expectations

- **Attendance**
A competitive marching band performance depends on the interactions between the team members. We cannot achieve a high quality product if we have inconsistent repetitions due to student absences. If you are missing **everyone suffers**.
- **Punctuality**
Students are expected to arrive 15 minutes prior to each Call Time. Call Times will always be communicated on itineraries distributed at the beginning of each week. *Early is on time, on time is late.*
- **Dress Appropriately**
Students should dress for the weather and wear closed-toe athletic shoes that allow ankles to rotate freely.
- **Behavior, Attitude, Work ethic, and Self-discipline**
It is impossible for large performance ensembles to rehearse at the highest level of productivity and efficiency if students are allowed to misbehave, be late to rehearsal, lack required materials, and/or do not commit to the process. The best ensembles are hungry for excellence and have the best possible attitudes to achieve perfection.
- **Financial Commitment**
A competitive marching band program is a “cash intensive” activity. We cannot purchase the materials we need or hire the support staff we need if families do not meet financial commitments in a timely manner. The families of the competitive band must also understand that they are part of a larger whole and attempt to be involved in our fund raising process.

- **Physical conditioning, Nutrition, & Hygiene**
Marching band is an extremely aggressive physical activity. Winds are expected to move at high velocities while pumping huge quantities of air through their instruments, while the batterie is expected to hold 30-40 pounds for long periods of time. There is a certain level of physical conditioning each student must maintain to keep their spot in the show. Students who injure themselves in our activity or another activity may be placed on Alternate Status if they are unable to perform or rehearse. Deodorant is encouraged.

5. Rehearsals include but are not limited to:

- **May Camp** - *Scheduled during the last couple weeks of school prior to summer.* This four day camp runs 5PM to 9PM and addresses the fundamentals of playing and marching so students have the entire summer to refine these skills. *This is in lieu of an additional week of summer band.*
- **Percussion & Guard Camp** - *Week before full band camp* for all Percussion and Guard members.
- **Pre-Camp** - *2-3 days the Week before full band camp,* for all members.
- **Full Band Camp** - *One week at the end of July.* The end of July and beginning of August is the beginning of our busy marching season. Attendance at this camp is mandatory so plan vacations accordingly. Speak to the directors about any concerns. The summer band camp will consist of the most concentrated rehearsal time for the entire season. During this time, we build fundamental skills and teach a large amount of the competitive marching show. As you can imagine, this places important emphasis on this camp. The dates and times vary - these are generally 7-12 hour days.. Comfortable tennis shoes, light colored athletic clothes, and a cap work best for summer weather. Some of the things happening at this camp may include:
 - Learning show music
 - Learning drill
 - Uniform distribution
 - Learning “stand tunes” (music for football games and pep rallies)
 - Collection of band fees
 - Purchasing of any accessories that may apply to your specific section
 - Lots & lots of bonding between old and new band members.
- **Night Camp** - *1 week prior to school starting.* This camp provides us additional opportunities to learn the show and refine what we know so we can efficiently bridge into the start of school. This short “Camp” is usually three evenings.

- **School Day Rehearsals** - *We rehearse 5:30PM-8:00PM during the school year on Mondays, Tuesdays, and Thursdays. We do this to keep the kids in more temperate weather for their safety (instead of 100+ degree heat common in August & September immediately following the end of the school day). Some rehearsals may be moved to 2:30-5:30 as the heat allows - significant notification will be given for this.*
- **Calendar** - A Detailed calendar with all rehearsal dates and times will be provided to each student as well as posted on at bartlettbandtn.org.

6. Performances

- **Varsity Home Football Games.**
- **Away Games** - The band will travel to select away games.
- **Band Competitions** - The band will travel to several band competitions beginning in mid-September. The band normally travels to one overnight contest at some point in the Fall, referred to as the "Fall Trip". The competitions serve as the pinnacle of all our hard work from many *many* hours of rehearsal. Attendance at these events is Critical. An absent member will directly impact the entire band in a negative way.
- **Bartlett Festival**

7. Attendance Defined

- Band camp, all scheduled after school rehearsals, camp days, and performances are required by all members of the competitive marching band. Any and all absences are subject to our guidelines.
- Excused Absences: *All absences must be communicated to the directors BEFOREHAND - absences not communicated beforehand are unexcused.*
 - Serious illness with a signed doctor's note.
 - Special and recognized religious holidays observed by their faith that is previously communicated to the band directors.
 - Family emergency of an extreme nature: included but not limited to: death in the family, fire/flood damage to home, life threatening emergencies or accidents, and legal proceedings in which the court requires the student's appearance.
 - Once in a lifetime educational opportunities that cannot be duplicated after marching season including but not limited: to basic training for the military, marching in a Drum Corps International ensemble, and National scouting events. These require significant advance notice and proof of attendance.
- Even excused absences may result in a temporary suspension of performances. For example, if a student is missing from rehearsals in which we set drill or learn choreography, they may not perform until they have learned the drill to the same level as every other student. This is a safety concern.

- All other absences are unexcused. Lack of transportation, family recreation/reunion/vacation, lack of supervision for child due to parent traveling, work scheduling, non-emergency doctor's appointments, etc is unexcused.
- Potential absences from rehearsals caused by extenuating circumstances may be requested by a parent/guardian via email a minimum of one week before the proposed absence and **must be approved by the band director**. In general, the more notice given, the better the chance of the absence being approved and excused. Please understand that just because it is requested does not mean it will be approved. **This is not a provision that can be used for Contests.**
- Consequences for unexcused absences from practices:
 - First Offense: Grade Reduction
 - Second Offense: Removal from marching position and become an alternate performer
 - If the student is already an alternate and obtains more than the allowed number of absences, his/her grade will be affected according to School Board Policy or he/she may be removed from the extra curricular activity.
 - If an alternate is not available at the time the student is removed from the performing group, the student will not perform in two consecutive performances. Thereafter, the student may return to his/her position. This procedure is followed so that the performance ability of the group is not further jeopardized. However, the student's grade may be affected.
- Consequences for unexcused absences from Contest Performances:
 - First offense: Removal from marching position and become an alternate performer
 - If the student is already an alternate and obtains more than the allowed number of absences, his/her grade will be affected according to School Board Policy or he/she may be removed from the extra curricular activity.
 - If an alternate is not available at the time the student is removed from the performing group, the student will not perform in two consecutive performances. Thereafter, the student may return to his/her position. This procedure is followed so that the performance ability of the group is not further jeopardized. However, the student's grade may also be affected.

8. Behavior, Attitude, Work ethic, and Self-discipline

- Rules
 - Be on time (15 minutes early)

- Do not talk while the directors are talking or at other inappropriate times
- Have all correct equipment and materials
- Respect all instructors, parents, student leadership, and band members
- Participate in all marching band rehearsal protocol and procedures
- Exemplify a positive attitude
- No cell phones
- Consequences for inappropriate behavior include but are not limited to
 - Assignment to Alternate Status
 - Suspension from performances or trips
 - Removal from Marching Band

9. Financial Commitment

- Competitive Marching Band in the arena we compete in is an extremely cash-intensive activity. Our budget (raised by your contributions and our fundraising efforts) pays for new instruments, instrument repair, staff, travel and lodging, hospitality, show design, concert band music, and so much more.
- All students are responsible for paying a series of band contributions each year:

■ Contribution I	\$225	Due in April/May
■ Contribution II	\$225	Due in at Band Camp
■ Contribution III	\$225	Due 1st Week of School

TOTAL: \$675

10. Student Leadership

- Student leadership includes **section leaders and drum majors**
- Drum majors are selected through an audition process at the end of the previous spring semester
- Section leaders are selected through an application and interview process at the end of the previous spring semester
- Student leadership responsibilities include, but are not limited to:
 - Taking attendance at each rehearsal and performance.
 - Helping to teach the prescribed marching technique.
 - Providing unobtrusive assistance to students/sections who have difficulty in the drill.
 - Keeping order within each section while on the field.
- Student leadership is expected to be role models for the rest of the band. Student leadership should not use profane language, be rude or harsh to the other students in their section, have a negative attitude, cause

conflicts with other students or sections, or cause disruptions during rehearsals.

- Leaders who do not live up to our expectations and/or display inappropriate behaviors may be removed from their position.

11. Uniform Information

- Most marching band members will be issued a uniform.
- Uniforms are the property of the Bartlett High School Band Boosters or Bartlett City Schools. Any loss or damage to the uniform is charged to the individual student responsible. You are financially responsible for the EXACT NUMBERED UNIFORM ITEM that you receive.
- Students should wear black socks underneath the uniform.
- Long hair must be contained inside the hat, and hair should be a natural color.
- No earrings or other visible jewelry may be worn at performances by any band member. Only minimal “face makeup” should be worn to ensure that any white fabric stays clean.
- Students should always wear their compression shirts and black shorts under their uniform (unless otherwise directed). Do not attempt to wear jeans or bulky sweatpants under the uniform, only leggings or long underwear are acceptable if it is cold.
- While in uniform, do not unhook collars, unzip coats, take off hats, etc. unless the entire organization is instructed to do so by the band directors.
- Students are not permitted to wear unapproved hats, garments, jewelry or other unapproved items when in uniform.
- Never wear the uniform to events other than those designated by the director. Always wear the entire uniform with all accessories.
- Members may be required to pay for some parts of their uniform (e.g. shoes, socks, gloves). Directors will identify which parts must be purchased and which must be purchased from designated sources.
- Uniforms are inspected before every performance. Everything must be clean and in good condition. Failure to comply with this policy may lead to exclusion from a performance.

If any part of the uniform is lost or damaged, you are required to notify our uniform moms immediately and pay the replacement costs. Missing or damaged uniform parts will be charged to the student's Charms account. All students are issued a band uniform during the week of band camp. Please be courteous and take care of your payment responsibilities. Taking proper care and safeguarding your uniform will prevent the need to purchase replacement parts.

Please DO NOT wash or dry-clean your uniform without consulting the band directors or uniform parents first. Different washes to individual uniforms will result in them fading at varying rates.

12. Extra Color Guard Information

- The Color Guard will be fitted for uniforms at spring Color Guard Auditions so that uniforms can be ready in time for the marching season.
- Guard members will be required to turn in their Band Membership Agreement Form and paid Financial Contribution #1 before they are ordered a uniform. Guard members will be issued a garment bag along with their uniform. Uniform bags should always be used to transport the uniform.

SECTION III. Individual Opportunities and Private Lessons

1. Spring Trip

- Spring trip is typically taken during Spring Break and is open to all members of the Bartlett Band program who participated in marching band and are in good financial standing (no outstanding dues are owed). The location of the trip varies and has included Universal Studios Orlando, Washington D.C., Disney World Orlando, St. Louis, Atlanta, etc. Performance opportunities and trip costs vary based on the trip location, dates, and other factors. A payment schedule will be announced when the trip is set, usually in October or earlier.
- As with all Bartlett Band trips, plenty of adult supervision is available. Student conduct rules are strictly enforced and those not complying will be sent home at their parent's expense. You will receive complete details, which include cost, locations, times, and phone numbers prior to departure.

2. All-West Honor Band and Jazz Band - West Tennessee Band & Orchestra (WTSBOA)

- There are 5 All West Honor Bands, two for grades 9-10, two more for grades 11-12, and a Jazz Band (for 9-12 Graders). Students must audition for the grade level groups indicated. All band instruments are eligible to register for an audition. There is a fee of \$15 (subject to change) to audition per instrument. Students are allowed to audition on multiple instruments. These auditions are highly competitive and parents are highly encouraged to set their students up with private lessons to give their students the best chance for success. Auditions typically occur in late January. Audition music, scale sheets, dates, maps and audition results can be found at wtsboa.org.
- Audition requirements include:
 - Prepared Piece - available from the Band Directors on the WTSBOA website seen above.
 - All 12 major scales and the chromatic scale - full range.
 - Sight Reading (Sight Reading Factory Level 3→ 4→ 5 for Grades 9-10 and Level 4→ 5→ 6 for Grades 11-12). Students are highly encouraged to prepare for this phase by going to www.sightreadingfactory.com , talk with the Band Directors to get your login information.
- All-West Jazz Band Grades 9-12. These auditions normally occur in early December. This is for Saxophones, Trumpets, Trombones, Bass Trombones, Drum Set, Auxiliary percussion, Piano, Guitar, and Bass guitar. Auditions requirements include:

- Prepared Piece - available from the Band Directors on the MTSBOA website seen above.
- Sight reading
- Improvise to F Blues & Bb Rhythm Changes

3. All-State Band - Tennessee Music Education Association (TMEA)

- Seats in the All-State Band are decided upon results of the WTSBOA All-West Honor Band auditions.
- All-State is held at the TMEA conference at Opryland Hotel in May of each year.
- In the past, All-State registration has been \$55 and the 3-night hotel stay has been around \$200 (all subject to change).

4. Solo & Ensemble

- Students are highly encouraged to seek out individual performance opportunities and “Solo & Ensemble” provides another one of these opportunities. There are multiple events held throughout the Spring at different locations, the closest of which has typically been at Oakland Middle School in April/May. In the past, these events have charged \$5/performance with no limited on how many performances you may sign up for. These contests give the band member and director a good idea of how each member is progressing musically. Students perform a self-selected piece of music alone (solo) or with a group of friends (ensemble) and are given live instructional feedback along with a written judged evaluation. Students who perform at a high level are given a Superior rating and earn a medal. All band members are strongly encouraged to participate.

5. Private Lessons

- Private lessons give the student a chance to progress at an accelerated rate towards the mastery of his/her instrument. The private instructor is able to work with the student on an individual level, gearing the lessons to fit the specific needs of the performer. The student is able to hear the improvement in playing almost immediately, unlike the full band setting where players can “hide” or cover their areas of inexperience by allowing stronger players to carry the weight of the section.
- Our instructors are professional players who are approved by the Bartlett City School District. Students with the benefits of private lessons have a history of becoming top players in the program (and sometimes become private lesson instructors themselves while in college).
- The cost per lesson is currently \$25 for a half hour lesson and \$45 for a full hour lesson.

- Every effort will be made to schedule each student's lesson during the school day.
- A list of our private instructors can be found on our website.
- All lessons through our Private Lesson program are paid through the boosters. At the end of each month, parents/students will be invoiced through Charms and can pay via our online system or a check to the Red Booster Box.
- If you would like to sign up for private lessons, please contact the Band Directors.

SECTION IV. Other Bartlett Band Policies, Rules, Regulations

1. Observance of Policies, Rules, Regulations (Policies)

- Band members are expected to behave properly at all times.
- Misbehavior reflects poorly on the band, school, and community.
- Students are expected to demonstrate knowledge of the Policies of the Bartlett City Schools and the Bartlett Band Program by their proper behavior.
- Professed ignorance of Policies will not be accepted as an excuse for misbehavior.
- Every effort is made to provide Policies. However, directors and chaperones may find it necessary to add to or alter Policies. These may or may not be in writing as the situation allows.
- Policies and directions delivered verbally should be considered the same as a written policy.
- Consequences for failure to follow rules and policies may include the following depending upon the severity of the infraction. We are fortunate to have students with the highest moral and character quality.
 - Suspension from performances
 - Loss of Performing (Marching) position
 - School / Administrator assigned consequences

2. Attendance & Absences

- School Attendance: Students may be temporarily excused from rehearsal under the following conditions:
 - When personally ill and attendance in school would endanger their health or the health of others. Documentation by a doctor's note is needed to excuse under this policy.
 - On special and recognized religious holidays observed by their faith that is previously discussed with the band directors.
 - Family Emergency that is communicated with the band staff.
 - When mandated by order of governmental agency.

3. Band Room Privileges & Usage

- Access to band rooms, practice facilities, and rehearsals is strictly limited to current band members unless authorized by a director.
- Food or drink is not permitted in band rooms, practice facilities, and rehearsals unless authorized by a director.
- Instrument storage cabinets
 - Members are assigned a specific locker for storage of instruments/accessories. Use the cabinet assigned to you.
 - Lockers must be kept clean and clear of personal items. Instruments, music, and musical accessories only

- Lockers must be kept locked at all times.
- Personal items
 - BCS and the Bartlett Band are not responsible for personal items left in the band room or on other school campuses.
 - Store personally owned instruments in instrument cabinets or lockers where applicable.
- Practice
 - Band members may practice in the band room(s) and practice facilities before and after school, or during lunch. Students are only permitted to the band room during school with express written or verbal permission from the band directors in advance. Just because another teacher allows a student to leave their classroom, does not automatically mean that a student can come to the band room at any time.
 - Directors will issue permission for use of practice rooms.
 - Practice rooms are for personal or ensemble practice or study only.

4. Instrument/Equipment Rental

- Students may rent an instrument from the school free of charge. Students who rent an instrument must comply with the BCS Instrument Agreement Form.
- The following instruments will always be provided by the band program and do not need to be purchased by families (though families are certainly welcomed and encourage to purchase their own):

■ Bass Clarinets	■ Tubas
■ Bari Saxes	■ Marching Baritones/Euphoniums
■ Bassoons	■ Marching Mellophones
■ F Horns	■ Sousaphone
■ Concert Euphoniums	
- Other instruments not included in the above list can be signed out as well, but our inventory of other instruments is limited. While we have always been able to accommodate every student in need of an instrument, this might not always be the case and some families may be asked to rent or purchase an instrument through a 3rd party.

5. Communication

- Bartlett HS Band uses the following methods for communication with the band families. Communication will be the same across these platforms, different information will not be dispersed across different platforms:
 - Email
 - Facebook Group - Bartlett High School Band Tennessee
 - Instagram - BartlettBandUpdates

- Facebook & Instagram is used for mass communication from the directors or booster officers to the band families, NOT from families to the directors and/or officers. All questions should be sent directly via email, but please check previous communications from us first - 98% of questions we receive have already been covered in a previous message!
- Students should only contact the band directors via email. Emails should contain all of the following or the inquiry will not be answered:
 - Subject line
 - Salutation. I.e. “Mr. Rundell”, “Good morning”, etc.
 - A body paragraph with complete sentences
 - A Signature. I.e. “Thanks! Bobby Jones”

6. Appearance

- It is recognized that the Bartlett High Marching Band & Concert Bands maintain a conservative personal appearance in which limitations are placed on individual grooming and attire.
- All females must be able to place all collar length (or longer) hair neatly up so as to fit inside their band shako (hat).
- Gentlemen must maintain a modest haircut.
- Jewelry
 - No visible jewelry shall be worn while in uniform
 - Only a small stud earring may be worn while in uniform
 - Facial / tongue jewelry is not permitted in uniform
 - Visible fingernail polish is not permitted in Uniform unless it is deemed as part of the costuming needs for that show, season or performance.

7. Internet Etiquette

- There are an abundance of newsgroups and message boards visited by band members and parents. These sites are a great way to hear about what bands are doing around the country. One of the most popular is the BOA and HornRank website and Instagram.
- Though entertaining, these places are littered with posts which reflect poorly on individuals and organizations. It’s obvious that many people either do not realize or care that their personal thoughts, when subjective or inflammatory, reflect on their entire group.
- Unfortunately, we’ve had incidents where someone from Bartlett Band posted something they intended innocently, but upset others when taken a certain way and drew criticism. Even when not intended, this is embarrassing.
- **Policy:** Do not post negative comments towards anyone (our band program, staff, students, or any other school’s program, staff, or students) on band related newsgroups, bulletin boards, blogs, stories, walls, etc.

- The safest way to avoid criticism or scrutiny is NOT to post.
- This policy applies to members and parents.

8. Misbehavior / General Conduct

- Reasons for dismissal from the band program, dismissal from the activity with no credit, and/or suspension from performances are set by the Band Directors and the Bartlett High School Administration as described in the Student and Faculty Handbook. Additional penalties are at the discretion of the band directors and could be imposed for the following violations:
 - Consumption of alcohol, drugs, smoking, chewing, dipping
 - Drinking alcohol, taking (illegal) drugs, smoking, chewing tobacco, vaping, or dipping is not permitted.
 - Violation of this policy may result in immediate dismissal from the Bartlett Band Program.
 - Violation of this policy at an event, which requires overnight travel, may result in being sent home in advance of the conclusion of the event.
 - All costs associated with being sent home in advance will become the responsibility of the member and/or his/her family. This will include the cost of transportation for the member and a chaperone.
 - Destruction or damaging of property
 - Clearly apparent attempts, whether successful or not, to damage or destroy property, are not permitted or acceptable.
 - This policy applies to any property, whether personal, school, or private.
 - Band members and/or their parent(s) will be financially responsible for costs associated with restoring or replacing damaged or destroyed property.
 - If required, band members who are suspected of violating this policy may be reported to the Bartlett High School Administration, Bartlett City Schools personnel, and /or the appropriate local law enforcement authorities.
 - Using Profanity towards Directors, Parents or other student.
 - Conduct detrimental to the organization.
 - Willful Disobedience
- Obedience
 - Band members should show respect for directors and chaperones.
- School owned property
 - Band members must properly care for school owned property.

- Band members may be financially responsible to repair or replace school owned property which is lost or not properly cared for.
- If school owned property appears to require repair, notify a director prior to attempting to repair or hire such repair.

9. Travel Rules and Procedures

- All BCS Bus Rules apply when traveling with the Bartlett Band.
- Follow all bus driver and chaperone instructions while on bus.
- You must ride the bus you have been assigned.
- Do not play your instrument on the bus.
- Answer roll call for yourself ONLY.
- Couples may ride together on the bus, but must act respectfully. Any report of couples misconduct on the bus may result in a bus change and parent notification.
- Do not leave trash on the bus.
- When at contests or performances, students must travel with the band back to the school unless their parent, guardian, or designee (communicated to the band directors in advance) signs them out in person, and has spoken with the chaperones and/or band directors.
- Do not bring valuables on the bus unless you can secure them.
- Students are responsible for transporting their equipment and uniform back to the band room at the conclusion of all events.
- Always travel in pairs or larger groups.
- Be punctual for all call times on the trip (15 minutes early)
- RCS dress code must be followed on all trips. If in swimming pool areas, keep attire modest.
- Mixed company in hotel rooms is prohibited. Being in anyone else's room, except your own, is prohibited.
- Members must remain reasonably quiet at all times when in hotel facilities. Curfews will be strictly enforced. Any personal needs, which might require leaving your room after curfew, must be arranged in advance with a chaperone or director.
- Bartlett City Schools has very specific policies on student administration of medications on band trips. Consult with Band Directors or the School Nurse for the current school policy on medications.

SECTION V. Bartlett High School Band Boosters

The Bartlett High School Band Boosters is a 501©3 non-profit organization to assist the band and the band directors in providing a high quality musical experience for all students enrolled in the band program at Bartlett High School. The primary goal of the Boosters is to aid in providing needed funds to support the budget of the band program as set forth by the band directors. This is done by providing fund-raising events for both band parents and band students to participate in. Additionally, the Boosters provide needed funds for band equipment, instructional needs, and overall assistance as requested by the band directors for the operation of the Bartlett Band. The club has a constitution and by-laws that is used to manage the operations of the club.

We welcome all Bartlett band families into our Bartlett High Band Boosters. One of the major reasons that the Bartlett Band has been successful in the past is due to the efforts and contributions of parent volunteers. If you have the desire to help the band in any way, we have a place for you!

Please reach out to our Booster Officers or check the band website for updates on ways to help.

Band Booster Activities

Parents are a crucial part of the Bartlett High School Band and have a vital role to play. There are many things parents can do:

1. **Attend Band Booster Meetings.** Times will be announced & posted via e-mail, and on the band website at bartlettbandtn.org.
2. **Volunteer - Be a part of one of our committees!** There are many different tasks with which we need your assistance, and you can find the niche that best suits you: chaperone, uniforms, concessions, pit/load/trailer crew & sewing are just a few options! Specifically, we have 4 committees you can choose to be a part of:
 - **Fundraising Committee** - Plans and executes various fundraisers throughout the year.
 - **Contest Committee** - Plans and executes our Marching Contest and Winter Guard/Percussion Contest (fundraisers) each year.
 - **Hospitality Committee** - Feeds the band at rehearsals and performances and plans and executes social functions for the band throughout the year.
 - **Uniform Committee** - Handles the management of our marching uniforms/costuming each season.
3. **Be supportive of the Band Program and your child by:**
 - Assisting your child to be prepared and punctual for every rehearsal and performance as well as meeting deadlines and responsibilities. Cheer

them on and encourage them to push through! Enforce that “quitting is not an option”.

- Help your child avoid lateness or absence from rehearsals and performance. Emphasize teamwork, responsibility, and accountability by helping them be prepared and present.
- Encouraging your child to practice at home. Arrange for private lessons for your child. Encourage “SmartMusic” practice.
- Showing your interest and support in your child’s study by enthusiastically attending every performance possible.
- Discussing with the directors anything that will help them understand and better serve your child. Communication is Key!

SECTION VI. Yearly Schedule Overview

(see Calendar for exact dates)

- ❖ May (of previous year)
 - May Camp for all members (4 days, 5-9PM)
- ❖ June
 - Minimal band happens, enjoy your summer!
 - Optional sessions for help.
- ❖ July
 - Guard and Percussion Camp start around the third week of July
 - Full Band Camp starts around the fourth week of July
- ❖ August
 - Band Camp Finishes first week of August
 - Night Camp during inservice week (immediately prior to the first week of school)
 - After school practices start (M/Tu/ Th for All Members, check calendar for specific times)
 - 1 or 2 Saturday Camp Days
 - Football Games Start
- ❖ September
 - After school practices continue
 - 1 or 2 Saturday camp days
 - Football games continue
 - First 1 or 2 competitions at the end of the month
- ❖ October
 - Compete most Saturdays (besides fall break), maybe 1 Saturday camp day
 - Fall Break - No Band (**We do compete the Saturday before Fall Break**)
 - Spring Trip Announcement
- ❖ November
 - Our marching season might already be over!
 - Last contest (if applicable)
 - Jazz Band Auditions

- Winter Guard Auditions
- ❖ December
 - Winter Concert
 - After school jazz band rehearsals begin
 - Winter Guard rehearsals begin
 - All-West Jazz and Honor Band Auditions
- ❖ January
 - Possible Concert Band Camp (Friday/Saturday event)
 - All-West Concert Band Auditions
- ❖ February
 - All West Honor Band Clinics
 - Bartlett “Pre-Festival” Concert
 - Guard and Percussion Winter Activities
- ❖ March
 - Concert Festival Evaluation
 - Spring Trip (location and dates TBA)
- ❖ April
 - All-State Band Clinic
 - Spring Concert
 - Drumline/Front Ensemble auditions for next season
 - Fall Guard auditions for next season
 - Auditions for Bands
- ❖ May
 - May Concert
 - Jazz Concert
 - Percussion Concert
 - May Camp (for next year)