



Band Handbook

DeLand High School
800 N. Hill Avenue
DeLand, Florida 32724
www.delandhsband.com

Monica Leimer, Director of Bands
Dr. Melissa Carr, Principal

“Attitude Makes the Difference”

DeLand High School Band

Regulations and Guidelines

Welcome to the DeLand High School Band Program! You are now part of a program rich in history, excellence, dedication, and pride.

The band program will continue its tradition of excellence. The quality of the program will be determined by your individual effort. To contribute to the success of the band program, you must make a decision to be dedicated to the band family. In return, your dedication will ensure that the tradition of excellence will continue for the DeLand HS Band. Furthermore, your commitment to the band will provide you with opportunities not available to many students.

To insure that everyone has the opportunity to learn, achieve their goals, and have a successful year at DeLand, a set of regulations and guidelines has been developed and are stated on the following pages. Each individual member is responsible for knowing all information presented in this book- please read it carefully. The information in this handbook is as complete as possible with the limited space available. Ms. Leimer reserves all rights to add to, delete from, and change any policies pertaining to the DeLand High School Band Program.

Together we can achieve unlimited success. Let's have a great year!!!

Musically Yours,



Monica C. Leimer
Director of Bands

DeLand High School Band

Core Values

(to guide our lives in and out of band)

Perseverance
Respect
Integrity
Dedication
Excellence

P.R.I.D.E.

I. Ensembles

Marching Band

The Marching Band is the combined membership of the Wind Ensemble, Symphonie Band, Percussion, and Colorguard. The DeLand Marching Band is a musical marching unit organized to provide artistic and entertaining performances for football games, parades, pep rallies, and community events. Membership in the Marching Band is required of all students involved in the Band Program. Membership requires **total dedication, maximum effort** and involvement in all aspects of marching and music performance.

Wind Ensemble

Wind Ensemble is designed for our most advanced musicians with emphasis placed on the musicianship skills required for performance of sophisticated literature. Members are expected to participate in Solo & Ensemble MPA and All-County Band auditions. Performances include concerts, MPA's, and community events. Membership is based on audition and director recommendation. Members must also participate in the Marching Band. Private lessons are strongly recommended. Attendance at after-school rehearsals is mandatory for all members of the Wind Ensemble, which includes percussionists assigned to this band. Please refer to the official band calendar on our website for specific times and dates of all band events.

Symphonic Band

Symphonic Band is designed for our intermediate to advanced musicians with emphasis placed on the musicianship skills required for performance of advanced literature. Members are expected to participate in Solo & Ensemble MPA. Performances include concerts, MPA's, and community events. Membership is based on director recommendation. Members must also participate in the Marching Band. Private lessons are encouraged, especially for students aspiring to achieve the level of musicianship required to move up to Wind Ensemble for the next year. Attendance at after-school rehearsals is mandatory for all members of the Symphonic Band, which includes percussionists assigned to this band. Please refer to the official band calendar on our website for specific times and dates of all band events.

Percussion

Percussion class is comprised of all percussionists at DeLand High School. This is a performance-oriented class. Students will perform on a variety of percussion instruments including drums, mallet instruments, and world percussion. Students in the class serve as the percussion section for the marching, symphonic, concert, and jazz bands. Private lessons are strongly recommended for all members. Students may be required to own their own sticks and mallets and bring them for all classes and rehearsals. After school rehearsals are frequent and mandatory.

Colorguard/Eurhythmics

The colorguard (Emeralds) serves as the elite visual ensemble of the DeLand High School Band. Membership open to all students. Members learn from skilled instructors in the areas of flag, rifle, sabre, and dance. Members are required to be enrolled in the Eurhythmics class. In the fall, this ensemble performs with the marching band. In the spring, this ensemble transitions into competitive Winterguard which performs at high level competitions throughout Central Florida.

Jazz Ensemble 2

Jazz Ensemble 2 consists of select groups of instrumentalists from within the band program that perform a variety of jazz styles including swing, bebop, Latin, rock, etc. Instrumentation includes clarinet, alto sax, tenor sax, bari sax, trumpet, trombone, bass trombone, drumset, piano, bass, and guitar. The ensemble rehearses periodically after school throughout the school year, but most of the instruction occurs during the class period. Students must be enrolled in at least one concert ensemble to be a member of the Jazz Band. Please see the band calendar online for more information.

Jazz Ensemble 1

Jazz Ensemble 1 is designed for our most advanced jazz musicians. Students are selected from members of Jazz Ensemble 2 in the previous year. Students are required to be in Jazz Ensemble 2 for a year in order to be considered for membership in Jazz Ensemble 1. The ensemble rehearses periodically after school throughout the school year, but most of the instruction occurs during the class period. Students must be enrolled in at least one concert ensemble in order to be a member of the Jazz Band. Please see the band calendar online for more information.

II. General Regulations & Policies

The DeLand High School Band Program has traditionally sought discipline through individual responsibility and student leadership. The following criteria has been set up as a minimum standard which all band members shall follow:

1. Attend all rehearsals and performances with the appropriate materials- as a musician being on time is actually late- you must always arrive early.
2. Know your assignments/music and know it to the best of your ability. Giving anything less than your best is not acceptable for the band and should not be acceptable to yourself. You must practice individually to achieve this goal.
3. Be attentive to all instructions.
4. Work hard to become part of the team. Only through teamwork can we achieve success.
5. To achieve our goals, you must decide to make Band a top priority.
6. Complete all required forms and paperwork on time.
7. Always strive to keep a positive attitude.
8. Follow all rules and regulations.

III. Attendance/Summer Band

"To be early is to be on time, to be on time is to be late, to be late is to be out!"

— William Revelli (University of Michigan)

To maintain the standard of excellence achieved by our band, ALL DHS Band members will be present at ALL required rehearsals, performances, sectionals, etc. Any member who is absent makes the band less effective which has an adverse effect on the morale of the band. An absence necessitates repeating educational instruction when the student returns, as well as eliminating the opportunity to develop blend, balance, and precision with the other students in the ensemble. All rehearsals, sectionals, and performances will be scheduled well in advance and up-to-date information will be on the band website. Each band member will also be on time for every activity. Learning to be early (on time) now will establish a lifelong habit that is critical to success in any venture.

Procedure for Absence

Naturally, sickness and other hardships make it necessary to miss on some occasion. Appointments, meetings, work, vacations, etc. will not be valid excuses for missing rehearsal. However, THE PARENT must notify the director as far IN ADVANCE as possible if a student must miss a rehearsal or performance:

1. Email the director (delandband@gmail.com) AND
2. Bring a doctor's note or other pertinent paperwork.

When a student must be absent from a rehearsal or performance do to one of the acceptable reasons, he/she must notify the band director IN WRITING (email or note) prior to the day of that rehearsal.

Unexcused Absences

During marching season, unexcused absences from rehearsals (2 hrs +) will result in that student being sidelined for that week's halftime performance. The student will also receive a zero for that rehearsal grade.

Procedure for Tardy

Tardies cause delays and are discourteous and irritating to your fellow band members who have to wait for you. Students who are tardy will have a deduction from their rehearsal grade equivalent to the amount of time missed in that rehearsal.

Absence from a Performance

Performances are major grades. Any absence which is not brought to the attention of Ms. Leimer for approval prior to the performance will be considered unexcused. Unexcused absences count as zeros for a performance grade and may potentially result in the individual's removal from the Band Program. If you anticipate an unavoidable absence from a performance, please submit a written request to Ms. Leimer at least one month prior to the intended absence.

The following is a collection of statements that are not acceptable as for excuses:

Unexcused Reason	Solution
"Had to work."	Make arrangements with your employer in advance.
"Couldn't get a ride."	Be responsible. Check with your section leader or other band member.
"I didn't know about it."	Be responsible. You have been given advance notice.
"Parents are leaving town."	Clear your schedule in advance.
"I have a big test tomorrow/ lots of homework."	Be responsible. Budget your time accordingly and don't wait to cram.
"I have an appointment."	Schedule these around band.

Excuses that are acceptable:

1. Sickness or death in the family.
2. Emergencies (car accidents or other immediate safety factors).
3. Personal illness. A doctor's note will be required.

Students do **NOT** pick and choose the band events in which they wish to participate. If the band performs or rehearses, **everyone** is to be there **every time!** **Conflicts with other activities (i.e. sport practice, church, other club events, etc.) are to be resolved as far IN ADVANCE as possible (not the day of the event!).** Performance takes precedence over practice concerning another school activity. Only reasons of GRAVE EMERGENCY should be used for missing a performance or rehearsal. If an outside practice appears to be "rained-out", always report to the band room for indoor rehearsal. **Remember, excuses, even good ones, will not produce a superior band.**

Summer Band Camp

Summer Band rehearsals (aka Band Camp) begin each summer prior to the opening of school. The focus of summer band is marching and playing fundamentals as well as learning the new halftime show. All members of the Band (woodwinds, brass, percussion, and colorguard) are required to attend Band Camp. Absences must be arranged in advance with the director. Students who miss Summer Band may be placed on an alternate playing status and must acquire the needed performance skills before being allowed to perform.

IV. General Band Room Rules

All school enforced rules apply to the band room including dress code! The rules that follow are band specific:

1. You are allowed in the band room/practice rooms only during your allotted band class time or before/after school with permission. You should not be in the band room/practice rooms any other time unless you have received permission from Ms. Leimer.
2. **Do not bring non-band students into the band room.**
3. There will be absolutely no eating, drinking, or chewing gum in the band room or practice rooms.
4. Respect your environment- pick up after yourself.
5. Cell phones are not allowed to be used during rehearsal time.
6. Never leave money, books, or valuables in the band room. Please keep these items with you or locked in your locker. Ms. Leimer and DeLand High School are not responsible for any items lost or stolen. Items found in inappropriate places will be sent to lost-and-found.
7. All instruments when not in use can be stored in your locker, IN THEIR CASES (the only exceptions are percussion and tubas)! No instrument should be left on the floor at any time.
8. Percussion equipment is to be used by percussionists only!
9. Only enter the band director's office after knocking and receiving permission to enter. Please do not enter her office if she is not present.
10. Please respect the privacy of the band director and do not call/text her at home. Any urgent information can be obtained from your band leadership. In an extreme emergency the band captain will contact the band director.

11. There is a time and place for everything- public displays of affection and profanity are strictly prohibited during any band function- including class and rehearsal.
12. Report all acts of vandalism immediately - no matter how small.
13. The music library is off limits to everybody except those with permission from Ms. Leimer.
14. Practice rooms are for practicing only. No food/drink/candy is allowed in the practice rooms.
15. The dry erase board in the front of the room is for official use only.

V. Rehearsal Rules & Guidelines

Rehearsal time is extremely valuable. If you delay the rehearsal for even one minute, you have wasted a great deal of time because every other member of the band has also been forced to waste one minute.

The following guidelines are the foundation of our rehearsal procedure:

1. Band members should have the following items at all rehearsals: instrument/equipment, music, drill charts, pencil, extra reeds, valve oil, mutes, mallets, etc.
2. When the downbeat is given or the band is called to attention, a student is considered TARDY if not in place and ready to perform. All tardies are *unexcused* unless properly excused by valid reasons and/or a written pass.
3. When the director or someone in charge steps **on the podium**, ALL ACTIVITY MUST CEASE. Your full attention must be given to that person and nothing should be allowed to distract you. Be **QUIET, LISTEN, and WATCH**. There is no talking, even if it deals with the music. You must be silent when someone is directing or addressing the band. Raise your hand if you have a question.
4. Do not leave your seat unless given permission to do so.
5. Cell phone use, eating, drinking, or gum chewing are strictly PROHIBITED during any rehearsal or appearance by the band.
6. If your instrument is in the shop getting fixed, you must supply a repair tag with the date. Otherwise, you will lose points for the rehearsal.

REMEMBER: SUPERIOR bands are the result of SUPERIOR rehearsals.

VI. Sectionals

Due to the complex nature of a quality band program, rehearsals outside of class time are necessary.

Marching Season

1. All sections rehearse at least once per week.
2. Sectional rehearsal announcements will be sent out by the section leader.
3. All players will pass off their music for the section leader. Attendance and results of music passed off will be reported to the director by the section leader.

Concert Season

1. Sectionals will take place as needed.
2. Sectionals will begin after football season and will take place after school hours.
3. Extra rehearsals may be called with one week's notice.

VII. Uniforms

The DeLand High School Band uniforms represent pride and excellence in our organization, and have an impressive appearance to our spectators. Uniforms are only replaced every 10-15 years, so it is important that the student takes precautions while wearing the uniform. Any student who misuses the uniform will be responsible for the repairs. These uniform expectations are strict, conservative, and professional. Having a high standard of expectation for the appearance of our ensembles will ensure a professional performance presentation at all times and will initiate respect from audiences before the performance even begins.

Marching Band Uniform Regulations (Instrumentalists):

1. Each student will be issued a uniform, which will be always kept in the uniform storage room.

2. Members should wear the uniform with PRIDE. When wearing the uniform:
 - Always have it zipped up
 - Shoes polished & clean

Remember: *Wear the uniform correctly or not at all!*
3. No eating in the uniform coat.
4. No items will be attached to the uniform.
5. No visible jewelry, hair ornaments, colored nail polish, or earrings.
6. Hair must be worn so that the collar is visible, well-groomed, and kept out of the face.
7. Band hats (shakos) are to be worn correctly at the appropriate angle. Never wear the band hat backwards. Shakos are to be kept in their corresponding hat boxes.

- **Marching Uniform**

DHS Band t-shirt and athletic shorts (and compression shorts for male students)
 Marching pants, coat, & shako (kept at school)
 Black gloves & long black socks
 Black marching shoes
 White band cap

- **Casual Uniform**

DHS Band t-shirt
 White band cap
 Khaki (tan) shorts (dress code length)
 Sneakers

- **Practice Uniform**

White DHS Band practice shirt (instrumentalists) OR pink DHS Guard practice tank (guard)
 Athletic shorts
 Sneakers or marching shoes WITH SOCKS

- **Concert Uniform (kept at school except undergarments and shoes)**

Jewelry is to be minimal. Moderate make-up may be worn for concerts.
 *Concert dress, black hose/stockings, and black closed-toe dress shoes (low heel or flat).
 *Tuxedo pants, tuxedo shirt (with plain white shirt underneath), bow tie, long black socks, plain black dress shoes, and tuxedo jacket.

- **Concert Black**

Jewelry is to be minimal. Moderate make-up may be worn for concerts.
 *Plain black dress pants OR black skirt/dress (dress code length).
 *Plain black dress shirt (button down) OR plain black dress blouse.
 *Black dress shoes with long black socks or black hose/tights (no bare skin from the waist down). All shoes should be plain, closed-toe, and flat or low heel. No sandals.
 *All students are required to have their upper arms covered. If the dress or blouse is sleeveless, a plain black cardigan or jacket must also be worn.

VIII. Football Games

The following regulations apply to all band members:

1. All Volusia County Schools and DeLand High School rules apply at all times.
2. All students are to travel to and from the game on buses provided by the band.
3. Follow all instructions given by the driver and/or chaperones.
4. **Wear the uniform correctly or not at all.**
5. Once at the stadium, all students will sit in their assigned seats and stay there.
6. ***NO P.D.A. - Public Display of Affection.*** This includes hand holding.
7. Spirit is great, but cheering should be done with the cheerleaders or as a group. Needless to say, language

- should not reflect unfavorably on the band.
8. Members are reminded that the band is providing a public performance at each game. We have a job to do, therefore, **WATCH** the director and drum majors at all times when they are standing in front of the band. **LISTEN** for directions, get music out *quickly* and **be ready to play**.
 9. Students may have refreshments during their third quarter break. **No food or drinks** is allowed in the stands (including 3rd quarter break). Chewing gum is **NEVER** permitted.
 10. While on third quarter break, students may not go into the grandstand seats or to the opposite side of the field. All students will be back in their seats ready to play by the time one minute shows on the clock. Students who break these rules will lose their 3rd quarter break for the next game.
 11. Only uniformed DeLand HS Band students, staff, and chaperones are allowed in the band section.
 12. Be courteous to visiting bands, officers, directors, fans, and anyone else with whom you come in contact. When traveling to other schools, be courteous to our hosts.
 13. At halftime, kneel down and watch quietly as the other band performs.
 14. Students must be accompanied by a chaperone when leaving the band section.
 15. When the band plays in the stands, everyone plays!
 16. No improvisation of parts.
 17. No one is dismissed early.
 18. After the game, pass trash to the end of the row and check to see if you have all of your belongings: music, lyres, gloves, hats, etc.
 19. While at games, ***we are constantly in public view*** and your conduct must reflect the highest standards. **REMEMBER**, everything you do is a *direct reflection* on the band. In this setting, you are not acting as an individual. You are part of the whole body and cannot be separated from it when you are in uniform. Don't let carelessness, restlessness, or irresponsibility ruin things for everyone else.

IX. Travel and Trips

1. Mode of transportation will be provided or approved by the school. Students traveling with the band must travel with the group in the vehicle provided. Students will ride both ways on a trip on their assigned bus. These assignments are made ahead of time to avoid confusion.
2. While out of town, students will not ride in any private vehicles.
3. Each student is responsible for seeing that his/her instrument and belongings are *loaded* at the departure point, after the performance, and *unloaded* upon the return.
4. A student leader and at least one chaperone will be placed on each bus. Respect is imperative. They will take attendance and communicate important information to you regarding the appearance ahead. **Absolute quiet must be maintained during roll call.**
5. While traveling on buses, you will obey the instructions of the bus driver. Putting hands, arms, heads, etc. out of a window is *strictly prohibited*. DO NOT ever throw anything out of a window.
6. While traveling on buses, students may talk or sing in an orderly manner. If your voice is loud enough to be heard above other conversations, you are TOO LOUD. When crossing a railroad track or entering/exiting a stadium parking lot, *absolute quiet* must be maintained. UNDER NO CIRCUMSTANCES SHOULD ANYONE CALL OUT OR MAKE REMARKS TO PEOPLE OUTSIDE THE BUS.
7. Refrain from standing or moving around in the bus while it is in motion.
8. *Courtesy* must be maintained while in restaurants. *Speak quietly* and ***clean up*** your area when finished. Eat properly and regularly to be at your best for yourself and others.
9. On overnight trips, all students are to be in their rooms at or before the designated curfew hour. They are not to leave their room after curfew **for any reason**. Students are also not to leave the hotel without permission from the director.
10. While staying in a hotel, students should be considerate of other occupants, especially at night. Students' conduct should bring credit to themselves and our organization. ***Don't slam doors, run, or speak loudly***. Rooms should be left neat and hotel property should not be damaged.
11. ***NO P.D.A. - Public Display of Affection***. Students may hold hands except while in uniform.
12. The ***use or possession of*** any alcoholic beverage, tobacco, or drugs which could modify behavior is absolutely always forbidden.
13. All band members are responsible for the set up and tear down of concert settings. When everyone does their part, things run smoothly.

14. Students are asked to be careful and safe. If an accident, injury or illness does occur, the chaperone in charge should be notified at once. The chaperone will then notify the Director.
15. It should be noted that proper behavior is expected when on a school-sponsored trip. The Volusia County Code of Student Conduct will be always observed. Undignified conduct or reckless behavior may result in disciplinary action, suspension from school, and/or dismissal from the Band Program.

X. Enforcement of Rules

The regulations listed in the previous section of this handbook are important to maintain the high quality and dignity which have been associated with the DeLand High School Band Program. Any and all infractions of any of the rules listed in this handbook will be viewed as open defiance to the program and will be dealt with swiftly. The most simple method of enforcing regulations is to withhold the privilege of participation in our band for a specified period of time.

Withholding may be done in several ways:

1. Replacing a person in the show with an alternate. This would be done primarily in the case of disruptive behavior, negative attitude, not being prepared, or absence.
2. In the case of extreme misbehavior or disrespect, for the good of the band, the student may be expelled from the band program.
3. A penalty will be administered for all tardies, misbehavior, disrespect, off-task activity, inattentiveness, destructiveness, etc. no matter the reason. The student will have to do push-ups, laps, work duties, or some other form of punishment in addition to the pre-determined loss of points for the infraction.

XI. Grading Policy

Students will receive grades based on the following percentages:

40% Daily Class Participation & Rehearsals

- Students must come to all classes and rehearsals prepared (see "Rehearsal Rules & Guidelines") AND fully participate in activities to receive full credit.

60% Performances & Playing Tests

- Each grading period students will be required to complete at least one video playing test (ex. scales). Periodically there will be playing tests consisting of excerpts from the music being worked on in class. This is to ensure that students are practicing individually outside of class/rehearsal.

XII. Marching Band Guidelines

Rehearsals

Marching Band rehearsals will be held every Tuesday & Thursday. Students must take care of other personal matters outside of the rehearsal time. Please refer to the official band calendar for specific times and dates of all band events.

Rehearsal Procedures

1. Students assemble in stretch block by the start time.
2. Leadership leads the band in stretches. Director takes roll.
3. Block marching fundamentals.
4. Drill & music rehearsal.

All students must wear the practice uniform and proper shoes. You will have plenty of time to change after school. Breaks will be given as needed, so bring water to save time. In the event of inclement weather practice will be held inside. Never assume that practice is cancelled.

Attendance

Attendance is mandatory at all rehearsals and performance for ALL members of the Marching Band. Missing at least two hours of rehearsal in one week will result in the student being sidelined from the next halftime performance. When a student is sidelined they are required to attend the football game in full uniform and participate with the band in the stands. During half-time the sidelined student will stand at attention on the sideline and watch the band's performance.

Disciplinary Issues

The regulations listed in previous sections are important to maintain the high quality and dignity which have been associated with the DeLand High School Band Program. Any and all infractions of any of the rules listed in this handbook will be viewed as open defiance to the program and will be dealt with swiftly. Ms. Leimer may dispense with disciplinary action when she deems necessary.

1. Negative behaviors on the field or at games that will insure disciplinary action taken:
 - a. Talking at inappropriate times.
 - b. Playing out of turn.
 - c. Arriving late for rehearsal.
 - d. Coming unprepared for rehearsal.
 - e. Sitting down without permission.
 - f. Talking back to leadership, staff, and/or Ms. Leimer.
2. Disciplinary actions on the marching field may include the following
 - a. Laps/Push ups
 - b. Work duties
3. After the third infraction the student, further disciplinary action may be taken. These actions may include the following:
 - a. Not participating in 3rd quarter break.
 - b. Not marching in half time show.
 - c. Not performing in pep-rally.

Music, Flip Folders, and Drill Charts

Each member of the band will receive one copy of the necessary items need to perform effectively in the band. If a student loses their music or drill charts, they are responsible for printing new copies on their own. Flip folders should be kept in a safe place, concert folders should be stored in the proper cabinet.

XIII. Student Leadership

All student leadership staff members are to be treated with respect as they are an extension of the authority of the band director and band boosters.

- ☆ **Band Captain** – The Band Captain is directly responsible to the band director. It is their responsibility to see that all other officers are doing their respective jobs. It is also their job to provide leadership, instill morale, and encourage all band members to excel and achieve at the highest level. This is the highest office in the Band Leadership Staff.
- ☆ **Drum Major(s)** – The Drum Major oversees the musical aspects of the marching band at all times. Serves as conductor in the stands and on the field. Also acts as an assistant to the Band Captain and a field assistant to the Director. Additional responsibilities include teaching and monitoring marching skills, teaching and monitoring drill, and leading the band in stretching before each practice.
- ☆ **Operations Sergeant(s)** – The Operations Sergeants oversee the Operations Team and all “behind-the-scenes” aspects of the program. Responsibilities include, but are not limited to managing uniforms, music library, equipment, loading, field, stage crew, lockers, band room set-up, etc. Also acts as an assistant to the Band Captain and a field assistant to the Director.
- ☆ **Drill Assistant(s)** – The Drill Assistants are responsible for all visual aspects of the marching band. Responsibilities include teaching/cleaning drill, visuals, and marching fundamentals. Also acts as an assistant to the Band Captain and a field assistant to the Director.

- ☆ **Woodwind Captain & Brass Captain** – The Woodwind/Brass Captains’ primary responsibility is to oversee their respective sections. Provide support and oversight to the woodwinds and brass making sure that the Section Leaders are fulfilling their responsibilities – sectionals, pass-offs, etc. These leaders also are responsible for leading full woodwind/brass sectionals when needed. They serve as a liaison between the Section Leaders and the Band Captain.
- ☆ **Section Leaders** – The Section Leader’s primary responsibility is to get the most out of their section. Section Leaders are responsible for making sure each person in their section knows their music and is playing with correct technique and sound. They will be responsible for scheduling sectionals before or after practice. They are also responsible for making sure that their section fulfills all marching expectations to the best of their ability.
- ☆ **Guard Captain(s)** – The Guard Captain is responsible for managing all students in their section, communicating important information to their section, running rehearsal in the absence of the instructors, and serves as a liaison between the guard students and the band director/instructors. They are also responsible for making sure that all necessary equipment (boombox, floor, silks, weapons, props, etc.) are brought to all rehearsals & performances.
- ☆ **Operations Team** – The Operations Team has many responsibilities regarding the “behind-the-scenes” aspects of the program and is essential to overall success of the band. Responsibilities include (but are not limited to) uniform management, music library, loading crew, equipment, field set-up, stage crew, band room set-up, etc.

XIV. Financial Obligations

The DeLand High School Band is an extremely active, full-year co-curricular activity that depends on many resources to provide the finances necessary to provide students with a high quality and enjoyable music education in high school. Students are assessed financial obligations in specific areas described below to cover expenses that are incurred throughout the school year. These assessments only cover a portion of our actual expenses, but our goal is to keep these fees as low as possible. Although we ask that everyone contribute their fair share of these expenses as listed below, no student should ever feel discouraged from participating in band for monetary reasons.

Fair Share Assessment - \$375

(Instrumentalists) This assessment helps cover the cost of instruction by our expert staff members/clinicians, transportation, competition/FBA fees, music, show design, show shirt, spirit shirt, band ball cap, practice shirts, uniform cleaning/replacement, socks, gloves, and much more. This is paid annually by all band members (instrumentalists and guard).

(Guard) This assessment helps cover the cost of instruction by our expert staff members/clinicians, transportation, competition/FBA fees, music, show design, show shirt, practice tanks, costumes, and much more. This is paid annually by all band members (instrumentalists and guard). This DOES NOT include any fees or costs associated with Winterguard (spring season).

Marching Band Shoe Assessment - \$40

This amount is required by all new members as well as any other students who needs new shoes. The shoes are the same from year to year, so this is usually a one-time expense.

Instrument/Equipment – Rental/Maintenance Assessment - \$50 per semester

Students are assessed \$50 per semester for the use of school-owned instruments and equipment to help cover the costs of maintenance and cleaning. This includes all school-owned instruments and percussion equipment (all percussionists pay this fee). The fee is \$50 per semester, regardless of how many instruments are issued to that student. (This is only \$10 per month of school, which is very reasonable.)

Payments

Assessments can be paid in full at the beginning of the year or in payments. All assessments must be paid off by April 1 to avoid being sent to the school obligations list. Further information regarding payment options can be found on the “Financial Responsibility Form.”

***Early Pay Incentive - If assessments are paid IN FULL (all assessments for the entire year) by the end of August, you will receive a \$50 discount.**

***Sibling discounts are available for families with more than one child in the band.**

***Families may only choose one type of discount to receive.**

How to Pay Your Assessments

Payments may be sent to school with students & placed in the white band lockbox located by the band office. If sending payments to school, please place the payment in an envelope with your student's name on it and specify what type of payment is being submitted. Checks should be made payable to "DeLand BPA."

Payment can be made via PayPal to delandbpa@gmail.com. Select "Sending to a Friend" payment option. There will be no fee to you if using a bank account. There will be a fee to you if using a credit card. Only the amount available for deposit to the DeLand BPA bank account will be credited to Charms. If a service fee is assessed to the Band due to the "Paying for an Item or Service" option is used, it will be charged to the student's Charms account.

For more questions about how to make payments, please email delandbandfees@gmail.com.

Charms!

The Charms Music Office Assistant is our system for keeping financial records and student/parent information for the DeLand High School Band. Fundraisers, trips, assessments, payments, and contact information are all organized through Charms. You can access your account balance, update your contact information, view your assigned inventory, and much more anytime you want through the Charms system. If you do not know your student ID number, please e-mail delandband@gmail.com and it will be sent to you ASAP. When you log on for the first time, you will assign yourself a password that only you know so you can be assured that your information is secure.

Logging on to Charms is simple. Just follow these steps:

1. Type www.charmsoffice.com into your web browser.
2. Hover over "ENTER" at the top right of the screen.
3. Click on "Parents/Students/Members"
4. Enter our school code: "delandband"
5. Enter your password. The first time you log in to Charms your password is your Alpha ID number. You may choose to change it once you log in for the first time.

Fundraising

Throughout the year the DeLand High School Band will participate in several fundraisers. While some of these are designed to benefit the entire program as a whole, many are many fundraisers designed to help students earn money to help pay for individual assessments, trips, and other expenses associated with participation in the band. If they work hard, it is possible for students to earn enough to cover assessments through participating in these fundraisers.

These assessments are a requirement for every student and failure to pay will result in a school obligation. With that, it is extremely important that no student be excluded from band due to financial difficulties. It is always our goal to keep the cost of our assessments at an absolute minimum while still making sure that we are meeting the financial needs of our band program. Please feel free to contact me with any questions you may have or if there is a hardship for a student who might need additional time/assistance in paying. No student will be denied participation in the band due to financial reasons. Requests will be handled on a case-by-case basis.

XV. Instruments

1. Students are responsible for bringing their instrument & equipment to every event.
2. A student's instrument should only be played by that student.
3. All students should have in their case the necessary equipment to keep their instrument in good working condition. In addition, in case of rain during marching rehearsal, woodwinds should have a plastic bag handy for their instruments.

4. All wind players should be conscious of eating before playing. Any food particles that get into your instrument can cause problems.
5. Students are responsible for the cost of repairs on their instruments.
6. All marching instruments must be equipped with lyres for rehearsal and in the stands at games.

Brass

1. Most of the time the mouthpiece that you learned on as a beginner was made to help you achieve a sound easily. By the time you reach the high school level you should upgrade your mouthpiece to the following:
 - Trumpet: Bach (or Blessing) 5C or 3C or 1.5C (depending on level/range)
 - French Horn: Schilke 30
 - Trombone/Euphonium: Bach (or Blessing) 6 ½ AL
 - Tuba: Conn Helleberg or Perantucci
2. Brass players should also have valve/slide oil, slide grease, cleaning snake, and mouthpiece brush.
3. Brass valves and slides should be well oiled and in excellent working condition.
4. Brass water keys must be in good condition and perfectly sealed.
5. Brass lead pipes should be cleaned weekly.

Woodwinds

1. Most of the time the mouthpiece that you learned on as a beginner was made to help you achieve a sound easily. By the time you reach the high school level you should upgrade your mouthpiece to the following:
 - Clarinet: Vandoren 5RV Lyre Profile 88 with the Rovner Dark Ligature
 - Saxophone: Rousseau, Dolce, or Caravan with Rovner Dark Ligature
2. Woodwind players are required to have at least three working reeds at any given time. Mitchell Lurie or Vandoren (no Rico)- 3 or higher hardness.
3. Woodwinds also need to own their own swab - use it daily.
4. Woodwind pads need to be checked regularly - no fuzz around the edges.
5. Clarinets need to clean the tone holes with a Q-tip monthly.
6. All woodwinds need to clean under the rods monthly with a small brush.

Percussion

1. Percussionists need to expect that they will work on every aspect of percussion playing - i.e mallets, timpani, snare, and accessories.
2. Percussionists will arrive early to rehearsal and set up their equipment. They will also put away all equipment before they leave class.
3. Percussionists will be responsible for the cost and replacement of any items they may break.
4. Percussionists may be required to own their own mallets and sticks.

School Owned Instruments

1. To check out a school instrument students must fill out an official check-out form.
2. Rental fee for school owned instruments is \$50 per semester.
3. Regardless of the current appearance of your instrument, you must provide reasonable care and maintenance. You will be held responsible in the event of damage and/or theft.
4. When you are not playing your instrument it will be left in its case. Band members who excessively leave school instruments on the ground (outside or in the band room) will no longer be able to use that instrument and will be responsible for obtaining their own instrument.
5. Abuse to the instrument will insure that the student will not be allowed to use the instrument.

XVI. Eligibility

Students participating in the band must be enrolled as a student of DeLand High School. It is also expected that you will maintain acceptable grades in your classes, and at minimum a 2.0 cumulative grade point average (GPA). If you feel that you are falling behind in your classes, please seek assistance from Mrs. Leimer. She will gladly help arrange a tutoring session with another student who has been academically successful. The band is a huge family and we are here to help each other succeed in all aspects.

Students who fall below a 2.0 GPA for the grading period will be placed on an “Academic Improvement Plan” and may lose certain privileges such as field trips and performances. Students must attend at least 4 classes (including their band classes) on the day of performances in order to be eligible to perform. Attendance will be checked in Focus at the end of the day.

XVII. COMMUNICATION

Communication is vital to the success of the Band Program. A weekly e-mail will be sent to inform students and parents about the events of the week as well as other pertinent information. The band’s website (www.delandhsband.com) serves as an additional means of relaying information. A comprehensive calendar as well as forms, and other information will be posted regularly. In addition, the weekly schedule will always be posted on the white board in the front of the band room. Make yourself aware – each member is responsible for the information that is posted! Ms. Leimer can be reached via email at delandband@gmail.com OR mcleimer@volusia.k12.fl.us.

XVIII. Awards

John J. Heney Award

This local award is named for the founding director of the DeLand High School band and recognizes an outstanding senior band member who has demonstrated superior musicianship, leadership, dependability, loyalty, and cooperation both in and out of the band program.

John Philip Sousa Award

This national award recognizes an outstanding senior band member who has demonstrated superior musicianship, leadership, dependability, loyalty, and cooperation both in and out of the band program.

Director’s Award

This national award recognizes an outstanding band member who maintains the highest musical standards and goes above and beyond the minimum expectations to be the best musician they can be.

Patrick S. Gilmore Award

This national award recognizes an outstanding band member for their achievements and enthusiastic commitment to the band.

Louis Armstrong Jazz Award

This national award recognizes an outstanding musician in the Jazz Band. The student does not have to be a senior to receive the award.

Buddy Bohner Memorial Award

This local award is named for a former member of the DeLand High School Band and recognizes a sophomore who maintains the highest musical and academic standards.

Rebecca Lynn Smith Award

This local award is named for a former member of the DeLand High School Band and is awarded to the student who exhibits an extraordinary level of dedication to the DeLand High School band program.

Rookie of the Year

This local award recognizes a freshman who maintains the highest musical and academic standards, shows leadership within their class, and continually strives to achieve the highest ideals and standards of the DHS band while maintaining a positive attitude and work ethic.

Outstanding Color Guard Member Award

This award recognizes an outstanding guard performer in the Band. The student does not have to be a senior to receive the award.

Band Varsity Letters & Bars

A band member may earn a letter/bar in band by meeting the following criteria:

1. Membership in the Marching Band, as well as Concert/Symphonic Band (instrumentalists) or Winterguard (auxiliary) for one year.
2. No unexcused absences from performances.
3. Earned a grade "B" or above each grading period in band.
4. No severe discipline problems or punishments.

XIV. Parental Involvement

Parents of band students act as chaperones at band functions throughout the year. This provides parents an excellent opportunity to be directly involved in their child's experience in the band program. Chaperones have certain responsibilities as away-from-home-parents. Their involvement demonstrates a caring and willingness to **actively** support their child in his/her musical endeavors. They should receive utmost **RESPECT** and **COURTESY** at all times.

All parents of band students are automatically members of the Band Parents Association (BPA) and are strongly encouraged to be involved. Being a band parent is a rewarding and fun experience. We encourage all parents to consider what part they can play in helping to bring about the great performances and activities of the DeLand HS Band Program. Like our students, we have amazingly talented parents who have unique skills and talents that will help our program continue to grow and improve. We could use your help and look forward to working with you!

XX. Individual Practice & Private Lessons

It is the responsibility of each band member to practice their individual music outside of band rehearsal time. Practice time should be spent on scales, music, and exercises assigned by the director or private instructor. Practicing assures that the student is strengthening fundamental skills and learning assigned music. Furthermore, the individual improvement will directly affect the overall improvement, abilities, and success of the entire band. Parents are asked to help their musician set aside a quiet place and time for practice on a regular basis.

Private Lessons

The value of one-on-one instruction with a professional on a student's instrument cannot be overstated. **Private instruction is key to the advancement of individual skills and integral in achieving students' highest potential.** Students are **strongly encouraged** to take lessons with a private instructor. You will increase the rate of improvement and success on your instrument by a substantial margin. For a list of recommended private instructors, please see Ms. Leimer.

In Closing...

This handbook is made available for your reading so you are not surprised in any way. Your signature (on the handbook agreement page) attests to the fact that you have read, understand, and accept all parts of this contract. Conversely, this contract will eliminate any surprises for the Band Director, which is just as important.

Email Ms. Leimer - delandband@gmail.com OR mcleimer@volusia.k12.fl.us

Email the Band Parents Association (BPA) - delandbpa@gmail.com

Email the BPA Treasurer - delandbandfees@gmail.com



DeLand High School Band Program - Handbook Agreement

The success of any band program is dependent on teamwork, with each student completing his/her assigned task. With that understanding, all students who enroll in the DeLand High School Band Program, and their parents, are to sign this agreement.

As a co-curricular performance-oriented activity, attendance is required for rehearsals and performances beyond regular school hours. These include but are not limited to:

- Rehearsals/sectionals
- MPAs
- Concerts
- Performances for community, schools, etc.
- Football games
- Parades

It is understood that attendance at these functions is mandatory, and an unexcused absence may result in lowering a student's grade and/or placing them on alternate status if the absence applies to the marching band. Exceptions to this policy are:

- Religious holidays
- Students with disabilities whose disability prohibits participation
- Documented illness
- Family emergencies (approved by the band director)

I have read and understand the DeLand High School Band Handbook. I understand that this handbook includes all policies which may govern the band, and in the event of a conflict, will be referred to this handbook for policy verification as well as actions that may be taken.

Student Name (print please): _____ Alpha ID: _____

Student Signature: _____ Date: _____

Parent Name (print please): _____

Parent Signature: _____ Date: _____

***Please return entire form to Ms. Leimer by the first Friday after school starts.**