

**Medford Mustang Band
Student Handbook
School Year 2021-2022**

“We are what we repeatedly do. Excellence, then, is not an act, but a habit.”

-Aristotle



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Overview

Contact/Staff

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Medford Band Parent Organization	medfordbandbpo@gmail.com
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Please make sure to make all checks out to: **Medford BPO**

Introduction

Welcome new and returning members of the Medford Mustang Band Program! This Student Handbook has been designed to answer many of your questions about the concert and marching bands. You will learn about the wide array of activities planned for the school year and how the MHS band functions during its many trips and performances. It is very important that you read this handbook carefully and become familiar with your responsibilities as an MHS band student.

Open Door Policy

The Medford Mustang Marching Band Program prides itself on being a welcoming and open community. As required by Chapter 622 of Title IX, all school groups must follow the policy of not discriminating on the basis of sex, race, religion, color, national region, or handicap. The Band Program, staff members, and students take this very seriously and see to it that all students feel comfortable and welcome. Additionally, all students are required to sign off on the Anti-Hazing form passed out in June. The Band Program does not tolerate any form of hazing whatsoever, and students that are found to be engaging in such activities will face disciplinary action through the school, and their standing with the band program will be reconsidered by the Band Director and other faculty/staff/administrators.

Particularly in the band program, staff members wish to remind all students and parents that we are all here not only to serve as educators, but as people that they may come to if they are having any issues in or out of school. If a student is in need of further counseling, staff will take appropriate steps to see that the student receives that. Anyone found to be partaking in discriminatory actions or using discriminatory language will be subject to disciplinary action to be determined by the school administration.

School Policies

The Medford Mustang Bands Student Handbook incorporates many of the policies that can be found in the MHS Student Handbook, in addition to policies specific to the Band Program. As outlined in the Program of Studies Book, all students must attend weekly rehearsals and participate in all MHS Football games, parades (Patriot's Day, Memorial Day), graduation, competitions, concerts, and activities that occur outside of school hours, outlined in this handbook and on the calendar for the year. Concerning the dropping of any music classes or the violation of any school policies, the parent and student should refer to the MHS Student Handbook that is provided to students on the first day of school, and is also available on the Medford Public Schools website. Students found to be using cell phones and other electronic devices during school hours or rehearsals (unless they have been given permission to do so) will be subject to disciplinary action per the MHS Student Handbook. School policies are always in force for any band activity in or out of school. Middle school students may be considered for inclusion in the Marching Band, Concert Band, or Color Guard at the discretion of the Band Director.

Agreement

By participating in the band program, students and their parents acknowledge and agree to follow the policies set forth in this handbook and all other policies of the Medford Band Parent Organization. Although the acknowledgment form is required of all participants, not turning one in does not release a student from being bound by these policies.

Academics

Grading Policy

Students will be graded by the Band Director. **The quarter grade will be based on attendance at rehearsals, performances and sectionals, performance in sectionals, and overall musicality.** The following list is the actual percentage system to be used in the weighting of each student's grade.

Class Preparedness: (Coming to class **on time** with music prepared, a pencil, sheet music and instrument) - **40%**

Effort/Behavior: (Representing the City of Medford with a positive attitude, respecting all members and staff of the band, as well as all others we interact with at events and performances) - **20%**

Concerts/Events: (Attendance at all concerts/competitions/events outside of school hours is mandatory, unless otherwise stated) - **20%**

Practice Logs/Dot Notebooks: (Practice logs are to be filled out on a weekly basis and submitted at Wednesday rehearsals. These are meant to record students' practice time outside of class time or rehearsals. During the fall there will be periodic dot notebook checks. These are

intended to ensure that students are coming to rehearsal with their sets and music set to go) - **10%**

Playing Exams: (Given at the discretion of the Band Director on parts that have been reviewed and practiced during class/rehearsals) - **10%**

Classroom Rules

The following rules are to be followed at all times, including while in A125, at any rehearsal space, and during any performance.

1. No use of cell phones or other electronics (See School Policies Section for more information) during rehearsals or performances, unless in the case of an emergency, then please notify a staff member or the director.
2. Keep hands, feet, and body to self (do not pick people up, even if they have given you permission to do so).
3. Do not touch instruments or other objects that do not belong to you. If you break something, you are responsible for replacing or repairing it.
4. Be respectful to staff and peers. Be mindful of not only what you say, but how you say it.
5. Raise your hand if you have a question during rehearsal, please do not yell to get a staff member or section leader's attention.
6. Come to class/ rehearsals/ performances on time and prepared.
7. Always come with a positive attitude and be ready to work hard for the duration of the class/ rehearsal/ performance!

Attendance

Attendance Policy

Attendance is required for all rehearsals and performances. Excused absences will be granted by the Band Director when possible with **written parental/guardian notice given a minimum of 48 hours prior to rehearsals and a minimum of four weeks' notice prior to performances. Email serves as a form of written notice. In order for an absence to be considered excused, a valid reason must be provided to the Band Director (please keep in mind that these do not include sports or family parties; every member's attendance at rehearsals and performances is imperative).** Emergencies (such as illness, death in the family, or other extenuating circumstances) will be handled on an individual basis by the Band Director.

A preliminary schedule of events is available to all band students and families in hard copy at the June Parent-Student meeting. This schedule and any changes made to it is also available on our website- **medfordband.org**). Please try to schedule trips, vacations, and work to avoid any conflicts with rehearsals and/or performances. Each member of the band is critical to the total performance of the entire group. It is not like a sports team; there are no stars, everyone is part of the performance team. One person's absence from a performance or rehearsal hurts the overall visual and the entire group's performance capability. **Emails are to be**

sent to the new band email account- medfordmustangband@gmail.com. We are hoping that having an email account only receiving mail in regards to band topics will help to make sure that emails will receive responses sooner and they will not be lost in the midst of other emails.

A. Added Performances and Time Changes (Excluding football games)

In the event that a performance (excluding football games) or rehearsal is added to the schedule or there is a time change for an event/rehearsal, students will be informed two weeks prior to said event or rehearsal.

i. Rehearsals and Events with less than two-weeks' notice

If informed less than two weeks prior to an event or rehearsal, the event or rehearsal is not mandatory. If it is a performance and a student is unable to attend, they should inform the Band Director as soon as possible. If it is a rehearsal and a student is unable to attend, they should inform the director at least 48 hours in advance. **It's important to note that regardless of whether or not the performance/rehearsal is mandatory, the student must inform the Band Director if they are not attending the event or rehearsal so that we can determine whether we will be able to participate in the event or hold an effective rehearsal. Failure to do so will result in an unexcused absence.**

ii. Rehearsals and Events with more than two-weeks' notice but less than four-weeks' notice

If the performance or rehearsal is added or the time is changed two weeks or more in advance, students are expected to attend the event. If the student cannot attend a performance, they must notify the Band Director at least a week prior to the event. If the student cannot attend the rehearsal, they must notify the Band Director at least 48 hours in advance. Please refer to the general attendance policy for valid reasons for missing a rehearsal (Excused absences).

iii. Rehearsals and Events with more than four-weeks' notice

If a performance or rehearsal is added or the time is changed four weeks or more in advance, students are expected to attend the event. If the student cannot attend a performance, they must notify the Band Director at least four weeks prior to the event. If the student cannot attend a rehearsal, they must notify the Band Director at least 48 hours in advance. Please refer to the general attendance policy for valid reasons for missing a rehearsal (Excused absences).

B. Added Football Games and Time Changes to Football Games

Prior to the end of the school year, the football schedule for weeks 1-6 of the next season is determined. The schedule for weeks 7-10 is dependent on wins and losses throughout the first six weeks of the season and is thus not determined until the end of week six. As a result, the band cannot guarantee that students will be notified two weeks in advance of home football games that are added during weeks 7-10 of the season. Any football game

added throughout the season will be mandatory, regardless of when they are added. If a student cannot attend, they must notify the Band Director at least 48 hours in advance. Please refer to the general attendance policy for valid reasons for missing a rehearsal (Excused absences).

C. All-Day Events

Some events, such as competitions, ceremonies, and other city events, may originally be scheduled as all-day events. These events are exempt from the time changes clause and students will be required to attend all of these events within the given time change, regardless of when the change occurs.

D. Three-Strike Policy

The band will be continuing the “three strike” attendance policy this year. The first unexcused absence from a performance or rehearsal will result in the student not being able to attend the Spring trip of that school year (either the Music in the Parks competition or the Disney Trip). The second unexcused absence will result in the student not being able to attend the end-of-year banquet. Upon the third unexcused absence, the student will no longer be allowed to participate in the band program. The consequences for each strike are cumulative (consequence for strike two also includes that of strike one).

School Attendance Policy

Please keep in mind that we must also adhere to the attendance policy of the school (addressed in the MHS Student Handbook). The school’s policy on Attendance at School Events is as follows:

To attend or participate in after-school or evening activities or events, students must be in attendance on the day of the event (present at school for at least four hours and forty minutes of a regular school day and more than three hours of an early release day).

Students who play a specific role or serve a specific function in a formal afternoon or evening school event (plays, athletic events, concerts, shows) may not be dismissed on the day of the event. Under special circumstances, students may apply for waivers, which will be presented to the Assistant Principal and Headmaster for joint approval.

However, these students need to plan ahead and apply for waivers prior to the date of the dismissal and the event. Similarly, students who are absent on a Friday may not attend or participate in school functions on that Saturday or Sunday.

Absences during the school day may be considered excused in the cases where a student presents a note from a doctor, evidence of bereavement, and in the case of seniors, evidence of visiting a post-secondary school. The Class Attendance Policy is also to be followed- attendance is mandatory and three class cuts will result in a failing grade for the quarter, work must be made up within two weeks of the student’s absence, and students are responsible for finding out whatever work or information they missed by either asking the teacher or a fellow classmate. Please see the MHS Student Handbook for further clarification and information.

Late Policy

It is essential that each member check the schedule to determine the correct time to arrive at rehearsals and performances. We will try to update the website as much as possible with detailed schedules for events that we participate in throughout the year (football games, competitions, etc.). The time that a rehearsal is scheduled to begin means that students should be in their seats ready for a down beat, not walking into the band room. **We require that section leaders, officers, and drum majors arrive 30 minutes prior to the start of rehearsals or events (unless otherwise specified), and all other members arrive 15 minutes prior, so that everyone is ready to begin directly at the start time.** When we have rehearsal at the back field, it is imperative that students realize they must be at the field and not in the band room at the time rehearsal is scheduled to start.

The late policy is similar to the “three strike” attendance policy. The third unexcused tardy will be the equivalent to one unexcused absence. The sixth unexcused tardy will be the equivalent to the second unexcused absence, and the ninth equivalent to the third. If a student must come to a rehearsal or performance late, they must have their parent or guardian email the band director 48 hours in advance for it to be excused.

Please try to be on time so that rehearsals and performances can start on time and end on time. Section Leaders will take attendance at the beginning of each rehearsal and performance. If you must be late for a rehearsal, you should inform your Section Leader and the Band Director prior to that rehearsal. Remember, *“To be early is to be on time, to be on time is to be late, to be late is hurting the band’s progress.”*

Sports/Other School Programs

Students’ participation in school sports, clubs and programs is encouraged. Each year many students participate in both the band and a sport or club. Sports and clubs are as much a part of one’s total education as the band program. **Remember to budget your time well.** Belonging to a sports team or club is **not** an excuse to miss a rehearsal or a performance, unless prior arrangements have been made with your Section Leader and the Band Director. If a conflict occurs between a student’s band and sports/club obligations, the Band Director, Student and Coach/Advisor should meet to resolve the situation in the best interest of the student and each program.

Remember that a game, practice, or meeting being rescheduled is not an excuse to miss a rehearsal or performance. The Band Director can provide a student with a note as to why they were unable to attend the game, practice, or meeting. Remember that attendance at rehearsals and performances counts towards students’ grades and/or participation in the program, which will be negatively affected in the case of an unexcused absence.

Extra Rehearsals and Sectionals

Extra rehearsals may be needed throughout the school year because of the level of difficulty in the music and performance objectives. Sectionals will be scheduled as needed by

the Band Director and Section Leader, and at the convenience of each member of the section. Ample notification for extra rehearsals and sectionals will be given.

Attendance is required at each student's section's rehearsal. If an emergency circumstance arises, the student is responsible for informing their Section Leader and the Band Director that they will be unable to attend sectionals.

Throughout the year, additional rehearsals are occasionally necessary (for example, prior to a concert or NESBA Finals). Attendance at these rehearsals is also mandatory, provided notice given follows the policies set in Attendance Policy section. If unexpected circumstances arise that do not allow the student to participate, a written excuse must be given to the Band Director a minimum of 48 hours prior to the rehearsal.

Performances and Dress Rehearsals

All performances and dress rehearsals are mandatory. Dress rehearsals are necessary, particularly prior to concerts. Failure to attend a dress rehearsal will affect a student's ability to participate in the concert or other performance. **Dress rehearsals for concerts include the Wednesday rehearsal the week prior to the concert, as well as the after school dress rehearsal the day of the concert. The Saturday rehearsal prior to a competition (in most cases this is the same day as the competition) is mandatory and shall act as a dress rehearsal. This is not an exhaustive list and extra dress rehearsals may be added as needed.** Each performance is the demonstration to our community of the band's effort and abilities. The absence of even one band member hinders the entire performance. With this in mind, failure to attend a performance, without prior approval of the Band Director, will constitute ground for denial of participation in that event and/or future band activities/performances at the discretion of the Band Director. Failure to attend will also impact the student's grade for the quarter.

The schedule that is distributed in June lists all performances for the year. Additional performances may be added or changed early enough for family planning. In the event that emergencies occur causing a student to be unable to participate in either a dress rehearsal or a concert, a written excuse from a parent/ guardian must be given to the Band Director four weeks prior to the performance. In the case of last minute emergencies, the Band Director must be emailed by the parent as soon as possible so that performance adjustments can be made. If the student is excused from the performance by the Band Director, it will not affect his/her standing for awards at the end of the school year or that quarter's grade.

Cancellations

If a performance or rehearsal has to be cancelled due to weather conditions or a last minute emergency, the Band Officers, Section Leaders, and Drum Majors will be notified by the Band Director or other staff and will be expected to notify their sections as soon as a decision has been made. The website (medfordband.org) and twitter feed (@medfordband) will be updated as soon as possible. If you do not receive a telephone call or the website has not been updated, you should still arrive at the scheduled time for the event. If you feel the need to call

someone, please call your Section Leader, an officer, or a drum major. **Please do not contact the Band Director directly unless there is an emergency.**

Travel/Trips

Travel Policy

All students may travel to and from all band activities by school transportation, unless otherwise stated. If a parent wishes to take a child at the completion of an activity, or before the activity ends (such as a football game or competition) the student must present a note from the parent/guardian to the Band Director in advance of the trip. In addition, verbal communication between the parent/guardian and the Band Director upon taking the student is required.

When riding the school bus, there will be no smoking, drugs or alcohol allowed. Students are to keep their bodies inside the bus. There is to be no physical contact between band members. Instruments will not be played and banging on the sides of the bus is not allowed. When exiting the bus, please do not leave any of your personal belongings on the bus, and leave the bus cleaner than you found it- do not leave any trash anywhere on the bus. All school rules apply while traveling with the band. Remember we are representing the City of Medford whenever we travel.

Music in the Parks Trip

Most years, the concert band competes in the Music in the Parks festival. These festivals are held throughout the country, and in the past we have competed at the Six Flags New England and Hersheypark festivals. In the future, we are hoping to attend Music in the Parks Competitions at Busch Gardens in Virginia and Camp Compounds in Connecticut. The date(s) of the festival is announced on the calendar passed out at the mandatory parent-student meeting that takes place in June. Payment for the trip must be paid in full approximately six weeks prior to the trip.

Special fundraisers may be offered in advance of the trip so that students may defer some of the costs for the trip. Additionally, other fundraisers may be held in order to reduce the cost of the trip for all students.

This trip is a privilege. In order for a student to be eligible for participation, they must have no outstanding attendance or behavioral issues in both the band program and the student's respective school. If there are too many attendance issues throughout the year, the entire band may lose the trip. All trips are pending based on student behavior and Medford School Committee approval. Students should be aware that the MHS administration may pull a student from any trip. Refunds are not guaranteed if such a situation occurs, or if a student decides to no longer attend the trip.

Disney Trip

Every four years, the band hopes to participate in the Disney Magic Music Days Festival. Students would be performing in a Walt Disney World Parade and at venues around the parks. There will be fundraising opportunities to provide relief on the costs of students. All trips are pending based on student behavior and Medford School Committee approval. Students should be aware that the MHS administration may pull a student from any trip. Refunds are not guaranteed if such a situation occurs, or if a student decides to no longer attend the trip.

Uniforms

Policy

A. Marching Band

Students will need to bring in a parent-signed uniform agreement before they are allowed to participate in performances. Students will no longer be keeping school-provided uniforms (bibbers, jackets, shakos, plumes) at home. They will, however, be responsible for keeping track of items they must purchase (shoes, gloves, socks). They are responsible for having all pieces of their uniforms at football games and competitions. **If a student does not have every piece of their uniform, they will not be allowed to perform. Additionally, if a student arrives wearing the wrong uniform, they will not be allowed to perform.**

Students are responsible for notifying the Band Director or Uniform Manager of any stains, wrinkles, or repairs that need to be addressed. Students should not come to a performance with a dirty or wrinkled uniform. Alterations will be done only with the Band Director's consent. **Each student must provide their own black shoes, long black socks, black gloves, and black Under Armour®.** The shoes and gloves can be purchased at National Music, Inc., 394 Main St. Woburn (781-933-6300). **All students must not have hair visible while wearing a shako - girls should have their hair braided and tied up under the hat, and boys should either tie their hair up or make sure it is short enough to not stick out of the shako.**

B. Concert Band

The concert band uniform is black shoes, black socks, black dress pants, white button-down shirt and black tie for males, black dress pants or a black skirt or dress (**knee-length when sitting down**) and black nylons and a white $\frac{3}{4}$ length/ long-sleeved dress shirt (button-down) or blouse (must cover shoulders) for females. **All concert attire must be white on top and black on bottom. Males' ties should be solid black unless otherwise specified.**

C. Other Uniforms

Our white t-shirts and blue denim jeans are also part of our uniform, which we wear for more casual occasions. In the case that the weather is warmer, students may wear denim

shorts (of an appropriate length), or denim capris. Students may order their white t-shirt through our online store when it opens over the summer. We typically keep additional shirts in stock throughout the year, which are available for purchase.

D. Rental Fee

All students will be required to pay a \$10 uniform rental fee. Students are responsible for replacing or repairing any damaged or lost uniforms or parts of the uniform. Students who fail to return any part of their uniform will be subject to actions outlined in the “Return of School Property” section of the MHS Student Handbook.

Dress Code

The band follows the dress code as outlined in the MHS Student Handbook. This means that no undergarments should be visible at any time, clothing should not be see-through, shirts/tops must reach the top of pants, and clothing with any inappropriate logos, words, or other messages is not allowed. In general, students and parents should make an effort to abide by the school’s dress code.

During band camp and the rehearsals in September, we understand that the weather is typically very warm, and we understand that students wish to dress comfortably for this weather. However, please keep in mind that if the student is not dressed appropriately (per the school dress code), they will be asked to go home and change before being allowed to return to and participate in rehearsal. If the issue persists the Band Director will contact the student’s parents and the Assistant Principal if necessary.

Uniform Room and Uniform Storage

Students are responsible for making sure that their marching band uniforms are put back on their assigned rack at the end of every performance. The Uniform Manager will assume that students who fail to return their uniform at the end of a performance has lost their uniform and will have an invoice issued by the Medford BPO to said student for the amount of replacing the uniform. The Uniform Room is to be kept clean and organized at all times. Parts of uniforms should not be left on the floor at any time. If damage to any uniform occurs while it is on the floor, the student will assume full responsibility for replacing or repairing the uniform.

Music/Equipment

Independent Practice

Daily practice is strongly recommended. There is no set standard amount of time for daily practice. Each student is encouraged to spend around 30-45 minutes per day (outside of rehearsal and class) on his or her instrument to ensure the individual’s success and the success of the ensemble. Students will be asked to complete and hand in practice logs every week, recording the amount of time spent practicing their music outside of rehearsal time (please reference the Sample Practice Log and Rubric for further information and instruction).

Remember, rehearsals are for ensemble work, so spending time individually is imperative to ensure that each student is learning and understanding the music to the best of their ability. During the fall, students' Dot Notebooks will be checked to ensure that students are keeping track of their sets and music.

Music

Every student will receive large quantities of music throughout the year, and may be provided a folder in which this music can be stored. Each student is expected to keep all of the music throughout the year. Those who lose their music must borrow a copy from someone in their section playing the same part and photocopy it in the library. **This is to be done on the student's time, not during a rehearsal or class period.** Paper supply is very limited, so we only have enough to make one copy per student. Students who lose original copies of music will also be responsible for paying for replacement music. If no one else plays the same instrument or part as a student, they should see the Band Director or Functions Manager outside of class or rehearsal for a copy, so as to not waste rehearsal time. After the first copy, students will be charged \$0.10 per single-sided page and \$0.15 per double-sided page that is copied using paper obtained through the band or copied using the director's office printer.

School Owned Equipment

Students who would like to switch to a new instrument, learn a second instrument, or use school equipment should speak to the Band Director. Those students that play or would like to play a school owned instrument or use any school equipment (color guard, for example) must fill out an Equipment Loan Agreement and have a parent/guardian sign it before receiving approval from the Band Director. The student is responsible for the general upkeep and maintenance of the equipment. The school will assume full responsibility for annual repair. There is no cost for the general use of the equipment, but if the student does not take care of the instrument (any damage that is caused by improper use) or it is lost or stolen, it is the student's and parents' responsibility to repair or replace the instrument. Remember that it is a privilege to use school equipment. The school does not have a large quantity of various instruments and other equipment, so use will be determined on a first come, first served basis. Also, a student's instrumental or sectional switch will be decided upon by factoring in that year's current ensemble instrumentation needs.

Color Guard

Students participating in the color guard or winter guard may be responsible for paying for certain equipment and parts of their uniforms, as well as any hair accessories or makeup needed for performances, at the discretion of the color guard instructor. In some instances, the color guard instructor may decide to purchase certain makeup or other supplies that color

guard members will pay for after the items have been purchased. If you do not wish to order the equipment in this manner, you must make sure that you have all necessary equipment prior to the end of band camp.

Music Room and Instrument Storage

Students should always make sure that their instrument and music are put in their assigned cubby or shelf to avoid confusion and clutter in the band room. The instrument and music should not be left out in the band room during the school day, after school, or over the weekend. It should also not be left outside of the band or instrument room in case of theft. The Instrument Room is to be kept clean and organized at all times. Instruments, cases, and other objects are not to be left on the floor at any time. If damage to any instrument occurs while it is on the floor, the student will assume full responsibility for replacing or repairing the instrument. If any music is lost or damaged due to being improperly stored, the student must also assume full responsibility for replacing the music.

The band room is not a place to leave trash. We understand that throughout band camp and the school year, many students choose to have meals or snacks while on breaks or prior to rehearsals. That said, it is the student's responsibility to clean up after themselves. The Band Director and other staff members should not have to pick up trash after every rehearsal. Additionally, when marching band rehearsals are in the parking lot or up at the back field, empty water bottles, other trash, clothing articles, and any other belongings should not be left there. We need to be respectful of the fact that we use spaces that are shared with multiple other groups in the school, and we therefore need to take care of them.

Any item left in the band room or any other space used by the band will be placed in the Lost and Found for up to four weeks, and will either be thrown away or donated if not claimed.

Student Leadership

Responsibilities

Leadership opportunities in the marching and concert bands are as follows: Section Leaders and Drum Majors (appointed following an application process), and Band Officers (elected by their peers). Those who are appointed or elected to said positions are announced at the annual Band Banquet. Prior to the weekly rehearsals during the summer, there will be mandatory leadership lessons for student leaders. Each leader and their parent will be required to sign a contract that outlines their duties and what will be expected of them throughout the year. As our leaders are held to higher standards than the rest of the band, any unexcused tardiness/absence or other disciplinary problem will result in students losing this privilege, and their position as a student leader will be reconsidered by the Band Director and other staff members.

Section Leaders/Drum Majors

These positions are open to any member of the band. To apply for these positions, you must have one year of experience in the marching band, but you do not need to be an upperclassman or the best player in the band/ your section. Students who are interested in applying should fill out an application which will be available during late March/ early April. This year, we are also asking that students submit a letter of recommendation from a teacher/ coach/ employer/ or other person that can attest to the student's leadership abilities and reliability. Applications are due the Friday before April vacation and candidates must sign up for an interview with the Band Director at some point in early May. Students will be appointed to these positions by the Band Director and other staff members based on the application and interview process, as well as observations made of the candidates throughout the year. Those who are appointed to these positions are also subject to having their position being reconsidered if they are not sufficiently fulfilling their duties, or are having disciplinary issues inside or outside of band.

Section leaders are responsible for handing out music to their section, always knowing their parts, ensuring that the other members of their section know their parts, taking attendance at all rehearsals and performances, making members aware of all the workings of the band program, and letting the Band Director know of any problems that may occur within their section. They are also responsible for making any phone calls concerning cancellations, time changes and calling students who do not show up for rehearsals or performances. Section leaders are also required to attend Section Leader and Officer meetings once a week after school/ before rehearsal on Wednesdays (the time will be decided based on what works best for the majority of people). During the summer, these meetings are one half-hour prior to the start of rehearsal. It is expected that Section Leaders will call additional rehearsals when necessary to help the other members for their section keep pace.

Drum Majors are responsible for conducting the band during marching season and at any event where marching band music is being played, running rehearsals, and the general direction of the band at all events. They are also required to attend Section Leader and Officer meetings on Wednesdays throughout the summer and during the fall marching band season. It is strongly encouraged that drum majors continue to attend these meetings and remain active in their leadership role within the band, but their duties of directing the band technically end after marching band season ends, with the exception of events that require the band to perform as the marching unit.

Please note that not being able to attend summer rehearsals and/or leadership sessions prior to the rehearsals will affect a student's eligibility/ standing as a Section Leader/ Drum major.

Band Officers

Members of the band who have participated in the program for a minimum of one year and are attending the high school are welcome to run for office in the band program. At the

band banquet each year, band officers for the following year will be elected by their fellow classmates. Any student interested in running for an officer position must sign up prior to the banquet. Students may run for up to three officer positions. After they have been approved by the Band Director, all candidates for officer positions will be listed and elections will be held at the banquet. Officers will be elected in the following order: President, Vice President, Secretary, Treasurer, Webmaster, and Functions Manager(s). Votes will be counted by the Band Director and another staff member. The results will be announced immediately. If no one runs for a particular office, the duties of that office will be divided amongst the other officers. Students may hold an officer position, as well as be a Section Leader, but they may not be both an officer and a Drum Major. Below is a description of the positions that students may run for:

A. President

- Organize committees for events and fundraisers
- Plan and execute extra-curricular activities
- Count how many people will attend each event and what we need to provide, etc.
- Find out what people are interested in doing for activities and trips
- Delegate responsibilities to all other officers
- Assist Functions Manager when needed (in the case that there is no Functions Manager that year, the President will take on the majority of the responsibilities of the Functions Manager position)
- Develop Horgan Awards with other officers to be presented at the banquet
- Assist the Uniform Manager in organizing and maintaining the tidiness of the Uniform Closet

B. Vice President

- Aids the President in his/her duties
- Conducts pencil checks
- Take attendance at all meetings
- Organize the annual banquet (figure out how many people are attending, what kind/ how much food is needed, organize decorations, etc.)
- Assist Functions Manager when needed
- Ensure that the Instrument Room is kept tidy and clean at all times

C. Treasurer

- Make sure everyone gets all materials needed for fundraisers (e.g.- tickets)
- Meet with BPO treasurer/ president as often as needed

D. Secretary

- Write thank-you notes when needed (e.g.-to administrators/ sponsors)
- Write out invitations to certain people (superintendent, principals, school committee members, etc.) to concerts and other events

- Send the weekly results from competitions, performances, etc. to newspapers, principals, and the superintendent
- Make phone calls when necessary (call Section Leaders to call their sections, etc.)
- Send lists of names to appropriate people for all field trips

E. Functions Manager

- Make sure equipment and rehearsal sites are fully prepared for rehearsals
- Organize truck loading crew
- Get things that are needed for events, parties, etc. ready and bring it to location
- Regular maintenance of music facilities (making sure they are neat and tidy, no trash left behind)
- Preparation for concerts and performances (knowing seating arrangements and setting/cleaning up the venue)
- Copy music when needed (for concert, marching, and jazz bands)
- Hand out music to Section Leaders
- Keep the original copies of music filed
- Collect and organize music when we've finished with it
- Keep scores filed for Drum Majors and instructors

F. Webmaster

- In charge of maintaining, designing, implementing, debugging and updating all of the band's online accounts and webpages
- In charge of all graphic designs for the band
- Head of all technical work done in or outside of the band
- Must be prepared to put together and edit presentations for the band for events including, but not limited to, concerts and the banquet held in June
- Must be prepared to put together and edit programs for concerts or other performances as necessary
- Takes responsibility for content, quality, design, and style for all online and graphic design material
- Should be prepared to spend the majority of their efforts outside of the class/ rehearsal time in order to complete tasks expected of them
- Any other technology or design duties can be added at the discretion of the Band Director, within reason (e.g.- setting up sound systems for performances)
- Is expected to complete all tasks in a timely manner, giving the Band Director time to review and make changes to things as necessary

Band Parent Organization

Meetings

The Medford Band Parent Organization will be holding their meetings the first Wednesday of every month. These meetings will be the last hour or half hour of every rehearsal, depending on the upcoming events. Please be sure to check the schedule for the year, as we may have to adjust meeting times or dates depending on other events that may be going on with the school. Meetings will be held in a room around A125, depending on what rooms may be available, but parents can check the website for more accurate information closer to the time of the meetings. The BPO will also be sending regular emails from **medfordbandbpo@gmail.com** to keep parents informed on upcoming events and meetings. All parents of students involved in the band program are encouraged to attend these meetings.

The purpose of these meetings is to keep parents up-to-date on upcoming events, help plan fundraisers, and help to better the program overall. We encourage parents to attend these meetings so that they may have an active role in the program, benefiting all students.

Without the support of our parents, the band would not be able to carry out the many activities it plans every year. We hope to grow the BPO so that we can have more successful fundraisers and hold events throughout the year as necessary. We hope to see many parents at the first BPO meeting of the upcoming season!

BPO Policies

Please refer to the BPO Bylaws and other policies for any questions regarding the organization.

Dues and Fundraising

This year, all students in the band program are required to pay \$100 dues to the Band Parent Organization. Students who receive Free or Reduced Lunch may be considered exempt from paying dues as long as they provide documentation from the school or city. Those who do not wish or who are unable to pay the full \$100 at once may opt for a payment plan, making \$20 payments through the first five months of the marching band season/school year. These payments start in August and are due on the second Wednesday of every month. Students not utilizing the 5-month payment plan must pay their dues in full by the last day of **summer** band camp.

This fee allows the band to participate in fewer fundraisers throughout the course of the year, in hopes that students will have more time for academics and athletics. The money collected from this will also help the band to pay for things such as NESBA fees, stipends for extra staff, our end of Band Camp cookout, band banquet, and items purchased from National Music for the band throughout the year. The only other fundraiser being considered right now would be an optional fundraiser around the time of the Music in the Parks field trip which would allow students to reduce their individual cost for the trip.

The band strives to hold a minimum number of fundraisers, however, this can only be the case if we receive adequate participation from **ALL** members of the band. Part of the success with the NESBA show is having students sell ads to local businesses and family members, as well as having family members help on the day of the competition. Having success with the Chevalier event requires that all students sell the minimum amount of tickets suggested. **The band cannot be successful in raising money if it is only a handful of people doing the majority of the fundraising.** Please note that if we are unable to raise sufficient funds for the year with these two fundraisers, more fundraisers may be added at any time at the discretion of the Band Director and other staff members to hopefully meet our fundraising goals for the year.

***Please make sure to make all checks out to: **Medford Band Parent Organization or Medford BPO.** There is a \$15 fee for all returned checks.

Student Accounts

Due to the increasing student participation on personal fundraising, the band now makes student accounts balances available online through our website. This can be accessed at my.medfordband.org. In the student's page, they can see how much they have in their fundraising balance with details on how that number was calculated. Students must use the appropriate form when using funds from their account to pay for a band fee, to transfer funds to another account, to request refund, etc. All overdue invoices must be paid in full in order to participate in the next marching band season. Students with overdue balances at the end of the school year will be placed on social probation pursuant to the MHS Student Handbook. It's our goal that this website will provide better communication between the Medford BPO, the Band, parents, and students. We will continue to update features on the website in order to make it as comprehensive as possible. Please review the BPO policy on student accounts for more information.

Awards Night

Every year the BPO will host the annual Awards Night for all band students. This event gives students in the band a chance to receive awards for all of the hard work they put into the program. In order for a student to be eligible for an award at the end of the year, the student must participate in all performances with the group during the school year, and do various activities and jobs during the school year, unless they have been excused by the Band Director. The awards are as follows:

JOHN PHILIP SOUSA BAND AWARD
DIRECTOR'S AWARD FOR BAND
HORGAN AWARDS
TEACHER'S PET
BEST MARCHERS

**UN Sung HEROES
MOST IMPROVED
MVP**

Spring Band Camp

Spring Band camp is a one-week experience toward the end of the school year, designed to prepare students for summer band camp & individual practice over the summer.

Summer Band Camp

Summer band camp is a two-week experience toward the end of the summer, designed to begin preparations for the upcoming football games, band competitions, and parade seasons. During these two weeks, music will be practiced, students will learn to march and play their instruments, and in some cases, students will relearn how to march and play. In addition, the band will be learning the drill for the field show. We require that all students participate during the two-week period. Each student's attendance is incredibly important, as teaching drill is very difficult if we have people missing. It is also difficult to teach drill to students who have missed a substantial amount of sessions where drill was initially taught. If there is rain, rehearsals will be moved inside. **All students should report regardless of the weather.**

During the day, there will be regular breaks for rest and hydration. Students are encouraged to bring small snacks with them that they can eat during the breaks throughout each session. Students should always make sure to eat a good breakfast in the morning and be well-rested before arriving and be ready to work hard!

Students should also dress appropriately for the weather because it can get very hot and humid on some of the days. It is very strongly encouraged that all students wear a hat to keep the sun off their heads, wear sunblock to prevent sunburns, and sunglasses. Students are required to dress appropriately in athletic wear- **NO jeans, skirts, dresses, sandals, or flip flops. The MHS Dress Code is also to be followed during band camp and any rehearsal- undergarments are not to be visible.** If a student arrives to rehearsal not appropriately dressed, they will be sent home to change or be provided with alternative clothing to put on. Students also need to provide their own water bottle labeled with their name (we encourage reusable water bottles as they will lead to less trash being left in the parking lot/ band room). We will provide water to refill bottles, but cups or bottles will not be provided.

Amendments

Throughout the school year, amendments to this handbook may be necessary. If an amendment is made to the handbook, students will be notified in writing of the amendment, and a notice will be posted on our website. The amendment will go in effect two weeks after the notice is given or at a later date specified on the notice. Students and parents will be

required to sign the notice and return it to the band, effectively agreeing to abide by the amendment. Pursuant to the Agreement clause, not returning this signed notice does not release a student or his/her parents from being bound by the amendments.