



Sussex Technical High School

Raven Nation Band Program



2018-2019

Member Agenda

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2018-2019 Member Introduction

Welcome to the Raven Nation, and *congratulations* for choosing to make the commitment to joining us.

Our member agenda has been completely rewritten for the 2018-2019 school year. The purpose of this agenda is to give families a “one stop” place for information about our program, since there are *so many* moving parts! If we can all follow this agenda, our band program will be a positive place ready for success, and we can give our complete focus to what is most important – entertaining our audience.

Without *accountability*, success is not possible. While some policies may not be popular decisions, they were created with in the best interest of the program in mind.

This agenda contains all specifications and rules that students and parents will be expected to follow for the 2018-19 school year. It is meant to be a reference for families to alleviate the need to ask questions about program specifics (ex: how to communicate absences, who to write checks to, uniform code, etc.).

There is a lot of information in this agenda – please take the time to read this very thoroughly.

High School administration has read and approved this student agenda.

Program Philosophy

“EXCEPTIONAL BAND = EXCEPTIONAL EXPECTATIONS”

The Sussex Technical High School Raven Nation Band Program is founded on these main ideas:

- 1) Band should be an equally enjoyable and educational experience.
- 2) Band simulates many “real world” experiences. While band is primarily an extra-curricular activity, its members are held to a higher standard of timeliness, preparation, and respectfulness.
- 3) There will be no discrimination based on gender, race, sexual orientation, economic status, or any other demographic. All members are considered equal – band is a place for everybody.
- 4) Proper behavior is expected of all members. Bullying, cyberbullying, use of vulgar language, and disrespect towards others has no place in the Sussex Technical High School Band Program.
- 5) Participation in this band program is a full commitment of time, especially extra-curricular time. By joining, the student commits to the full schedule and will make all efforts necessary to be present when expected to be present.
- 6) The amount of trust extended to the members of the band organization will be equal to the amount the band can trust its members in regard to behavior, attendance, facilities, activities, trips, and other program privileges.

These expectations reflect what is at the “CORE” of every great band:

C – Communication

O – Organization

R – Respect

E – Excellence

Ultimately, **every day is an audition** in our program. Every rehearsal, parade, or game is an opportunity for students to prove themselves as a musician, a leader, and a devoted member of the program. Merit always takes precedence over seniority.

Bottom Line – students who: meet expectations, respect the staff and their organizational/creative decisions, strive to improve every day, and exhibit a positive attitude will be given leadership and performance opportunities during their time with the program.

Staff, Student Leadership, and Hierarchy:

Members and parents must understand our band program's hierarchy, or "chain of command," in order for our organization to run smoothly. The hierarchy is listed from the top down.

Band Director – Mr. Ian Kenney

Mr. Kenney is the primary decision maker for the band program. Mr. Kenney is responsible for all musical decisions, drill designing, trip planning, budget, class instruction, and grading. Anything that cannot be fully addressed by other staff, boosters, or leaders must go to Mr. Kenney; however, Mr. Kenney must be part of all communications with band program assistants, coaches, or boosters.

Program Assistant – Grace Batten

Grace Batten ("G. Batten") is the program's assistant. Her official role is to assist Mr. Kenney to ensure the program runs smoothly, which includes inventory/maintenance, assisting with finances, paperwork, and communication with parents/students. Ms. Batten may occasionally run rehearsals and handle other situational tasks that arise. When the Band Director cannot be reached, she is the go-to person.

Coaches

The Color Guard Coach, Pom Pom Coach, and Drumline Instructor oversee their components of the band program and make decisions with the approval of the band director. Their students are expected to follow their leadership when in their care.

Band Parent Volunteers/Chaperones *(also see page 21)*

Chaperones are responsible for student safety and security. They have the ability to make organizational decisions or announcements on behalf of staff members. On buses, directions from booster parents are to be followed in the same manner as if it came from a staff member.

Student Leadership

The band staff appoints student leader positions. The term of their positions last for the entire school year, and are effective for both marching band and concert band ensembles.

Drum Majors: Jeannie Saintphard & Kiaya James

The drum majors are the highest-ranking student members of our organization, and are held to the most rigorous standards of performance, attendance, and character. The Drum Majors carry out their duties according to the requests of the band director and band staff. The Drum Majors will adhere to the same regulations, performance guidelines and the rehearsal and attendance policies as the rest of the band, and they are held to the highest standards of personal, moral, and social responsibility.

Section Leaders/Captains:

The band staff selects student leaders through an evaluation process, which includes a written application and an interview. Section leaders are the highest-ranking members of each section of the band, and are responsible for working with the director, staff, Drum Majors, and other section leaders for the sake of organization and communication. Section leaders are expected to provide a strong positive example through their performance, rehearsal demeanor, and behavior. The section leaders are a direct link to the director and must be shown cooperation when asked to accomplish a goal. Student leaders are to be respected by members of all sections – slander or attitude toward student leaders will not be tolerated and will result in disciplinary action.

Section Leaders

Instrumentalists

- Flute: Jaina Hershey
- Clarinet 1/Overall: Sarah Cullen
- Clarinet 2 & 3: Amanda Silar
- Saxophones: Jake Hoffpauir
- Mellophone: Mellisande Aristil
- Trumpet 1/Overall: Hannah Scarborough
- Trumpet 2 & 3: Athena Sammons
- Trombone: *TO BE DETERMINED*
- Baritone: Connor Camiolo
- Tuba: Chase Albright
- Bells: Sarah Jones

Drumline

- Captain: Ryan Bradley
- Co-Captains: Stephen Hynes/Nick Haney

Band Front

- Majorette Captain: Logan Miller
- Pom Pom Captains: TO BE DETERMINED
- Color Guard Captains: TO BE DETERMINED

Elected Positions:

- The **President** is a junior or senior and is the direct liaison from the band to the staff. This person will communicate regularly with the band director, the two drum majors, the section leaders, and the student body of the band to discuss any important band-related matters. The president will also assist the boosters as the main student organizer for activities and fundraisers throughout the school year.
- The **Vice President** is a junior or senior and works alongside the president. They also attend weekly meetings. The Vice President completes any tasks assigned by the president or the Band Director. This person also assists the boosters with planning the band banquet in the spring.
- The **Treasurer** is responsible for assisting the Band Director with funds related to the student account at Sussex Tech. This student representative will sign off on any deposits that go in to the bands student account, such as winnings from parades, donations, t-shirt proceeds, reed money, etc., as well as withdrawals for necessary program purchases from the Student Activity account.
- The **Secretary** will assist in the attendance process during band class, and after school, effective next week. The secretary will also handle other tasks around the band room that can be delegated by the Band Director.
- The **Librarian** is responsible for helping to assist with the full digitization of the concert band, jazz band, and marching band library. They will also be certified to make copies when needed. They will also be responsible for regularly cleaning and maintaining the library area in the band room.
- The **Manager** will work directly with the boosters and will be responsible for overseeing equipment related to rehearsals, performances, and other events. They will be responsible for assuring that equipment reaches the right location, reporting any damage to equipment, and making sure equipment is moved and set up on time. This includes chairs and stands for rehearsal, the podium, water coolers, and loading the truck.

Election Process:

- Elections will take place during the final week of band camp.
- The president and vice president positions are open to juniors and seniors only.
- All other positions are open to sophomores.
- Freshman may not run for a band office position, but they will still be able to vote.
- A person may only run for one position.

Communication

Aside from attendance, communication is the *most important* factor that determines a band program's success before a single note is played, or the first steps are taken on the practice field.

Communication Structure

Email is our main communication source. It is *VERY* important for every student and parent to have an email account that they check regularly. Emails will usually be sent on Sunday with the schedule for the following two weeks, reminders about upcoming deadlines, information about class activities, and recap/notes on recent rehearsals or performances.

In the event you do not use email, news updates will also be available on the band website's Members Area (www.sussextechband.com) and on Charms in the News section.

Emailing Band Staff

When emailing Mr. Kenney (ian.kenney@sussexvt.k12.de.us) with any band-related questions, comments, or concerns, please be sure to always copy G. Batten (grace.batten@sussexvt.k12.de.us) on the email. Between the two of us, we will be able to respond to questions and handle issues much faster.

Charms

Charms Office Manager (www.charmsoffice.com) is where we manage the band program's calendar, emergency contact information, uniform inventory, and attendance. We also use Charms to send out email updates using the email addresses on file for students and parents in Charms.

Logging in to Charms:

- 1) Visit www.charmsoffice.com or download the "Charms Blue" app.
- 2) Log In – Select "Parents/Students/Members"
- 3) School Code: **SussexTechnical** (all one word, case-sensitive)
- 4) Password information:
 - On your first login enter your student ID. You will then create a password.*
 - All future logins use your personal password.

**Password is shared by students and parents.*

In the event you forget your password, email Mr. Kenney and he will reset it. Remember, when you create a new password, it is shared between students and parents. The band staff is not able to look up any passwords in Charms.

Once you have logged in, you may update your personal information (phone, mailing address, email address, shirt size, height, weight, etc.) at any time. You may also add additional emergency contacts and update their information at any time. Charms also allows students to list their personal instrument information (brand, model, and serial number) for safe keeping in the event of loss or theft.

Remind

Remind is a school-approved text message notification system that we use to send information that must be communicated immediately, such as: pick-up times after events, reminders about deadlines for fundraisers, or last-minute changes to our schedule. A Remind message is also sent each time an email update is posted. At least one student OR parent per student (both preferred) must register for Remind.

You may receive Remind messages from Mr. Kenney, G. Batten, a Coach (drumline, guard, pom), or Ravens Music Boosters executive board members.

This year, we created more remind groups, so information is sent to only the people who need to see it.

To join a group, text any codes that apply to you to the phone number 81010:

Full Band Program	@STHSMB18	Instrumentalists	@STHSIns
Drumline	@STX18	Brass	@STHSBrass
Pom Pom	@PlatinumPS	Color Guard	@STRef
Period 1 Band	@STHSPD1	Period 7 Band	@STHSPD7
Seniors (2019)	@STHSMB19	Juniors (2020)	@STHSMB20
Sophomores (2021)	@STHSMB21	Freshmen (2022)	@STHSMB22

There is a Remind app for smartphones available as well.

Text Reply Feature

Remind allows text conversations between teachers and parents/students. All conversations on Remind are permanently archived in Remind's system and can't be edited or deleted. All of our Remind groups are connected with Sussex Technical High School, so school administration has the ability to see all conversations.

Mr. Kenney allows replies, but will only receive notifications from 7:45 AM to 6:00 PM, Monday-Friday. Other band staff members may set different hours for notifications.

Behavior & Discipline

Primary Rules & Expectations

Respect everyone: the director, staff members, drum majors, section leaders, band parents, and guests of the program.

- There is **zero tolerance** for profanity/obscenity, as well as racial, ethnic, or gender slurs towards anyone in the organization.
- Disrespecting staff or student leaders is viewed the same as disrespecting the band director.
- Not every decision made by the band director will reflect your own opinions, values, or ideals. Your ability to deal with it in a respectful and mature manner will ultimately determine your standing within the program.

Respect the property of the school.

- Do not leave trash in the band room.
- If food trash is found in the band room, eating privileges will be revoked.
- Do not leave personal belongings in the main area: bags, clothes, binders, etc. will be put in lost and found temporarily, and then thrown out if left unclaimed.
- School instruments are to be treated like personal instruments. Excessive damage will result in the individual being billed for the repair.

Social Media Policy

1. Students are not permitted to run unofficial social media accounts for the band without band staff having access to the account, to ensure content is appropriate and represents our organization in a positive manner. *Any accounts found will be reported, and the band members found responsible will be held accountable.*
2. Students may not friend request Mr. Kenney or any other band staff member on Facebook until after graduation. Requests will not be approved.
3. If you follow Mr. Kenney or other staff members on other social media platforms:
 - a. They will not respond or interact with any students on social media.
 - b. They will report inappropriate uses of social media immediately.
4. Do not make negative comments about other bands/schools on social media. In addition, do not respond to anything negative said to you regarding our band program – *if you react, they're getting what they want.*
5. Cyberbullying, or bullying through “group text” or “phone chain” will result in an immediate referral to administration, and possible dismissal from our program.
6. Do not post videos of our shows (band or drumline) – this is to keep other schools from taking/reusing our own material against us – *yes, this does happen!* Make any videos private and share links only with those you trust.

Consequences For Behavior:

Positive Consequence Sequence

1. Verbal encouragement.
2. Phone call/letters sent home.
3. Awards & recognition:
 - Student of the Quarter, Band Banquet awards, etc.
4. Recommendations for additional opportunities:
 - College/Job Recommendations
 - West Virginia University Invitational Honor Band Recommendation, US Army All-American Band Recommendation, Macy's Great American Marching Band, etc.
5. Trust from the band staff and greater chances of larger trips and performance opportunities.

Negative Consequence Sequence

1. Verbal warning to student (during rehearsal)
2. Verbal warning (private meeting), parent contact, assigned additional tasks (may include):
 - a. Rehearsal & room cleanup (likely after football games)
 - b. Service projects assigned by staff members
 - c. Additional physical conditioning (during marching season); running laps, pushups, etc.
3. Office referral/disciplinary report sent to administration
4. Additional referral, or if deemed appropriate, dismissal from marching band program.

Attendance Policy

In band, success = attendance. The best bands in the country have near-perfect attendance. Their members prevent absences, work around conflicts, and attend all required events – not just the events that are convenient for them. Our policy is NOT intended to hold students back. It is meant to prepare students for the expectations of future employers or collegiate institutions when it comes to dependability and attendance.

A **commitment** to our program means attending all required events: August band camp, after-school rehearsals, football games, parades, and other performances. Instrumentalists registered for band class (Band 1, Band 2, Wind Ensemble) are academically responsible for participating in all of the events mentioned above, as well as participating in concert band activities.

com·mit·ment

noun

1. the state or quality of being dedicated to a cause, activity, etc.

synonyms: dedication, devotion, allegiance, loyalty, faithfulness, fidelity

2. an engagement or obligation that restricts freedom of action.

“Today’s employers rate attendance and dependability as two critically important attributes for employment and career success.”

- Sussex Tech Student Agenda

Guidelines

- 1) It is **both the student AND parent’s responsibility** to be informed of our schedule, including dates and times for all required rehearsals and performances.
- 2) The full schedule will always be available online on www.sussextechband.com and on the Charms app/website. **Monthly calendars will be sent home for a parent signature, starting with the month of September.**
- 3) Weekly emails will be sent with the upcoming week’s schedule. Rehearsal schedules may change until the Sunday prior to the school week, depending on weather, changes in the school schedule, or the need for additional rehearsal.
- 4) Changes to the schedule may happen quickly due to weather, or other factors. Rehearsal schedule changes will be communicated via text, email, and Raven Report. Performance schedule changes may be communicated via phone message.
- 5) In the event that a football game is postponed to Saturday due to weather, the band and all of its members are still expected to perform.

Absences & Excuses

**** ALL ABSENCES FOR ALL REASONS REQUIRE AN EXCUSED ABSENCE REQUEST FORM ****

This table outlines which absences are excused or unexcused. Explanations can be found below.

Excused vs. Unexcused Absences*	
<u>Excused</u>	<u>Unexcused</u>
Absence From School	All Absences Without Communication
Family Emergency	Vacations (<i>in August, or day of a football game</i>)
Religious Observance	"Out of Town" Excuse (<i>for performances</i>)
School-Sponsored Trips/Activities	"Birthday" Excuses
Athletics (<i>for performances only</i>)	Personal Appointments/Leisure Activities
Pre-Excused Tech Coaching (<i>prior to 3 PM daily</i>)	Work (<i>except Work-Based Learning</i>)
College Visits (<i>except on days of football games</i>)	Excuses sent via "Remind"
	"Second-Hand" Excuses From Another Student

**Excuses not listed on this table must be discussed with Mr. Kenney prior to the absence as an extenuating circumstance.*

REMEMBER: all of these absences require an excuse form, or what is technically excused will become unexcused without the proper documentation.

Excused Absences

These are the only accepted excuses for missing a practice or performance.

- Personal Illness, Medical Appointments, or Absence From School
 An Excused Absence Request Form must be submitted the day you return to school for personal illness/absence from school to be excused. A doctor's note is required for illness or medical appointments. *You will not be reminded to bring in a note.*
- Family Emergency
 It is the parent's responsibility to notify the band director about a family emergency that impacts their child's attendance. In the event the parent is incapable of reaching the band staff, then the student is responsible for notifying the band staff. If the band director cannot be reached, a voicemail message must be left with the band director (302-856-0961, Ext. 1424) stating the date, time, and nature of the emergency. It must be followed up with an Excused Absence Request Form and any further documentation to verify the emergency. Emergencies will be evaluated on an individual basis. *If no contact is made the day of the absence, it will not be excused.*
- Religious Observance
 Students are excused for all religious holiday observances, according to school district policy. Students will also be excused for family religious observances (weddings, baptisms, bar/bat mitzvahs, etc.). Failure to submit an Excused Absence Request Form will result in an unexcused absence. The band director will avoid scheduling activities on religious holidays.

- School Sponsored Trips/Activities
Band members are excused from practices to participate in other school activities. The band director will consider a variety of factors in determining whether the absence will be excused or unexcused. Among these factors are the relative importance of the events within the parameters of the conflicting activities, the frequency of the students' absences due to conflicting activity schedules, and other similar pertinent factors. The band director will be as flexible as possible in allowing band students to participate in other school-sponsored activities, since scheduling conflicts can be detected in advance of the conflicting events. Scheduling conflicts, which develop less than two weeks prior to a scheduled band function, must be submitted in writing within 72 hours of the conflict. Submitting a note does not automatically constitute an excused absence. The absence request procedure must be followed.
- Athletics
Band students who are also athletes must still contribute equal time and effort toward band as those who are not athletes. Athletes may be assigned "shadow" field positions to ensure that all spots on the field are filled at each performance. Athletes must **equally** split after-school time between band rehearsal and sports practice. It is preferred if athletes attend the entire rehearsal whenever possible. Athletes will report to band rehearsal until 4:30 PM, and then they will be excused to go to practice. Athletes are excused from a rehearsal or performance for games only. If a student encounters an issue from a coach, please notify Mr. Kenney as soon as possible. After-school rehearsals and performances are an approved part of the band class grade.
- *Pre-Excused* Techademic Coaching ("Tech Coaching")
Students will only be excused for Tech coaching if a teacher emails Mr. Kenney or provides a written note to the student by 3:00 PM. Students will not be excused if they show up immediately after school and say "I have to go to Tech coaching" without an email or note from their teacher. It will be counted as an unexcused absence or tardy.

Unexcused Absences

- **Work**
Work is unexcused for the following reasons:
 - Our band camp schedule has been posted online since March 2018, and returning students should know that band activities occur throughout the entire month of August.
 - Band is an academic (graded) activity. Employers are expected to schedule students around the band schedule. If employers do not comply, the student should seek a more flexible employer.
 - Students who are frequently absent due to work will either lose their halftime field position, be denied from traveling with us, or be shadowed until attendance becomes more consistent.
- **August & Football Game Absences** (the following situations are *unexcused*)
College Visits, Athletics (*practice*), Vacations
- **Personal Appointments, Leisure Activities or "Out of Town" Excuses**
Medical appointments are excused, but should be scheduled *around* rehearsals/performances. Personal appointments (hair, nails, cosmetic, etc.), generic "out of town" excuses, or other excuses that could have been avoided with proper planning will not be excused.
- **"Second Hand" Excuses Communicated By Another Student**
Asking another band member to communicate an absence to the band staff is unacceptable. The excuse will be unexcused until the member communicates directly with the staff.
- **Excuses sent via "Remind"**
- **Excuses communicated via email, but not followed up with an absence form.**

Leaving Rehearsal/Early Dismissals

Students are expected to attend the **entire length** of rehearsals and performances unless they are given approval to leave early *before rehearsal* from Mr. Kenney. Students will not receive credit for the entire rehearsal for leaving early without permission, unless it is a family emergency (verified with an Excused Absence Request Form and supporting documents the next day).

Tardiness

Tardiness is addressed the same as absences. Attendance is taken precisely at report time. Students must be present before attendance checks begin. Students who are not present at the start of rehearsal, at call time, or at the start of class time will be marked late unless a written note from a parent or teacher is provided. Students who walk in during attendance checks will also be marked late.

Shadow Positions

Shadow positions will be returning in 2018-2019. "Shadows" are double-casted positions in our halftime show. Both students will march the spot in rehearsal, trading off being "in" the spot and alongside the true spot); however, only one student will perform in the spot.

The return of this system is due to poor overall attendance last school year and the possibility of another large group of wait-listed students accepted late to STHS. This system also will help us prepare smoothly for the Peach Bowl field performance.

Students may be shadowed for the following reasons:

- Excessive absences/tardiness during band camp or the school year.
- Poor academic performance.
- Accepted late to Sussex Tech/missed June 22 deadline for the Participation Agreement Form.
- Performance of high-step marching technique needs more work (e.g., frequently on wrong foot, knees too low, marching out of time, missing step-offs/turns)
- Poor attitude/effort/performance during block band choreography rehearsals/performances

Marching Basics Requirement

Every band member, regardless of grade, must complete one marching basics camp. The majority of band freshmen automatically complete this requirement in August; however, in the event an upperclassman joined band late as a wait-listed student or were enrolled late into Period 7 band class during the previous school year, they are required to attend the freshman basics day the *following* year to ensure that every member of our band program was taught our marching style the exact same way.

Band Camp

August is the most important month of the entire year for our program. During that month, we cover everything that we do not have the time to cover once the school year begins. Band camp includes: high-step marching technique, field show music/drill, dance block routine, learning/memorizing stands music, physical conditioning, parade marching basics, uniform assignment, among many other things.

With average temperatures above 90°, plus humidity, it is extremely important to come prepared for each and every day of band camp. These lists give you a general sense of what is required for each rehearsal, as well as some recommended items for the school year that will make your Sussex Tech Band experience worthwhile and successful.

Freshman attire (each day): plain white t-shirt, athletic shorts (black mesh preferred), and sneakers.

Band Camp/Outdoor Rehearsals	
	Eat full meal <u>before</u> rehearsal
	Closed-Toe Sneakers
	Working Instrument
	Music Binder (2" or larger)
	Drill Books (once received)
	Water (in clear plastic bottle)
	Pencil (no pens)
	Weather-appropriate clothes
	Sunscreen
	LUNCH (for 9:00 – 3:00 days)

Recommended Purchases*	
	Metronome
	Tuner
	Earplugs (washable/reusable)
	Reed Case (woodwinds)
	Valve oil (brass)
	Drum key (drumline)
	Stick tape (drumline)
	Drum Pad (drumline)

Indoor Rehearsals	
	Working Instrument
	Music Binder (2" or larger)
	Water (in clear plastic bottle)
	Pencil (no pens please)
	Earplugs (washable/reusable)

*See a band staff member about pricing/order information for purchases.

Medical Guidelines

Marching in our band program is an extremely rigorous physical activity, due to our high step marching style. Because of this, we must be aware of pre-existing medical issues. The band staff is responsible for following school protocol regarding distributing medications and handling injuries, both on and off-campus.

Physicals

We receive health information from the Health Information Form that all students are required to turn in to the high school at the beginning of the school year; however, all band students traveling on the Peach Bowl trip in 2018-19 will be required to have a physical on file with the high school. Students will complete the standard DIAA (athletics) physical, which can be found at: www.doe.k12.de.us/domain/353

Over-The-Counter (OTC) Medications & Prescription Medications

The Delaware Department of Education does not permit any band staff member or band parent to distribute any medication, including over-the-counter (OTC) medications or prescription medications to a student unless there is a prescription from a doctor on file with the nurse's office. This includes anything: pepto bismol, ibuprofen/motrin, aspirin, or any other ingestible medication.

Students are not allowed to carry medication on them while at a band activity, unless it has been prescribed to be carried at all times (such as an EpiPen, inhaler, glucose, etc.).

Bottom line: if a student has a medication they must take, it must be in the hands of the band staff unless it is has been prescribed otherwise.

Injuries/Emergencies

If a student is injured or experiences a medical emergency, the band staff will first assess the severity of the situation. If the injury requires medical attention, we will contact the Nurse's Office first and/or seek the Athletic Trainer. If there is no nurse or athletic trainer on campus (for instance, from August 1st - August 15th) and we are unable to treat the injury with our medical kit, we are instructed to immediately call 911 and then contact the student's family.

In the event an injury occurs off-campus, we must take the student to the nearest hospital or appropriate medical facility.

Instrumentalist & Percussionist Policies

Instruments

- Cases must be stored in lockers at all times. This includes empty cases during rehearsals.
 - *In the event we exceed locker storage space, Room 690 will be used for storage of secondary instruments or those who switch instruments for concert band or jazz band.*
- Instrument cases may NOT be left in the hallway or any area outside the band room or Room 690.
- Cases must have the student's name on the outside of the case or a durable identification tag attached to the case's handle. Cases that can't be ID'ed will be held until they are claimed.
- Instruments should never be left in lockers overnight, except if the student has a secondary/spare instrument at home (those lockers will be labeled).

Music Binders

- Every student must have an individual binder which contains ALL music in our current music library, which is listed on the Member's Area of the band website (www.sussextechband.com).
- The binder must be brought to each rehearsal.
- The music in the binder must be organized by either category (stands, show, parade, etc.) or alphabetically. Use of sheet protectors is highly encouraged.
- Section leaders must carry two copies of each piece for each part (e.g. trumpet 1, 2, and 3). Extra parts may be kept in a separate binder.
- Percussionists must have one copy of each part for marching band (e.g., snare, bass, cymbal, quint), and concert band (e.g., timpani, percussion 1, 2, etc.).
- Music folders must be marked *clearly* with the student's name, instrument, and part.

Sheet Music

- Every student must have his or her name on each piece of sheet music in his or her binder.
 - Leaders will check and make notes for band staff on daily attendance rosters.
- Music must not be left on the stands after rehearsal.
- If music is lost due to carelessness, you must replace it, or place \$0.25 in the "print jar" for a staff member or leader to replace it (money collected at end of school year will go toward a band room improvement).

Cell Phone Policy

- Cell phones must be put away before rehearsal begins. This applies to all rehearsals for the entire school year (marching band, concert band, jazz band, etc.).
- Recordings will be taken by the band staff this year and made available immediately following rehearsal. There will be no need for phone recordings (which are poor quality anyway).
- Cell phones seen during rehearsal will be taken and held until the end of rehearsal. Cell phones are allowed during outdoor rehearsals for emergency use only. **They must stay on the sideline.**
- Sussex Technical School District, administration, teachers, and band staff members are NOT responsible for the security of electronic devices. Although all reported thefts are investigated, the District cannot guarantee the return of the stolen item. Therefore, it is strongly urged that these devices be left at home and not brought to school. **If you choose to bring them to school, their security is at your own risk.**

Instrument Repair

- All instrumentalists are required to have their instrument serviced professionally once per school year (by B&B Music, or other music store). Proof of maintenance will be requested.
- Students have the responsibility of making sure their instrument is clean and in perfect working order before the start of every rehearsal and performance.
- All routine/regular instrument maintenance must be done outside of rehearsal. All major repair issues must be reported immediately.
- **A B&B Representative visits Sussex Tech every Thursday (around mid-day).** Instruments that must go out for repair must be dropped off on Thursday morning to be sent out. Service typically takes 1-2 weeks.
- Minor repairs are typically done in-house as parts/tools are available.
- School budget covers the repair of school instruments only (does not include damage or avoidable issues). Personal instrument repair costs will be listed as a school debt until paid.

Alternate/Secondary/Spare Instruments

- We encourage students to explore secondary/alternate instruments; however, a student is not allowed to formally switch instruments for a Sussex Tech High School performing ensemble without receiving permission during an in-person conversation with Mr. Kenney.
- Spare instruments may not be used without permission from band staff. We have limited inventory, and must have spare instruments ready in the event an instrument stops working.

Practice Expectations

All members must dedicate focused practice time outside of school. It is impossible to create an elite-level performance with large group rehearsal only.

Practice = You Rehearsal = Us

- Students may be called on to play individually or in small groups at any time *one week* after a particular piece of music is distributed.
- The amount of practice time needed will vary based on the individual

"Don't practice until you get it right.... practice until you can't get it wrong."

Seating/Part Assignments

- Seating is determined by a placement test given during band camp.
- Seniority will not be factored into chair placement. It is based solely on performance in the audition, and constant evaluation during performances and rehearsals.
- Placement on specific number part (1, 2, 3, etc.) does not correlate with an individual's playing ability. Often, *stronger* musicians are placed on 2nd or 3rd parts to help with balance.
- Mr. Kenney may adjust seating at any time to adjust balance, for behavior issues, or changes in performance level.

Reed Instrument Expectations

- Clarinets and Saxophones must always be playing on an unblemished reed (no chips, cracks). It is a responsibility that comes with the choice to play those instruments.
 - *This also applies to Oboe/Bassoon during concert season.*
- If a reed is deemed unplayable, a reed will be provided and the student will be debt listed for the value of the reed.

Music Rehearsal Procedures

Daily Materials

- Pencil
- Loose-leaf paper/notepad
- Instrument (in full working order)
- Music Binder

Before Rehearsal

- Members are expected to arrive at least 5 minutes before the start of rehearsal.
- Daily announcements will be posted on the projector screen in front of the room (*moved from last year*). There will frequently be specific tasks to complete before rehearsal.
- Before attendance, members should be fully warmed up (long tones, flexibility, and tuning), and instruments should be checked over for any necessary repairs.
 - Report any repair issues and or reeds/oil/etc. requests to the section leader.
- Cell phones should be turned off and put away before rehearsal begins.

During Rehearsal:

- **100% participation, 100% of the time**, for music, visuals, and vocals.
- **Nothing will be distributed once rehearsal begins.** (*includes: reeds, oil, music, forms, etc.*)
- **Respect the podium at all times.** There is to be no talking when someone is on the podium.
- **Do not call out** – give answers or responses with a raised hand *unless* the full band is asked for a vocal response.
- **ABSOLUTELY NO GUM, CANDY, OR FOOD** may be consumed during rehearsal. If this is a problem, food privileges in the band room will be revoked permanently.
- **NO DRINKS OTHER THAN WATER in a clear plastic bottle.** Sports drinks, sodas, coffee, and/or juices damage instruments and are to be consumed during meal times only.
- There will always be time to pack up at the end of rehearsal. Unless you have a pre-excused early dismissal, **do not pack up early.**
- **No restroom breaks** unless it is a true emergency, or a full band break is given.
- You will only be excused from a rehearsal or class with a **pre-approved, written request** from another teacher. The only exception is an administrator's request to see you.
- You **will not be excused to work on an assignment for another class**, or make up work from another class. Do not bother asking!

After Rehearsal

- There must be “no trace” of the band left after rehearsal, including music, water bottles, personal belongings, or cases outside of their proper storage areas.
- Percussionists must cover all timpani and mallets, and sticks.
- Rows of chairs and stands should be reset for the next rehearsal.

Football Game Procedures

The marching band attends all home and away varsity football games. The role of the band is to provide support and morale for the football team and our fans during the game, and perform during either pre-game (away) or halftime (home). In the event that a football game is postponed to Saturday due to weather, the band and all of its members are still expected to attend and perform.

These rules must be followed at every football game, home or away:

Stands Expectations:

- **ONLY WATER IS PERMITTED IN THE STANDS. NO FOOD, NO DRINK.**
- **Cell phones are not allowed except for 3rd quarter break.** If seen, they will be taken, and returned after the game is over.
- All members must stand where their section leader or band staff member assigns them.
- Members are responsible for their own equipment and personal items in the stands.
- Do not socialize with non-band members while in the stands. This applies to everyone – instrumentalists, drumline, color guard, and pom pom members!
- Friends, family members, or parents who are not volunteering with the boosters will not be allowed to enter the band's section in the stands during games.
- Members may not wear anything except our standard uniform while in the stands. The exception to this is outerwear (earmuffs, gloves, etc.) when the temperature gets very cold. Everything must be black, grey/silver, or white. This also applies to instrument accessories (neck straps, mouthpieces, etc.).
- You may not change clothing, hats, or shoes **at any time**. Once you are in full uniform for the day, you are expected to remain in full uniform until you are dismissed after the performance or given permission otherwise directly from Mr. Kenney.

3rd Quarter Break

- The band is given a 3rd quarter break to use the restroom, get a snack, and briefly rest.
- All members must stay in full uniform during 3rd quarter break unless told otherwise. This includes unzipping/opening the jacket.
- The band must be back in the stands ready to perform by a specific time on the game clock (communicated verbally by the band staff following halftime). Failure to return on-time for any reason will result in those members (or sections) being assigned band room cleanup duty after the game, and a grade deduction for band class members.

Band Class Members - Note

Football games are graded performances for students enrolled in band classes (Band 1, Band 2, Wind Ensemble, and/or Instrumental Emphasis). Home games count as formative grades, and away games will count as summative grades. A performance rubric will be provided on the first day of class.

Uniform Standards

Even when you are not in uniform, you are representing our organization and all of Sussex Tech. When you are in uniform, you very visibly represent the pride and reputation of our school, and our band.

All band members (instrumentalists, Color Guard, and Pom Pom) will be fitted and issued uniforms during the month of August. These guidelines outline the proper wear, care, and maintenance of our uniforms, so we are all representing the program the right way.

Uniform Value Terms

When you sign and submit the back page of this agenda, you agree to the following terms:

- Uniforms will remain in the student's care until the uniform turn-in date is announced following the final performance of the school year.
- The student's family is responsible for damage to the uniform due to negligence, and/or loss or theft. The replacement value of each uniform is \$500.00 for instrumentalists, \$100 for Pom Pom, and \$80 for Color Guard.
- In the event of uniform damage (mold, odor, large rips/tears), the student's family will be billed for cleaning or tailoring costs to return the uniform to regular condition.
- Students must have their uniform dry cleaned at least once during the marching season.

Appearance Standards: Instrumentalists/Drumline

- No jewelry may be visible while in uniform.
- Makeup/cosmetics are strongly discouraged; however, if a student is wearing makeup/cosmetics, it must not damage the uniform after perspiring.
- The ONLY approved shirt under the uniform jacket is the white Raven Nation Marching Band logo t-shirt. It must be the outer-most layer of clothing under the jacket at all times.
- When it is cold, form-fitting thermal BLACK under armor or spandex may be worn under the uniform *underneath* the white RNMB t-shirt.
- No under layers should stick out/protrude from the uniform.
- Jeans may not be worn at any time under the uniform.
- Black marching shoes and solid, knee-height, black socks are required. No other type/color shoe or sock is permitted.

****If you attend a performance in the wrong attire, you must correct the uniform infraction or you will not be allowed to perform, and will receive zero credit for the performance.****

Uniform Storage & Routine Care

1. Always store your uniform in a garment bag. Your name MUST be CLEARLY marked on the bag.
2. Uniforms must be taken home after every use and immediately aired out for 24 hours, otherwise, the uniform will collect mold and bacteria in the garment bag, and you will be responsible for getting it cleaned before you will be allowed to perform again.
3. We highly recommend keeping fresh dryer sheets in your uniform bag.
4. Uniforms found in a heap on the floor or found to be hung improperly will result in a grade deduction, and, if necessary, cleaning or repair fees.
5. Mr. Kenney, G. Batten, and booster parents will be regularly checking the condition of your uniform. If your uniform is not in acceptable condition, you will be asked to have your uniform cleaned (at your expense) before the next performance or you will not be allowed to participate.

Uniform Components

All instrumentalist uniform components are numbered and barcoded. When uniforms are assigned in August, we store each student's uniform part numbers and sizes on Charms. The following is a list of each uniform part, and how we expect each part to be maintained.

Hat

The insides of hats must be cleaned following every performance, and aired out along with the uniform jacket and pants, or mold may grow. Band members may not exchange hats. Plumes should never go in hat boxes – they must be returned following every performance. Notify a band staff member or booster parent if the plume holder comes loose or breaks.

Jacket

The jacket must be hung **properly** on the provided heavy plastic hanger. You will be shown how to do this ONCE when your uniform is issued. We expect that you continue to hang the jacket the same way every time to keep the uniform's shoulders and collar in the proper shape. The jacket should be checked for missing buttons before and after each wear. Any repair needs must be communicated to the boosters.

Shirt

The white Sussex Tech Band t-shirt must be visible when removing the uniform jacket. The shirt must also be clean and free of stains, fade, or discoloration. Extra shirts will always be available for purchase.

Cape

The cape should always stay on the uniform jacket except when being dry-cleaned. The black side logo (raven head) has been retired. We will use the silver side only until our next new uniform purchase. The cape should never be folded or creased, and the buttons/snaps should regularly be checked.

Shoulder Nests

The shoulder nests should always stay on the uniform jacket except when being dry-cleaned. Always keep them attached to the uniform – they should never be loose (even in the garment bag).

Pants

The pants must be hung **properly** on the hanger. We expect that you continue to hang the pants the same way every time; otherwise, the pants will lose their crease, become wrinkled, and you will be charged for cleaning/upkeep. The bottoms of the pants must also come down to your ankle – if they are being dragged on the ground under your heels and we are not told you need an adjustment, you will be responsible for the damages.

Spats

Students are issued one pair of spats to begin the season, free of charge (\$5 value). Spats must be clean before every performance. Spats *can* last the entire season... but the elastic strap will break if a student is dragging their foot on the ground. If they march with proper technique (toe striking the ground first), the spat should last much longer.

Gloves

All instrumentalists must wear gloves. The standard nylon "flash" gloves must be purchased (\$3/pair). Woodwinds who cover holes on their instruments should invest in leather "talon" gloves (\$15/pair). Cutting fingertips off nylon gloves will only last 1-2 total uses, and cost more money in the long run.

Shoes

B&B Music will visit Sussex Tech during band camp on August 7 for shoe sizing and orders (\$36/pair). Drillmasters *with solid, knee-height, black socks* are the only approved shoe when in uniform. No other shoe, even an all-black shoe, is acceptable. All shoes must be labeled on the inside with your name, and they must be free of dirt and debris before each performance.

Travel Performances & Trips

Travel Eligibility

In order to be eligible to travel off-campus for band performances, students:

- 1) Must be passing all classes, or receive approval from all teachers.
- 2) Must not have received warnings regarding low school attendance.
- 3) Must not been suspended (In-School/Out-Of-School) at any point in the school year.
- 4) Must not have been disciplined on a previous band trip (includes previous school years)

The band director has the final decision on travel eligibility.

Drop-Off/Pick-Up Procedure

****WARNING:** If the following directions are not followed the *first time* and *every time*, that student will lose drop-off/pick-up privileges for the rest of the year and will be required to ride the bus both ways.**

- If a student will be dropped off or picked up from any event off-campus, there is a *very specific* series of directions that must be followed in the interest of student safety and legal liability.

Instructions For Drop-Offs/Pick-Ups

- 1) Go to www.sussextechband.com.
- 2) Find the "PARENTS" tab, and click the "DROP-OFF/PICK-UP FORM" link.
- 3) Log in to your website account.
- 4) Read the directions on the form, and then fill out all required fields.
 - a. You will provide the name of the person picking up the child (*see additional info below*).
- 5) (*Pickups only*) The parent picking up the student **must personally sign out their child at their child's bus and provide photo identification** to the assigned chaperone or staff member to confirm pickup.

Additional Drop-Off/Pick-Up Information:

- The online form will close **48 hours before departure** for each event. Unique bus rosters are created for every single performance. We do this so our staff and chaperones know exactly which students should be on the bus when we depart, and whom we must wait for to be signed out before all of our buses can leave.
- Students are not allowed to fill out the form for themselves. An adult must complete it.
- Students who can drive may drive themselves to a performance, but they must also drive from the performance. The online form must still be filled out (by an adult) to confirm we are not responsible or liable for the student's transportation.
- The person indicated on the online form must pick up the student. It must be the child's parent/legal guardian, another band parent (with prior written notice given to the band staff), or a relative over the age of 25. Students will not be released to friends, siblings under 25, or any other person.

Bus Travel

Bus Assignments

- Bus assignments are created based on a combination of section sizes and bus capacity. Mr. Kenney creates the assignments at the start of each school year.
- **Students may not switch buses without approval from the BAND DIRECTOR ONLY.** Booster parents, support staff, and volunteers do not have the authority to change bus assignments. If a student does not follow the assignment, they will not go to the performance, or in the event it occurs during a return trip, the student will not travel to the next performance.

Bus Rules

1. Instructions/directions from the bus driver, chaperones, and band staff are to be followed at all times.
2. Public Displays of Affection (PDA) are not permitted at any time on the bus. Adults have the authority to separate students who are suspected of being indecent on the bus.
3. Noise must stay at a reasonable level. This includes noise from talking, as well as much (e.g. singing, speakers, etc.). Chaperones/staff should not need to address excessive noise more than once, or the ride will be silent.
4. Instruments may not be played on the bus.
5. Students must be seated at all times, and all body parts must stay inside the bus.
6. Nothing may be thrown out of the bus windows. Breaking this rule results in an immediate referral.
7. Students are responsible for cleaning the buses before being let off. If a bus is left dirty, that bus will have food and drink privileges revoked for the next performance.
8. Additional rules given by the bus driver apply in addition to the band program's rules.

Bus Discipline:

1. Verbal warning (for minor issues)
2. Written warning (requires parent signature); loss of travel privileges for 1 performance.
3. Disciplinary Referral to HS Administration
4. Loss of travel privileges for rest of school year; additional admin referral

Away Football Game Information

Timelines/Dismissals

Generally, the band does not get dismissed early from school on Fridays for away games, except if the game is very far upstate, or if the kick-off time is moved to earlier in the evening. The game day timeline will always be communicated on Sunday for that week's game.

After a performance, we will send a Remind (text) message upon departure with an estimated arrival time at STHS. Students must be picked up within 15 minutes after arrival. If a student makes us wait more than 15 minutes twice, they will not travel with us again until next school year.

Travel Meals

On Friday nights of away games, we typically stop in Milford for dinner, where students may get food from Chick-Fil-A, Hardees, or Little Caesar's. Students should plan to bring approximately \$10 for away games to cover the cost of dinner, as well as concessions during 3rd quarter break at the football game.

Flight Travel

Flight travel rules & guidelines are distributed with our Trip Agreement Form for any band-related trips that involve travelling by plane. Generally, our flight rules mirror the TSA rules, which can be seen by visiting www.tsa.gov/travel.

Fundraising For Travel

All band members (includes: instrumentalists, drumline, color guard/majorettes, and pom pom) are expected to participate in fundraising activities throughout the year.

In order to receive funds for overnight/out-of-state travel opportunities, you must actively participate in organized fundraisers. Students who do not participate will be expected to pay full price for travel opportunities.

We may include:

- Selling various products (Krispy Kreme doughnuts, Yankee Candle, etc.)
- Clothing sales (FanCloth)
- Seeking donations for our annual Quarter Auction or Silent Auctions
- Getting friends, family and community members to attend restaurant fundraisers or local BBQ's

The Ravens Music Boosters will be organizing fundraisers throughout the season. Any students or parents with a fundraising idea, or a desire to participate, see page 21 in this handbook and contact RMB.

Band Performance Trips

The band typically has one out-of-state/overnight performance trip opportunity per year. The length, distance, and cost of trips generally alternate from small to large every other year. A "small" trip is generally a bus trip, 1-2 nights, and costs less than \$400 per student. A "large" trip is generally a trip that requires flying, is 4+ nights, and costs \$750 - \$2000 per student, depending on the distance and prestige of the event.

Trips are determined based on any event invitations received by the band office and/or the result of our program's applications to special events, in coordination with our school calendar. Trips are designed to be fun and educational, but also should present a performance challenge to our program. Timing of trips varies greatly, but in general, we try not to book trips that involve missing more than 1-2 school days.

Trips are a privilege, not a right/guarantee. The overall maturity, behavior, performance, responsibility, and "in-house" etiquette of the band program influences whether the band staff can trust the band's to conduct itself appropriately and represent Sussex Tech on an out-of-state overnight trip. Band trips also are dependent on participation; presently, our school board requires 80% of the band program to participate on the trip in order to receive approval.

Trip timelines, financial details, and other guidelines are specific to each trip and are communicated with as much advance notice as possible.

Parent Responsibilities/Boosters

Unlike athletics, or other high school organizations, band programs require a higher degree of parent involvement. With only one full-time faculty member and four part-time assistants who must oversee the supervision, uniforms, and the instruments/equipment for 150 students (not to mention instruction for performances), we need parents to help things function smoothly. Band parents also help support travel opportunities for our program by organizing and supervising fundraising activities.

The Ravens Music Boosters

The Ravens Music Boosters, Inc. (RMB, Inc.) is a 501(c)(3) not-for-profit organization dedicated to the support of the band program at Sussex Technical High School. Any parent or legal guardian of a student in the Sussex Tech band program is automatically granted entitled to voting privileges within RMB, Inc.

RMB meets during the second week of every month at 6:30pm – they will meet on Monday or Tuesday depending which day rehearsal falls that week. **All meeting dates are on the calendar on Charms.** Parents are expected to attend as many meetings as they are able. Students are allowed to attend, but they do not have voting privileges. RMB meetings are a great opportunity to speak with the band director, make connections with other band parents, ask questions, and voice concerns. At monthly meetings, the boosters make many big decisions that impact the program and its members.

When possible, meetings are live streamed on the band website on the “Parents” page.

District Office Requirements To Chaperone/Volunteer

By law, any adult* who interacts with our students while at a Sussex Tech Band function (on or off campus) must have a volunteer packet on file with the Sussex Tech District Office. This includes any parents who wish to be a chaperone on bus trips, supervise students after-school, or assist with rehearsals. The packet includes a background check (fingerprinting). *Please note: effective this school year, STHS will no longer reimburse the \$20 cost for the background check.*

**It does not matter if you have a packet on file with another school district, your employer, or if you are active law enforcement or military – Sussex Tech requires fresh documentation for every volunteer.*

RMB Executive Board Members & Contact Info

Main contact email: ravensmusicboosters@gmail.com

President (2nd & final year of term)

Michelle Miller – president@ravensmusicboosters.com

Vice President

Melissa Abbott (2nd & final year of term)

Treasurer (1st year of two-year term)

Larry Rohlring

Secretary (1st year of two-year term)

Tina Morroni

Band Classes

Schedule

Grade 10-12: Period 1 (8:30 – 10:00); Grade 9: Period 7 (1:45 – 3:15)

During the school day, we will start rehearsing five minutes after the official start of class (8:35 AM for Period 1; 1:50 PM for Period 7). Those five minutes should be more than enough time to take care of rehearsal preparations and personal business. *Students must still be in the room by the official start time!*

By the start of rehearsal, students are expected to:

1. Be seated in assigned seats, with instruments assembled and empty cases put away in lockers, and have already started warming up properly.
2. Put music in rehearsal order on the stand (order will always be displayed on the board)
3. Have pencils out on the stand to mark music (there will be random checks)
4. Take care of purchases (reeds, valve oil, etc.) and request any missing music, make-up work, or forms.
5. Turn in any due forms or fundraising money in a sealed envelope marked with your name, the amount, and which fundraiser the money goes toward. It will not be accepted otherwise.

Class Grading Policy

Teachers must evaluate students based on industry skills/knowledge, and national/state standards. All teachers are expected to have a minimum of nine grades per quarter with a minimum of three summative grades and six formative grades. Grades will be updated on the 2nd Monday of each month in eSchool. Interim Progress Reports will be issued online in 2018-2019 – they will not be sent home in paper form. Only report cards will be printed. Report cards will not be distributed to students on the debt list.

Grade Categories

Each teacher's grading policy must consist of two major categories: **Summative** and **Formative**. Teachers must give a minimum of three grades in the summative category per marking period. Grades within each category will have a consistent score range. For example, all summative grades could be counted closely to a 100 pt. scale (e.g. 100pts, 85pts, 95pts) to ensure that no one grade weighs significantly more than another within the category. Please refer to the following table:

Potential Band Class Assessments – By Category	
Summative – 65% of total grade	Formative – 35% of total grade
Written Assessments	Homework Assignments
Winter/Spring Concerts; Other Performances	Playing Evaluations (during rehearsal)
Tests or Quizzes	Ensemble Participation
Projects	Class Warm-Up/Anticipatory Work
Essays	Rehearsal Music Preparation
Away Football Game Marching Performances	Home Football Game Marching Performances
Playing Evaluations (individual)	Parade Performances
Concert Reflections	Marking Period Lesson Time Requirement

Rubrics will be distributed for each assignment during class time.

Grade Reporting

No grade will count for 25% or more of the final marking period grade. No 1st, 2nd, or 3rd marking period grade may be lower than a 55%. All "I's" (incompletes) must be recalculated into a numeric grade within 10 school days of the report card issue date.

Extra-Curricular Grading Policy

A commitment to the band program is an academic commitment. This includes extra-curricular rehearsals, and all marching band and concert band performances. All required rehearsals and performances, regardless of time, are graded. As long as students our attendance/excusal policy is followed as it is outlined in this agenda (see pages 9-12) in regard to communication and turning in Excused Absence Request Forms in a timely manner, excused absences will never be held negatively against a student's grade.

Marking Period Lesson Assignment

Individual lesson time is critical for musicians to be successful. At Sussex Tech, we do not have built-in time during the school day for individual lessons for every band student, as many high school band programs do. Individual time and attention helps to correct and refine a student's technique, identifies individual tendencies, provides time for help with music, and helps students develop good practice habits.

Each marking period, band class students must schedule individual lesson time with Mr. Kenney twice per marking period for at least 20 minutes. Students who are also enrolled in the Instrumental Emphasis class are exempt from this assignment. If a student is taking private lessons, a note indicating the dates and times of their private lessons with a signature from their teacher will be an acceptable substitute.

Drumline, Color Guard, Majorettes, Pom Pom

This section contains more specific guidelines and policies for other sub-units within our band program. Drumline, Color Guard, and Pom Pom members are considered equal members of the band program. They are expected to observe all of the other policies outlined in this student agenda related to behavior, attendance, uniforms, travel, etc.

Drumline/Percussionists

Drumline members have more music/material to learn and memorize than any other section in the band, and they are the most complex section from an equipment standpoint. Because of this, they are held to a higher standard of performance, organization, and responsibility.

Drumline Expectations (Marching Season)

1. Sticks must be labeled with names. Sticks are expected to remain with students at all times.
2. Drum cases must be *racked* at all times, even when empty.
3. Members may play only their assigned instrument, unless given permission by a staff member.
4. Snares, quints, and bass drummers are responsible for learning correct drumhead tuning methods, and ensuring their heads are tuned properly for each rehearsal and performance.
5. Drummers must inspect their equipment daily and report any maintenance issues that require repair to the band staff immediately.
6. All drumline members must assist with loading/unloading the truck (*first in, last off*).

Percussionist Expectations (Concert Season)

1. All drumline members are expected to participate in concert band as percussionists. Members will perform on a variety of instruments (as assigned), which may require learning new techniques and/or approaches to rhythm.
2. Drumline members will also participate in a separate percussion ensemble, which will rehearse during band class periods *and* after-school combined rehearsals.
3. Percussion instruments must be set up for the entire rehearsal by the end of wind warm-ups.
4. Timpani and mallet percussion instruments must be covered when not in use. All school-owned sticks and mallets are to be kept in the percussion cabinet when not being used.

Non-drumline members may not play on drums or mallet instruments at any time without permission from band staff. This includes practice drums. Drumline/Percussion members are expected to help enforce this rule when in the band room.

Color Guard

These policies/procedures apply *in addition* to the Raven Nation Marching Band Student Agenda.

Dress Code

1. Appropriate clothing and footwear must be worn at all practices (i.e. comfortable weather-appropriate clothing that you will be able to move in, and sneakers).
2. Hats, sunglasses, and other weather applicable safety items are allowed during outdoor practices as long as they do not impede your ability to perform the work of the routine.
3. No jeans or flip-flips are allowed at any time. You will not be allowed to practice. Repeat offenders will face disciplinary action.
4. Hair must be pulled back and out of your face for all practices and performances. This is not only for safety purposes, but also your ability to perform routines without obstruction.
5. Hair and makeup for performances will be addressed during band camp.

Practices/Rehearsals

1. Before practice begins, individuals are expected to be dressed appropriately, stretched fully, and have equipment in-hand.
2. There will be a team stretch and warm up at the beginning of each practice, led by either the coach and/or captain(s).
3. During rehearsal, members are expected to actively participate to the best of their ability.
4. Questions are welcomed in regard to the work/movements – that way everyone understands and is executing them correctly. Arrangements can be made for those who need extra help.
5. At the end of each rehearsal, everyone is expected to help clean up the rehearsal space and return equipment to its appropriate storage area, although, members are encouraged to equipment home for additional practice.
 - a. Equipment must be signed out and approved by the Coach and/or band director in order to be taken home.
6. Practice is expected to occur between every rehearsal.

Audition Requirements

Flag equipment basics, dance/movement basics, and a short routine, which will be taught during mini-camp and audition day. No prior preparation is necessary, but learning basics is beneficial.

Band Camp

1. Required Items:
 - a. Water or sports drinks. Band Camp will be hot and humid. Hydration is key. SODA WILL NOT BE ALLOWED DURING PRACTICES.
 - b. Appropriate clothing (as outlined in the dress code section). Bring extra clothing for comfort, including socks, in case of inclement weather/sweating.
 - c. Lunch/snacks. There will be frequent breaks for hydration and snacks. Food will help you maintain your energy for all-day activity.
 - d. Sunscreen! We will be outside a lot. Sunburn will impede your ability to participate due to pain and lack of flexibility.
2. Members must be on time, stretched, and ready to go.

"To be early is to be on time, to be on time is to be late." – we will be starting on time!
3. Daily Schedule (subject to change):
 - a. 9:00 AM – 12:00 PM: Equipment Rehearsal
 - b. 12:00 PM – 12:30 PM: Lunch
 - c. 12:30 PM – 3:00 PM: Marching/Drill Rehearsal

Games/Performances

1. Each member is responsible for their uniform, and its care. All pieces must be worn the entirety of the game/performance.
2. Members must be fully dressed at call time (hair/makeup included). NO EXCUSES! You will be given appropriate time – use it wisely.

3. If any member wishes to take their blankets, jackets, or other colder weather items into the stadium prior to line up, it must be placed in the appropriate bag and labeled with their name/initials. Parents will be able to give students cold weather items once the band is settled into the stands.
4. If a member chooses to take their cell phone or money into the stadium to use during third quarter break, it must be in a labeled plastic Ziploc bag and given to the coach or designated band parent. The student takes their phone and money in at their own risk.
5. At the start of the second quarter (during home games), the unit will leave the stands for warm-ups/run-throughs.
 - a. At this time, each member will gather their equipment and enter the block formation.
 - b. The unit will go through the performance group stretch and equipment warm up.
 - c. The unit will run through the show/routines and working on sections if needed.
6. During line-up, each member will gather their equipment and head to their spots.
7. After the performance, remember to gather all equipment.
8. Each member is responsible for returning equipment to the storage area before leaving for third quarter break.
9. Members must return to the stands at the designated time. Returning late will result in cleanup responsibilities after the performance.
10. At the end of the performance/game, each member is expected to return all equipment to the storage area and help clean up.
11. No members may leave until Mr. Kenney posts the sign-out sheet outside Room 690.

Color Guard Staff - Contact Information

- **Jennifer Toggart, Colorguard Coach**
Email: j.toggart@gmail.com

- **Jackie Toggart, Majorette Coach**
Email: jackelyn.toggart@gmail.com

Pom Pom

Pom Pom squad members will follow the expectations, performance guidelines, and attendance policies designated by the coach, once appointed. An agenda will be distributed to members at the start of band camp in August.

Additional Opportunities

Sussex County Honor Band

DMEA All-State Band

NAfME All-National Band

West Virginia University Invitational Honor Bands

Macy's Great American Marching Band

DFRC Blue-Gold Band

US Army All-American Marching Band

American Music Abroad

Honors Performance Series at Carnegie Hall

Contact Information

NEVER contact band staff on their personal email addresses or phone numbers

Band Director

Mr. Ian Kenney

*ian.kenney@sussexvt.k12.de.us ← NOTE SPELLING: "IAN.KENNY" EMAILS WILL NOT BE RECEIVED

Office: (302)-856-0961; Ext. 1424

**Mr. Kenney strongly prefers email contact due to the lack of dedicated office time to return calls.*

Administrative Assistant

Grace Batten

**Grace.Batten@sussexvt.k12.de.us

***Please copy G. Batten on all emails to Mr. Kenney*

Drumline Instructor

Damian Bluto

damianbluto@yahoo.com

Majorette Coach

Jackie Toggart

jackelyn.toggart@gmail.com

Color Guard Coach

Jennifer Toggart

j.toggart@gmail.com

Pom Pom Coach

TBD

FAQ's

These are direct answers to the most frequently asked questions regarding the band program.

1. "What is the band director's contact information?"

The band director can be contacted via email at ian.kenney@sussexvt.k12.de.us

His office phone number is: (302) 856-0961 ext. 1424.

- *Mr. Kenney strongly prefers email contact due to the lack of dedicated office time to return calls.*

2. "A family friend is on the waiting list at Sussex Tech, can they still participate during this summer until they're accepted?"

Students who are not "formally" accepted to Sussex Tech are not allowed to participate until they are officially accepted. We allow students who are accepted late to still participate but keep in mind that all of our show and music is learned during summer band camp.

3. "Is there an audition to be in the band?"

The only members that must have a formal audition are those seeking membership in: drumline, Color Guard, Pom Pom Dance Squad, and majorettes.

4. **“Can a student participate in both Marching Band and a Sport at Sussex Tech?”**

Practice/game schedules for Varsity-level sports are not compatible with the time commitment required for our band, and therefore, it is not permitted for a band member to participate in a Varsity-level sport and marching band. Beyond Varsity-level, it depends which sport the student is participating in. In 2018-19, most students in JV/Freshman squads will be shadowed or double-cast for our halftime show to ensure that there will not be empty spots in our formations. While we are willing to accept almost everyone, there is no guarantee that athletes will be adequately prepared to perform in our Friday night halftime show. Frequent absentees may actually affect the performance of other students who grow accustomed to performing with those spots missing.

Peach Bowl participants & athletics:

- *Due to the time required to fully prepare for our performance trip to the Peach Bowl this December, it is highly recommended that band students opt to participate in a spring sport instead of a fall or winter sport.*

Impact of athletics on band leadership & future prospects:

- *It is possible to participate in a sport and marching band; however, the conflicting schedules significantly impact a student’s ability to eventually hold a leadership position, or move up in rank with the program.*

5. **“How much time will need to be committed to this program?”**

The full marching band rehearses from 3:25 - 5:45 PM twice per week after-school during the school year. Our rehearsal schedule plan is changing for the 2018-19 school year. We will rehearse on either Monday or Tuesday (whichever day is EVEN school day - band classes already occur on ODD days) for Rehearsal #1, and every Thursday for Rehearsal #2.

The "S.T. X-Press" Drumline has an additional required rehearsal every Wednesday after-school from 3:25 PM to 5:45 PM. The Pom Squad, Majorettes, and Color Guard will practice at their coaches’ discretion.

*After-school rehearsals are reduced in frequency in late October/early November to allow students time to focus on academics (around the end of Marking Period 1); **however**, due to the Peach Bowl trip this year, all band members should plan to rehearse two to three times per week from mid-November through Winter Break.*

The marching band performs at every home and away Sussex Tech varsity football game (10 consecutive Fridays starting September 7, 2018). Games can also occasionally occur on Saturdays, or be moved to Saturdays due to inclement weather. Outside of Friday night football games, we are anticipating that the marching band will participate in two parades in October, two parades in November, and four parades in December. Occasionally, other unique performance opportunities will arise, even into the spring semester.

Consistent attendance is required in order to help maintain the level of excellence that is expected out of this program. In order to prevent wasted time at rehearsals it is EXPECTED for students to fully commit to August band camp and all of the after school rehearsals in the fall.

6. **Are instruments and equipment provided?**

Unfortunately, we may not have everything due to budget and supply/demand, but we do have a wide range of instruments and accessories in our inventory. Some of the instruments that we provide are tubas/sousaphones, bari sax, tenor sax, and drums.

7. **Are there financial obligations?**

Yes, there are financial obligations. Below is a quick breakdown of what is provided and what needs to be purchased.

- Provided:
 - Band uniform jacket and pants (fitted to student)
 - Uniform accessories (cape, hat, shoulder nests, and spats)
- Not Provided:
 - Polo Shirt (Approx. \$35)
 - White Sussex Tech Band Uniform T-Shirt (Approx. \$10)
 - Section T-Shirts (Approx. \$10 – not required, but encouraged)
 - Marching Shoes (\$36.00)
 - Gloves (Approx. \$3 for thin nylon; \$16 for leather w/fingertip cut)
 - Consumable Instrument Accessories (reeds, ligatures, oil - \$\$ varies)
 - Black socks for marching uniform

8. **“What do you wear underneath your uniforms?”**

Under the band uniform we like for you to first and foremost have on something other than your undergarments. On a more serious note, we ask that the students dress accordingly to whatever the weather is going to be at the performance. In the beginning of the season we recommend that some type of athletic short be wore underneath of the pants and the band shirt to be worn underneath of the jacket (especially if we allow the band to take off their jackets). As the season goes on, we want you to be warm and under the jacket you can wear anything as long as it is a school color (white, black, or grey) shirt or hoodie. Also, as it gets cold, we do allow students to wear school color knitted hats in the stands and during parades.

****Items that are not school colors or approved accessories will be asked to be removed****

9. **“How often do uniforms need to be dry cleaned?”**

At the end of each year, all of the uniforms are turned in and sent to the cleaners. If you feel that your uniform is dirty midway through the season, please feel free to get it cleaned at your own expense.

10. **“Am I allowed to drop off and/or pick up my child from football games, parades, etc.?”**

- Yes, you are allowed to drop off and/or pick up your child as long as you have filled out a parent pickup form which is located under the parent section on the band website. The band website is www.sussextechband.com
- The form must be submitted 24 hours before a performance. If you ever run into a problem when filling out the drop-off/pick-up form, please notify either Mr. Kenney (ian.kenney@sussexvt.k12.de.us) or Ms. G. Batten (grace.batten@sussexvt.k12.de.us).
- IMPORTANT: your student must be signed out at the buses with a parent chaperone before he/she is permitted to leave a performance

11. Is my grade affected if I miss a rehearsal or performance?

If you are in the band class, yes, your grade will be affected if you miss a rehearsal or performance, unless the absence is approved beforehand or the band director is notified as soon as possible via email, and an Excused Absence Request Form is submitted.

12. How can I be excused from a rehearsal or a performance?

The band staff understands that everyone comes from different backgrounds with a variety of obligations. With that being said, we understand that emergencies do happen, and we also respect all religions and their respective holidays. We ask that excused absence request forms be submitted **48 HOURS PRIOR** to the event that will be missed.

It is at the discretion of the band director to determine if the absence will be excused or not.

13. As a parent, how can I help out with the band at games and during parades?

We welcome all parents to help out and assist the band staff in anyway possible. Due to district guidelines, there are certain protocols that must be followed.

- If you intend on chaperoning over night trips and riding on the bus to performances, you **MUST** fill out a volunteer packet. *(Completed volunteer packets must be turned in to Grace Batten. Once she has received the packet with all components completed, you will be able to chaperone overnight trips and ride the buses to performances.)*
- If you don't intend on what is stated above, you can still participate with the booster table, 50/50, passing out water at the football games and parades and assisting with serving dinner at home games.

Parents who wish to assist should attend monthly Ravens Music Boosters meetings, or contact the boosters at ravensmusicboosters@gmail.com

Reference Sheet

Feel free to detach this page and display it in a visible location for future reference.

COMMON LOCATIONS

<u><i>Where do I find...?</i></u>	<u><i>Location</i></u>
Parent Pick-up/Drop-Off Form	www.sussextechband.com > Parents > Pickup Form
Excused Absence Form	Charms: www.charmsoffice.com > Log In > School Code: "SussexTechnical" > Handouts/Files
Schedule of Events	Charms: www.charmsoffice.com > Log In > School Code: "SussexTechnical" > PW (yours) > Calendar
Emails & Recent News	Charms
Marching Band Music Library/ Recordings	www.sussextechband.com > Students > Member's Area

PAYMENT SHEET

<u><i>What am I paying for...?</i></u>	<u><i>Who do I pay...? (unless directed otherwise)</i></u>
Marching Shoes (\$36.00)	B&B Music
Instrument Repairs & Accessories (\$ varies) (includes reeds, oil, ligatures, mouthpieces, etc.)	B&B Music
Gloves (\$3 flash/\$16 talon)	Sussex Technical High School
Food (\$ varies)	Ravens Music Boosters
Band T-Shirts (\$10)	Ravens Music Boosters
All Fundraiser-Related Items (\$ varies)	Ravens Music Boosters
Trip Payments (\$ varies)	Sussex Technical High School

2018 Sussex Technical High School
Music Program Student Agenda Agreement To Terms

I, _____, agree to all of the policies, rules, and
(Student's Name)
regulations found within the Sussex Tech High School Band Program Student Agenda including, but not limited to the subjects of: behavior, attendance & excusals, classroom procedure, cell phone & cyberbullying policies, uniform policies, and grading & academic integrity. I understand that upon signing this agreement I will be held fully accountable for any violation of these terms and policies.

Print Student's Name

Student's Signature

Date

I, _____, have read the entire student agenda
(Parent's Name)
and understand the expectations for my son/daughter as part of the Sussex Tech High School Band Program, including, but not limited to the subjects of: behavior, attendance & excusals, classroom procedure, cell phone & cyberbullying policies, uniform policies, and grading & academic integrity. I also acknowledge and understand the potential consequences of my son or daughter's behavior.

Print Parent's Name

Parent's Signature

Date