Providence Catholic High School

Band & Guard Program

Student & Parent Handbook



2020-2021

Welcome



Greetings & Welcome PCHS BPO Families:

On behalf of the PCHS band staff and Band Parent Organization officers, I would like to extend a heartfelt welcome to you as we begin another school year. This year is particularly an exciting year for us. We have a wonderful group of new students and families joining our program that soon will become life-long friends. We have our bi-annual trip planned for this year. The trip is anticipated to be musically, academically and socially rewarding for all our children.

The staff has been hard at work putting together a wonderful program. Our children have also been working hard to put on a competitive and entertaining program. We have so much to look forward to and be thankful for this year. We are particularly thankful to all of you for your ongoing commitment, support and friendship.

Sincerely Yours in Christ,

Providence Band Parents Organization Officers

 Al Pintoy, President

Mark Scherf, Vice-President

 Karen Davison, Treasurer

 Deanna Amann, Secretary



**Band Program Mission Statement**

The Providence Catholic Band Program exists to provide an extensive and comprehensive music education to every Providence Catholic Band student. Our marching band, concert band, pep-band and jazz band programs focus on educating the whole musician. Students are challenged musically each day with the expectation that they will be sufficiently prepared to enter music study at the collegiate level in every facet, from music hobbyist to professional musician. Our educational and competitive philosophies ensure that every band student will learn skills useful not only in the classroom, but for life as well.

This philosophy will include the following:

1. Opportunities to pursue interests and aptitudes in instrumental music and related musical experiences.

2. Appreciation and enjoyment of music as a worthwhile leisure time pursuit.

3. Musical experiences which afford worthwhile emotional outlets.

4. Performing opportunities for outward musical expression.

5. Musical activities which foster a spirit of cooperation, a feeling of responsibility, and respect for the rights and individuality of others.

6. Quality instruction which leads students to the highest technical ability of which they are capable.

7. Performing groups that are musically educational and aesthetically satisfactory for school and community.

8. A thorough foundation in music for students considering musical vocations and/or related fields.

**A Statement of Policy on Practicing, Behavior & Attitude**

“My students will behave, prepare, rehearse, and perform as professionals.”

**Objectives of the Band Program**

* To foster the values of Truth, Unity, and Love.
* To embrace our Celtic and Spiritual Culture.
* To learn music through actual performance.
* To foster the development of emotion and personality in each student.
* To develop performance skills of various wind and percussion instruments.
* To provide a full musical entertainment repertoire to the school and the community.
* To acquaint students with Music Theory/History and how history and musical composition relate to students’ current life and musical experiences.
* To provide all students with the opportunity for worthy use of their time, a means for self-expression, and healthy social experiences.
* To develop the ability to function as a responsible member of a group, enhance interaction, and develop Esprit de Corps.
* To foster leadership skills within each student.

Providence Catholic High School

Band & Guard Program

Performer Contract

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(student print name), accept membership in the Providence Catholic High School Band and understand that I am responsible for all policies as set forth in the Band Handbook. I fully agree to carry out my responsibilities to the very best of my ability. I am hereby committed to band/guard for the 2019-2020 school year.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 (Student Signature) (Date)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(parent or guardian print), have read and understand the policies set forth in the Band Handbook. I also grant full permission for my child to be an active member of the Providence Catholic High School Band. In addition, my child has full permission to attend all band functions and to ride on licensed and inspected school and other buses as needed. Furthermore, I understand that I must pay all financial obligations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Parent or Guardian Signature) (Date)

Type of Instrument(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manufacturer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Serial Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent e-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student e-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Providence Catholic High School Instrument Rental Fee**

\*Instrument fees and deposits are based on the bi-annual cost of instrument maintenance. If an instrument is properly maintained by the student, the maintenance is bi-annual. If it is not properly maintained, then maintenance must be done yearly.

\*In the event of damage beyond normal usage, the student and parent will be responsible for all the repairs financially.

\*Students will be responsible for proper care and maintenance of school owned instruments. Every student should obtain the following materials – maintenance log, oils, greases, cleaning swabs, towels (Marching Brass), gloves (Marching Brass), mouthpiece.

Rental Deposits & Fees:

$50 Per year, non-refundable

Instrument Type:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instrument Model:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instrument Serial Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing of this contract and taking possession of a school owned instrument the student and parent agree to the above terms and fees.

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Marching Band Uniform Top Fee**

The custom uniform top for the 2019 Competitive show is $109.50. Please include this fee with this document (along with the instrument rental fee if applicable), place them in an envelop with your students name on it, and place it in the gray lock box at the front of the music room. Please make checks payable to “PCHS BPO”.

**TOTALS:**

Instrument Rental Fee (if applicable): $50

Uniform top fee (everyone): $109.50

Total enclosed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Owned Instruments**

**Types of school owned instruments:**

Instruments commonly owned and provided to students by the school include:

Tuba, Baritone, Bass Trombone, Baritone Saxophone, Marching Band Instruments Mellophone, Marching Baritone, Sousaphone, Bass Clarinet, Bassoon.

Instruments commonly owned by students that the school can also provide on a limited basis:

 Alto Sax, Tenor Sax, Trombone, French Horn.

Instruments not provided by the school:

 Flute, Clarinet, Oboe, Trumpet.

Percussion Instruments:

All Percussion instruments are provided. All Percussion students should own sticks and mallets.

**What all students are responsible for whether or not they use a school owned instrument:**

Students must have their own mouthpiece, reeds, and instrument cleaning supplies (cleaning supplies will be provided with school instruments and students will buy additional). Percussionists must have a stick bag and a base set of sticks/mallets for snare Drum, keyboards, and timpani.

**Check-out, Check-in Process:**

When an instrument is checked out, a student will pay a one-time rental fee of $50 to the B.P.O. The cost of this rental fee will aid in the cost of the routine maintenance of the instrument.

**PCHS’s Role:**

In the event a student fails to pay for damage or fails to pay the deposit PCHS will encumber the student’s account. This process will not require any additional backing from the school financially. It will also be a deposit and not a fee. If a student’s damage is more than the total cost of their deposit, then they would be responsible.

**Instrument Fee Policy:**

To use a school owned instrument, students will be responsible for a rental fee of $50. Students will be responsible for performing the required monthly maintenance. Students needing more than one school instrument at the request of the director will not be responsible for additional fees.

**Professional Maintenance:**

Servicing instruments carries an annual or bi-annual cost depending on the instrument. Woodwind instruments will need to have their pads replaced in full over the course of about 5 years, usually replacing 2 or 3 a year. Brass instruments need to be given an ultrasonic cleaning every other year. Percussion instruments need drum heads and screws replaced every year or two. Maintenance Schedule listed below:

Flutes, Oboes, Clarinets - $100 every other year (replace needed pads, thorough cleaning

 and oiling)

Saxophones, Bassoons - $125 every other year (replace needed pads, thorough cleaning

 and oiling)

 Trumpets - $75 every other year (ultrasonic cleaning, greasing and oiling)

**Instrument Availability:**

School owned instruments are available at the discretion of the director. For instruments that are commonly provided by the school, students can plan on using the same instrument for four years provided they care for it. For instruments which are provided on a limited basis; priority will be given to newer, younger students. Priority will also be given to students who need to use the instrument for a temporary situation such as the school play. Students should not plan on using an instrument that is limited in availability for all four years; however if it is available, they may. All students are encouraged to purchase their own instrument. Directors and instructors can help guide students in this area.

**Contact Information**

**Band Director** Mr. Lawrence Rogers 815.717.3152

 lrogers@providencecatholic.org

**BPO Officers:**

 **President:** Shawn Connors 630-202-2862

 shawnconnors@hotmail.com

 **Vice President:** Ann Crickman 815-715-0046

 anncrickman@comcast.net

 **Treasurers:** Michelle Gleason 815-534-0137

 Mgleason27@sbcglobal.net

 **Secretaries:** Karen Davison

 Kdavison.cpa@gmail.com

**Band Staff & Leadership:**

2018-2019 Providence Catholic High School Band Staff

**Department Chair**

Dr. John Harper, Principal, Providence Catholic High School

**Director of Bands**

Mr. Lawrence Rogers – Director of Bands – Percussion Director – Jazz Band Director lrogers@providencecatholic.org

**Instructional Staff**

Mr. Lawrence Ball – Color Guard

Ms. Katherine Pavlak – Color Guard

Ms. Sinclair Roechner - Woodwinds

Ms. Emily Bebar - Woodwinds

Mr. John Kelly – Brass/Visual

Mr. Peter Grubisich - Percussion

**Hierarchy of the Band Staff:**

* The Directors
	+ The directors are in charge of every aspect of the band’s performance and rehearsals. This includes the administration of the program, as well as the band’s musical and visual direction.
* Instructional Staff
	+ These instructors serve in various capacities including rehearsing all aspects of the band, policy enforcement, administrative duties, etc. These are excellent people who put out a tremendous effort on your behalf.
* Drum Major/Captains
	+ The Drum Major and Captains serve as teacher, demonstrator, conductor, motivator, and living example of the ideal band member. This prestigious position is reached through an audition process held during the spring semester.
* Student Leaders
	+ This group consists of select students who have demonstrated outstanding leadership abilities. The student staff will be responsible for leading sectionals, teaching drill, maintaining order within their section, and setting a good example to all performers.

**Duties of the Band Member**

* Be on time to all rehearsals and performances. EARLY IS ON TIME – ON TIME IS LATE – LATE IS TO BE IN TROUBLE
* Upon entering the rehearsal setting, acquire your instrument and go directly to your seat.
* When the director or staff member steps up to the podium or asks for your attention, all talking should cease.
* Come to rehearsal with a GOOD ATTITUDE.
* There is no excess playing (i.e. horsing around on the instrument); only good solid material.
* Practice at least 30 minutes per day, six days per week. Students playing larger instruments, who find transportation inconvenient or impossible, should make up home practice regularly at school.
* At the end of rehearsal put all instruments and equipment in their proper place.
* Maintain a strong academic standing in all course work.
* Become responsible for and assume responsibility for your own actions. Admit when you are wrong.
* Read and play music with insight – have musical expectations.

**The Importance of Attitude**

The greatest single factor that will determine the success of any individual or organization is **attitude**. The kind of person that you are is an individual choice and how we feel about something, which involves attitude, is one of the few actual independent choices we have in life. It takes intense dedication to reach goals. Students learn to discipline themselves to daily practice on fundamentals. The “right attitude” must be present along with sincerity, concentration, and dedication as the basic foundation. Such an attitude makes artistic performance inevitable and is the difference between a winning organization and a mediocre group. The band can do much for you. Make the most of it in every performance.

**The Importance of Discipline**

Because of the nature of the organization, band discipline must be strict! Band students and parents must believe in the ideals, principles, and philosophy of the organization. Each member must always be aware of good behavior and think for him/herself. Any misconduct casts a bad light on the school, community, and band program. Any member who casts discredit to the organization through conduct or actions in band, in another class, or on a trip, shall be subject to dismissal from the band program or may lose a privilege within the program. This may include the chance to go on a trip. This decision will be at the director’s discretion.

**Cell Phones**

All cell phones must be turned off and left in a bag unless we are using it for a lesson. Anyone found with one out when not instructed to do so will have it removed and will need to have their parents come pick it up. Each student that breaks this rule will receive ONE warning, after that administration will be notified. If there is a special circumstance where the student must have access to their phone, please notify the director in advance.

**Performance Day Information**

**Football Games & Competitions:**

* Report time for all games will be TBA on the practice field.
* Report time for all competitions will be announced at least a week prior to the event.
* Students must wear the full uniform. It is ALL or NOTHING.
* When marching to and from the stadium, the band will remain at attention.
* Only uniformed band members and parent volunteers are allowed in the band section.
* All members are to remain in their “section.” Any stands “Go cheers” will not be played unless rehearsed and approved by the director.
* There will be no eating or drinking in the stands (water is ok). All members should be alert as to what is going on down front. Be ready to react immediately to instructions given by the drum major or director.
* At competitions, the meal situation will be worked out in advance to allow for students to eat.
* If a student must leave the band section, another student must accompany him/her and both must have permission from Mr. Rogers.
* At competitions, we are the biggest fan of every other band, cheering loudly and proudly.

**Bus Guidelines:**

* No standing on the bus.
* No hanging out of the window, or throwing anything out of the bus.
* Seat belts must be fastened if determined by the driver.
* No intimate physical contact or PDA (public displays of affection) between students (kissing, hugging, lying down, **or other as defined by chaperone or Band Director).**
* No more than 2 students per bus seat
* Students must obey the bus drivers at all times in all situations.
* No yelling, screaming on the bus or out the windows.
* No boom boxes or loud speakers-personal stereos with headphones only.
* The Band Director or chaperones may assign seats if deemed necessary. Students may not move from designated seats if assigned.
* Students are not to switch buses.
* The buses will be kept clean, and cleaned before all students exit.

**Concert Etiquette for Students & Parents:**

* All normal band behavioral expectations will be enforced.
* Students on stage will not wave to members of the audience.
* Students will be expected to stay until the end of concert and watch all groups perform.
* Students will be required to conform to dress code for full concert credits.
* Cell phones are not permitted in the performance area.

**Additional Concert Etiquette for Parents:**

* Support your son or daughter by being in attendance and bringing extended family.
* Take pictures.
* Please clap respectfully at appropriate times.
* Do not “hoot” and “holler”; remember this is an artistic event, not a sporting event. Treat it as such.
* Please hold applause until the end of the piece of music. Some pieces are in multiple movements. Please only applaud at the end.
* Please turn off all cell phones or anything else that may make noise.
* If your small child or spouse is having a rough night, please consider the desire of others to hear the performance clearly.

**2020-2021 PCHS Band Grading Policy**

**1st Quarter Grading Percentages:**

 Performances/Tests: 40%

 Rehearsal and Sectionals/Participation: 30%

 SmartMusic/Homework Assignments/Quizzes: 30%

**2nd Quarter Grading Percentages:**

 Performances/Tests: 40%

 Rehearsal and Sectionals/Participation: 30%

 SmartMusic/Homework Assignments/Quizzes: 30%

 Indoor Band Auditions (200 pts): (Goes towards Performance Grade)

**1st Semester:**

 1st Quarter Grade 45%

 2nd Quarter Grade 45%

 Semester Final 10%

**3rd Quarter Grading Percentages:**

 Performances/Tests: 40%

 Rehearsal and Sectionals/Participation: 30%

 SmartMusic/Homework Assignments/Quizzes: 30%

4th **Quarter Grading Percentages:**

 Performances/Tests: 40%

 Rehearsal and Sectionals/Participation: 30%

 SmartMusic/Homework Assignments/Quizzes: 30%

**2nd Semester:**

 1st Quarter Grade 45%

 2nd Quarter Grade 45%

 Semester Final 10%

**Performances:**

All performances (and rehearsals) are mandatory. Competitions, parades, concerts, football and basketball games constitute a performance. Full performance credit will be earned upon successful completion. Failing of playing tests and rehearsal absences can affect a student’s ability to earn full performance credit. Students will have the chance to make up credit for excused performance absence only, see below for excused absence reasons. Unexcused performance absence will result in a review of the students participation in band and could lead to failure of the course for that semester.

**Attendance & Participation at Rehearsals & Sectionals:**

Students must attend and participate in all sectionals and rehearsals. Make-ups will be permitted for excused absences only. Participation includes: following class rules, being prepared with music, and a positive attitude.

Students must have all materials required for their instruments. This may include: reeds, sticks, mallets, oil, mouthpiece, and neck strap. Additionally, students must have a pencil and their music in a folder at all times. Concert band folders will be checked out with original music in them. Failure to return all materials may result in a charge on a student’s account. For marching band, students must have flip folders, lyres and drill coordinate sheets.

Throughout the year students will be provided with paperwork that may need prompt attention from parents. The student will be notified when these items are due.

**Tests & Written Assignments:**

Tests will include playing tests for marching band and concert band. Written assignments may include papers and worksheets.

**Honors Credit:**

After their sophomore year, students are eligible to receive honors credit for band class if they meet the performance requirements as determined by the Band Director. As you may know, honors classes are given weighted grades in the student’s GPA. Students must complete an honors project in both the 1st and 2nd semester to receive honors credit.

**1st Semester Project:**  All honors students will complete the ILMEA All District Audition for Band (District 1); students will receive a score through SmartMusic on their prepared selections. That score will be then averaged out of 100 for the students’ performance project grade in the 1st semester.

**2nd Semester Project:** All honors students will participate in the IHSA Solo/Ensemble Contest. Students may pick out either a solo or an ensemble to perform at Contest. Students are encouraged to perform more than one piece at contest (IE-perform a Solo, and also participate in an Ensemble). Students receive scores from the Contest judges, and those scores will be averaged out of 100 for the students’ performance project grade in the 2nd semester. If a student performs multiple times at IHSA, the highest score will be calculated.

**Instrument Loan Policy:**

Students who use a Providence Catholic-owned instrument are expected to treat the instrument with the utmost care. They will be required to sign an “Instrument Loan Contract.” Any wear and tear beyond normal use will be the financial responsibility of the family. There is an instrument rental fee associated with this.\*

**SmartMusic Homework Assignments**

 Students will play between 5-10 sectional assignments per quarter which the director will assign.

SmartMusic Assignments are critical to the success of the group. This one of the few times Directors have an opportunity to hear students play individually, able to correct errors, fix incorrect playing problems before they become bad habits, and provide an accurate assessment of the students ability. Each student is provided a SmartMusic subscription through the band at PCHS.

Assignments are expected to be played on time or early when the assignment is due in SmartMusic, this is usually on every Friday of the quarter. **Students will have up to one week to make the assignment up if they have decided to play it late.** After one week after an assignment’s due date, the assignment will be automatically removed from SmartMusic. The last assignment of the quarter, will be due earlier than one week after the due date to allow for grading to be completed. Once an assignment is over one week (or in the case of the last assignment, 5 days) late, it becomes ineligible to be played and the final grade for that SmartMusic assignment becomes a zero. Students are expected to be responsible and play the assignments on time, which will ensure that if there are any technical errors in the program, they can be dealt with. \*Late assignments will be assessed a 3 point deduction.

**RULES GOVERNING ABSENCES AT PERFORMANCES AND REHEARSALS**

Every individual in an instrumental ensemble is important to the group. An absence within a section interferes with the balance and dynamics, leaves a space in the drill/formation, and causes numerous other problems that negatively affect performance situations. In our ensembles, others depend on the individual to carry the part he/she has mastered in practice. When one misses a special session, everyone associated with the organization suffers, not just the person who has missed. An absence affects the entire organization. A good performance is dependent upon attendance of the entire unit. Attendance at the “Full Band Camp” in the summer is mandatory for all students in band and guard. Failure to be able to attend the entirety of “Full Band Camp” may result in the school making a schedule change for that student from “Band” to another class or study hall.

When a member is aware of an upcoming absence from a performance or a scheduled after-school rehearsal, a parent or guardian of that student must send a detailed email to the director at least three weeks prior to the absence, or bring a written statement from his/her parent or legal guardian at least three weeks prior to the absence, explaining the need for the absence. This does not mean the absence will be considered excused; it just keeps the line of communications open. All absence forms submitted will be reviewed by the directors and will be decided upon on a case by case basis at the directors’ discretion. In some cases, we will try to work out the best possible solution to the conflict, while minimizing the amount of rehearsal/performance time missed. In case of an absolute emergency, a written excuse from the student’s parents or guardians should be tendered upon the student’s next rehearsal.

**The reasons for requiring a written statement from home are:**

1. To keep the home-school line of communications open.

2. Parents know when their child has missed a graded event.

3. Directors have lasting records of absences and excuses directly from home, which are kept on file for the year. (An excused absence through phone contact with the school office or a letter written concerning an absence during the regular school day will not be accepted for an absence from an evening band activity. A separate note will be necessary for that event.)

\*Failure to submit a written excuse for an absence will cause that absence to be considered unexcused until the excuse from home has been received.

**Types of Excused Absences**

-An excused absence will be granted in the case of serious illness on the part of the student

-Student is home sick from school on the day of the rehearsal/performance

-The passing/death in the immediate family.

-A serious emergency may arise that could be termed excused and will be handled individually by the directors.

-An extreme extenuating circumstance (such as COVID-19 diagnosis, or contact with an infected individual etc). All other absences will be considered unexcused.

**Absence from a Performance**

-In the event that a student misses a performance due to illness on a non-school day, a doctor’s note must be provided.

-Students may participate in evening performances if they were absent for school, provided that that absence was excused and cleared by the main office. If a student is absent from school and it is not excused, they will not be permitted to perform and will receive a zero for the event.

**Guard EXPECTATIONS and REGULATIONS**

- Team members are expected to follow all directions given by the coaches

- All members must attend all practices and performances. Each member will only be allowed to miss up to 9 hours of rehearsal time and performance time for any reason. Students should plan on being at all practices and performances. Once a member misses beyond 9 hours, they will be dismissed from the ensemble, fees and dues will still apply.

 Missing a performance will equal 3 hours missed.

If a student misses a rehearsal for any reason the week of a competition, the guard instructors may have that student sit out for that weekend’s competition.

- Please see above regarding excused absences. Homework or classwork is never an excusable reason to miss practice.

Consequences for missing 3 hours of rehearsal/performance time: Sit out on one competition

Consequences for missing 6 hours of rehearsal/performance time: Sit out one additional competition, conference with the coaches, student, and parents.

Consequences for missing 9 hours of rehearsal/performance time: Dismissal from the ensemble.

- All members must be on time for every event including practices and competitions.

- All members must remain at all competitions and practices until the coach dismisses the team.

- Doctor’s appointments should NOT be made during a scheduled practice if possible.

- All guard events are school-sponsored activities conducted under the rules and regulations of Providence Catholic High School.

**Assessment**:

-When a student misses a Concert Performance for an excusable reason, the student will be expected to complete an alternate assignment that will be given by the director of that ensemble. This will serve as that student’s Concert Participation Credit. A typical alternate assignment may be a 3-4 page paper typed about a piece or composer of the directors choosing.

A public performance by the band, or any similar organization, is part of their regular class work, similar to vocabulary tests in an English class. Band is not a required subject; therefore, when a student elects to accept all the advantages of band, he/she is also accepting the obligations and responsibility of bringing about the success of the organization. An unexcused absence from a performance or rehearsal will result in a failing grade for that particular activities performance/participation. Students are also expected to be present for the entirety of the bands performances at concerts and contests. Leaving before the end of a concert is poor concert etiquette, something that we strive to instill as a positive experience for all students and parents. If a student leaves a concert performance prior to the conclusion of the concert, the maximum grade the student can receive for that concert grade will be a 50%.

**Athletics & Band**

In an effort to extend the students an opportunity to participate in both band and athletics, Mr. Rogers works with athletics coaches towards making schedules align. In some cases it is not possible to do both athletics and band, however, we were successful last year. We had students playing the majority of sports during each season and had very little conflict. Band is an academic class and all functions are graded. In order for this to be successful the following must occur:

**Mr. Rogers**

* Will communicate with both the coach and parent.
* Will seek out coaches after tryouts to learn who from band is participating.
* Will try to preemptively work out any major conflicts such as games while the band had a performance.
* Will work with the parent by providing specific time and event information so that the parents can communicate.

**Parents**

* Must maintain constant communication between the coaches and Mr. Rogers.
* Must monitor academic status and playing sports and band can be a challenge in terms of balancing time.
* Must be willing to transport a student between the athletic function and band in the event that an overlap does not allow for the student to take provided transportation.

**Students**

* Must maintain good academic standing or this will affect the student’s ability to play sports.
* Must make-up any work missed on their own.
* Must maintain strong lines of communication between the coaches and Mr. Rogers.

**Attendance as it relates to athletics:**

* Band students participating in games (not practices) are excused from rehearsals where they overlap. Students should come late to band or leave early when such an overlap occurs.
* Band students having athletic practices on days when the band is scheduled for a performance should arrange to miss that practice when they overlap.
* Band students having game conflicts with band performances should have their parents contact Mr. Rogers immediately so a compromise can be reached.
* Students missing time in rehearsal for athletics do not need to make-up the time as long as it is preapproved.

**Concert/Honors Band**

The Concert and Honors Band is designed for experienced instrumental students who have mastered fundamental techniques and have proven themselves to be advanced in musical abilities and maturity. Concert Band members are challenged with the finest and most demanding band literature of varying styles commensurate with the ability level of the group. Students are required to perform at all scheduled concerts, are members of the marching band, and must attend rotating sectionals. Opportunities and materials are available for participation in solo and ensemble work. Auditions are given for placement within the band.

**Cadet Band**

The Cadet Band is a performance group which emphasizes fundamentals basic to correct instrumental technique. Students will be required to perform in all concerts, will be part of the marching band, and must also attend rotating sectionals. All Freshmen and Beginners at the high school level participate and will be included as a part of this group. Opportunities and materials are available for participation in solo and small ensemble work. Auditions are given for placement within the band.

**Basketball Pep Band**

The band may be divided into two performing groups based on how many students are in the program. Each group will be expected to perform at selected home boy's basketball games as well as selected girl's basketball games. If a student unable to attend an assigned game, he/she is required notify the Director, find a student from the other pep band to substitute with them, and perform at a scheduled game for person he/she substituted with. Pep Band performances are graded.

**Colorguard (Fall Guard and Winter Guard)**

The Color Guard is a vital part of the Marching Band and provide visual enhancement to the music performed. During the season the Guard will have an additional rehearsal each week separate from the band’s rehearsals. Only students that are not currently enrolled in ‘band’ may audition for Color Guard. For example, a student is in 8th grade band at the middle schools and plays the clarinet, that student is not eligible to ‘opt-out’ of playing their wind instrument to join the fall guard. Wind players are an integral part of the band and need to stay on their wind or percussion instruments in order to bring about the success of the program. However, those interested in guard that play a band instrument will have every opportunity to audition for the indoor winter guard, which is an extra-curricular ensemble. Anyone interested must be able to attend after-school or evening rehearsals. Any student grandfathered in to the current system that plays an instrument, but performs on guard in the fall will be graded on their performance medium for the first three homework assignments, then they will transition to play their instrument for the remaining three assignments during the 1st quarter. Attendance at rehearsals, sectionals, and performances are mandatory. If a guard member accrues multiple absences from rehearsal or performances, they will be dismissed from the ensemble in accordance with the guard attendance policy. Please refer to the Guard attendance policy included in the Guard Participation Contract. All uniform, equipment, and participation fees will still apply.

The instructors may elect to host auditions for either the Fall Guard or Winter guard season. Selection to the ensemble will be based on ability level and ability to pick up on new concepts quickly.

**Indoor Band Spelldown System**

**Spelldown:** An evaluated critique of prepared material, involving the entire section within a specific band, resulting in seating placement by ability level within that band.

A spelldown may be exercised by the director to enable an entire section to alter its chair placement at any time.

**Indoor Band Challenge System**

**Challenges:** A competition between two or more members who play the same instrument for seating placement within the section, usually ungraded.

1. One can only challenge the person immediately seated ahead.
2. The challenge is only official after it is confirmed with the band director who is to hear the challenge.
3. The person challenging must tell the person being challenged before registering the challenge with the director.
4. A minimum of three school days will be allowed for preparation. The director will schedule, with the student's input, the time and date for the challenge.
5. The challenge must be "played off" on the agreed upon date. There may be some variations due to illness or scheduling problems.
6. Both parties do not have to be present at the time the challenge takes place.
7. A challengee may decline the right to defend his/her chair; however, he/she must forfeit the position.
8. If the challenger wins, the challengee has the option to challenge back immediately. If that option is declined, the challenger may continue to challenge ahead, and the challengee may be challenged by the person seated behind.
9. Should the person being challenged win, the challenger must wait a week (five school days) before re-challenging. This allows the next person in line an opportunity to challenge.
10. There will be no challenges heard within ten school days (two weeks) of a major performance.
11. Sight-reading will be included if the score is within 10 errors.

**Band Trip:**

The purpose of every band trip is to promote unity, teamwork as well as independence, musical growth, and education. While these trips are fun for students, they also require a great deal of work, energy and concentration. The trips are intended to be a learning experience for the student and band as an ensemble. While on the trip, students are constantly under the direct supervision of the band director and chaperones. Students are not allowed to leave the group for any reason. Parents are not required, nor should they feel obligated to travel with the band.

**Band Class Rules:**

Band is an academic class in which students receive a grade. This grade is included in the GPA. Students are graded on a wide range of subject matter, including but not limited to attendance, participation, and performance.

**Hydration, Appropriate Dress & What not to Drink**

Instructors, parents and students should be educated on the signs and symptoms of temperature extremes and respond appropriately. Individuals should dress appropriately which is warm clothing with hats and gloves when practice is outdoors in cold weather, or lightweight clothing with water jugs from home in hot weather. Students should avoid drinks such as carbonated beverages, high sugar drinks, and caffeine because they actually dehydrate.

**Breaks, Bathrooms, Injuries**

Instructors will provide appropriate beaks throughout practices for water and bathroom. Students will use this time allotted for hydration and bathroom use. Students should not use this time to socialize. If at any time a student is injured, faints, or becomes sick, practice shall be suspended until the student is tended to and situation resolved. If parent of injured student is not present, parent will be notified by phone to inform them of situation.

**Outdoor Rehearsal in Inclement & Extreme Weather**

In Chicagoland, we experience a wide variety of weather and temperatures. For this reason the following policy has been put in to place to ensure the safety and health of all students. During instances of outdoor rehearsal when extreme weather occurs, precautions will be taken to insure the safety and health of all students. When thunder is heard, outdoor rehearsal will be suspended until at least one half hour after the last lightning strike is seen or thunder is heard. During instances of precipitation, danger to students and equipment will be assessed and outdoor rehearsal may be suspended. During instances of extreme heat or extreme cold, outdoor rehearsal may be suspended.

**Tips & Other Handy Things to Know**

**Communication:**

* Check the Band page on the school website frequently! Changes to the calendar are posted by the Band Director on this page. In most cases, you will be able to get all the information you need there. (The school web address is [www.providencecatholic.org](http://www.providencecatholic.org). Once there, click on *Band/Guard*.)
* Be sure to include your e-mail address in your Portal account. Should the Band Director need to contact parents, he will be able to e-mail all parents easily and quickly through the Portal. (For more information, click on *“Manage Account”* on your Portal page.)
* Parents, try to attend as many BPO meetings as you can. You will meet fellow parents, and gain much insight and information about the school and band program which your student may have not told you.
* Use our “Remind App”! Simply text the phrase “@pchsband1” if you are a parent, or the phrase “@pchsband2” if you are a parent to the number “81010. Follow the prompt and you will receive messages from the director!

**Rehearsals:**

* Students should arrive for rehearsals 10-15 minutes early. This allows plenty of time for set-up and warm-up so that the director can begin rehearsal at the stated call time. The extra time is not for socializing; it should be used to prepare for rehearsal.
* Many parents fear that the time commitment for band is too great and that grades will suffer. While it can seem overwhelming at first, the schedule is very manageable. It will require planning and discipline on your child’s part. Keep in mind that Band is an academic class, where students earn a grade. It is not an extra-curricular activity! All rehearsals and at-home practicing should be considered part of the homework for the class.

**Clothing:**

* The football season starts out in 80˚ plus weather, and sometimes ends in 20˚ or less. It is advisable to invest in a set of “Under Amour” for your student, which helps keep one cool in summer and warm in winter. You can find it in any sporting goods store.
* The band polo shirt is in compliance with the school dress code. It is a good idea for students to wear their polo shirt on football game days; the polo shirt sometimes does “double duty” as the uniform on rainy days.

**Fall (Marching Band Season)**

**Sectional Rehearsals TBA by Section**

Each instrument group (section) will have its own rehearsal. The sectionals are led by the section leader, instructors, and supervised by the band director. Rehearsals last approximately one to two hours and are crucial to the success of the band as a whole. Attendance is required and as such, included in the student’s grade. The guard also hosts a sectional once per week that shall last no less than 2 hours.

**~~Monday Afternoon Rehearsals - 3:00pm - 5:00pm~~**

~~This all-band/guard rehearsal is required for students. During football season, the band will practice their show on the practice field. Students should be sure to dress for the weather.~~

**Saturday Rehearsals / Virtual Contests – Times vary due to other activities at the school, but usually for 4 hours in the afternoons, please check the band calendar.**

**Wednesday Night Rehearsals – 6:00 – 9:00 PM**

This all-band/guard rehearsal is required for students. During football season, the band will practice their field show in the stadium. Students should be sure to dress for the weather.

**Football Game Days**

* **Students**

The Marching Band and Color Guard perform at all home varsity football games, including playoff games. *(Check online for dates and times)*

On these days, the band and guard rehearse after school. They are dismissed allowing plenty of time for dinner break. Students are expected to bring or have their parents bring dinner. The concession stand will be open. Students are to be back in the band room by 6:00 PM in full marching uniform. ***(Please refer to the Uniform Policy in this handbook for information about marching uniform.)***

Varsity game time is 7:30 PM. The band performs the national anthem, pre-game show, and a half-time show. Students are usually dismissed for a break in shifts during the 3rd quarter of the game.

After the game, the band then heads back to the band room to hang up uniforms properly and put away equipment. The director dismisses them between 10:00 and 10:30 PM from the band room.

* **Parents**

As you know, the BPO runs the concession stand for all home football games, including any playoff games. Please check the schedule for your assigned days.

**Marching Competitions & Parades**

Students wear their show shirts and full marching uniform for competitions. They should take extra care to make sure shoes are shined, hats are straight, etc., so that they look sharp! Schools usually have many fans at the competitions. Parents typically sit together to become a loud cheering section for the Celtics!

**Late Fall & Winter (Concert Band Season)**

Once football season is over, the band begins rehearsing its concert pieces for performances and competition. There will be Wednesday afternoon rehearsals scheduled a few weeks prior to the concert to prepare. These rehearsals are graded much like the marching season is. Sectional rehearsals also continue as usual.

**Christmas Concert –**

* It is a wonderful way to celebrate the Christmas season – be sure to invite family and friends. Following the concert is a light reception with baked goods and beverages. Many families enjoy a casual dinner out after the concert to celebrate their child’s musical success thus far.
* Students wear full concert uniforms for all performances. *(Please refer to the Uniform Policy in this guide for full details.)*

**Basketball Games**

* The band director assigns students to specific games. Each group is a pep band for the boys’ and girls’ varsity basketball home games. Games are on Tuesday, Wednesday and Friday nights.
* Attendance is mandatory for band students. Check the online calendar for dates assigned.

**Concert Band Competitions**

We have traditionally participated in two competitions, which are usually on the last two Saturdays of February. *(See calendar for call times and performance times.)*

**Spring**

**IHSA Solo & Ensemble Competition**

* Performance times are assigned by the site coordinator. Although this is not mandatory, it is highly recommended that students participate in the IHSA contest. It encourages musical growth, discipline and self-confidence.
* In early December, students will be assigned their music. At that time, they should begin practicing their competition piece. The Band Director will assist students with music selection as well as provide information for accompanists.
* Students who wish to receive extra/final exam credit may perform an additional solo or duet at the competition.
* Students generally schedule one or two rehearsals with their accompanist sometime during the three weeks prior to the performance.
* Students will need to bring the original music for the judge. Students should wear their “Sunday best” for their performance.
* Parents and friends usually observe the performance, but there are times when the musician prefers they wait outside the room.

**Ensemble Night –**

* This will be a joint event with students from the choir.
* Students will have the chance to perform their small ensembles from the IHSA Solo and Ensemble competition for their parents and peers.
* Every student will perform in some capacity.
* Soloists who received a 1 or superior rating at IHSA will be asked to perform as well.
* Parents are encouraged to attend.
* Students will dress in their “Sunday best”.

**Jazz Band Concert –**

* Will feature Jazz Band, Jazz Combo, and percussion Ensemble.
* Jazz and percussion both rehearse outside of school.
* Students will dress in all black with a green tie for the men.
* This performance will include special lighting.
* Parents and family are encouraged to attend.

**Spring Concert –**

* It is the culmination of the entire year’s hard work – be sure to invite your family and friends. Senior band members are recognized at the concert. The Spring Concert is also held in conjunction with “Afternoon with the Arts”, which highlights our choir and the work of Providence Catholic High School art students.
* Following the concert is a light reception of baked goods and beverages. Many families enjoy a casual dinner out after the concert to celebrate their child’s musical success.
* Students wear full concert uniforms for all performances. *(Please refer to the Uniform Policy in this guide for full details.)*

**Providence Catholic High School**

**Band Parents Organization**

**2020-2021 Goals & Initiatives**

1. Goal: Increase parent volunteer base to fill all board and invitational committee requirements.

Initiatives:

1. Create, approve and implement a new BPO Board and Subcommittee structure
2. Solicit and ensure all subcommittee chairs are in place and establish committee charters
3. Create, approve and implement a volunteer and back-up support structure/procedure
4. Establish a volunteer liaison to help solicit and direct a strong and vibrant volunteer base
5. Goal: Support a culture of Truth, Unity and Love and demonstrate this through all BPO endeavors, as well as foster a professional and courteous demeanor throughout the PCHS community.

Initiatives:

1. Conduct meetings in a professional way
2. Establish a Goals Based organization and empower and support the subcommittees to accomplish their initiatives
3. Instill and hold each other accountable to act according to our values
4. Establish a Hospitality committee to ensure band functions are supported properly
5. Ensure all communication is timely and accurate, in adherence to an effective communication process
6. Improve unity and cooperation with all Fine Arts programs, through establishing Guard and Choral liaison representatives to ensure all guard and choir parents are engaged
7. Goal: Increase funding through effective concession stand management and third source funding programs to support the financial needs of a growing band/guard program.

Initiatives:

1. Establish a concession stand committee which includes inventory controls and ordering management
2. Establish a third source funding committee to increase funding opportunities and oversight
3. Establish and work toward financial goals to support the needs of the program
4. Support the PCHS Marching Band Invitational, as directed by the Invitational Committee Chairs
5. Support and ensure proper funding is available for the bi-annual student trip
6. Goal: Improve capital management through implementing inventory control programs

Initiatives:

1. Establish an equipment inventory and maintenance program to ensure the longevity of our equipment
2. Establish a uniform inventory and maintenance program to ensure our uniforms are maintained properly

PCHS Band Parent Organization

Committee Based Organizational Structure

PCHS Board

Director of Bands

Mr. Rogers

PCHS Faculty Sponsor

Dr. Harper

New/Parent

Org & Volunteer

Coor. Chair

Note: This proposal depicts having the committees report their updates to the BPO Chair and are supported by the BPO Officers. Goals for each committee will be established and managed by the entire BPO.

BPO Treasurer

BPO Vice

President

BPO Secretary

Concession

Management

Committee

Chair

Third Source

Fundraising

Committee

Chair

Concert/

Hospitality

Committee

Chair

Invitational

Committee

Chair

Parent Volunteers & Subcommittee Members

Guard Liaison Committee Chair

Props & Equip. Maint. Committee Chair

Wardrobe Committee Chair

Non-Voting Members

BPO President

Voting Members

**BPO Organization Chart Committee Description**

**Invitational Committee:** Oversee the subcommittees as defined by the PCHS Marching Band Invitational Playbook. This includes securing subcommittee chair representatives, coordinating meetings and schedules and acting as single point of contact to provide guidance and direction prior to and on the day of the event.

**Concert/Hospitality Committee:** Oversee the planning committee responsible for making arrangements for supporting band hospitality events and concerts. This includes ensuring the appropriate planning, coordinating and arrangements are available at all concerts and award ceremonies.

**Third Source Funding Committee:** Oversee the various subcommittees responsible for raising additional funds to help support the growing needs of the band/guard program. This includes defining and executing fundraising events for the general band fund as well as the individual student funds.

**Wardrobe Committee:** Oversee the coordination of the band and guard wardrobe. This includes inventory, maintenance and distribution of the band/guard wardrobe.

**Props & Equipment Maintenance Committee:** Oversee the inventory, maintenance and delivery of the school owned equipment (instruments, props and mechanical) to ensure all equipment is being properly maintained and accounted for.

**Guard Liaison Committee:** Oversee the needs of the guard program to ensure their needs are met. This includes working closely with band subcommittee members and PCHS staff, representing the needs for the guard.

**New Parent & Volunteer Coordinator Committee:** Oversees securing and managing the volunteering needs of the band/guard program and acting as the liaison for new parent matters. This includes identifying volunteering needs for all committees, soliciting volunteers and making sure there are adequate volunteers for all band/guard events.

**Fundraising**

As you know, the band program at any high school is extremely expensive. It is estimated that it costs $1,000 per child per year to run an effective program. **Parental involvement is essential to a viable and successful program.**

Currently, the BPO has two major sources of income, which provides an income of $20,000 – $25,000 per year. **Every family is expected to assist with:**

* Football Concessions (Fall)
* PCHS Band Competition Festival (Fall)

All fundraising programs and events must be approved by the Providence Catholic High School Advancement Office and the Administration. There are two types of fundraising. The first type is to supplement the entire band program. The second type is to subsidize a band trip as an individual band member.

**Fundraising for Band Trips**

Each band and guard student will be assigned an individual account by the Treasurer. This account will be used to keep track of the student’s participation in fundraising of the current band trip.

Fundraising events will all be approved by PCHS Institutional Advancement Office and Administration. All individual fundraising will begin after the Harvest Drive.

Fundraising events may be varied from year to year.

Uniform Policy

**General**

* + The uniforms are the property of the band program and should remain at PCHS while not being worn.
	+ As a band member, you are responsible for all uniform pieces assigned to you.
	**Loss or damage of these items may result in fines to cover the cost of replacement.**
	+ When returning uniforms to the storage area, **be sure that all items are hung on hangers properly** or you will be required to correct any problems before you leave the band room.  Black bags should be left unzipped when uniforms are in the building.
	+ No eating or drinking while in uniform (exception:  water).  If you are "caught" eating in uniform, there will be consequences determined by the director, such as cleaning or setting up the band room.
	+ Always be sure that your shoes are shined and free of dust and water spots and double-knotted so that they do not become untied. Band members are responsible for their shoes. You will be given a shoe bag for storage and must either take them home or put them in your locker in the labeled bag. Shoes may not be stored in the hanging bags.
	+ PRIDE:  We want you to look your best and play your best.  When you have a sense of pride, you will play with a sense of pride!

**Marching Uniform**

* + 6 items make up the uniform:  bibbers, jacket, baldric, plume, gloves, Shako (marching hat)/beret
	+ Marching shoes (Black, Drillmaster’s brand)
	+ Black socks are required, if forgotten you may purchase a pair for $3 when you arrive at the bandroom.
	+ Students should always wear their custom show shirt and light-weight shorts (no jeans or other pants of any kind) under the marching uniform. Please refresh your deodorant (only clear) when changing into your uniform. (Be sure to remember to bring these items on Fridays when there is a home football game!)
	+ Bibber pant length is shorter than normal pants length. They do not “break” at the ankle. This significantly improves the look while on the football field.
	+ Shakos (marching hats) should be straight, with the visor just above the eyebrow. Chin strap should be tight enough so that the hat does not move when your head moves side to side.
	+ Plumes will be distributed prior to each performance and collected at the conclusion of each performance. Students should not allow plumes to touch the ground.
	+ Girl’s hair should be tucked COMPLETELY inside marching hat, this includes bangs and strands of hair. If a girl is wearing a beret, she may wear hair in a low ponytail so that it does not interfere with the beret.
	+ No jewelry should be worn with the marching uniform
	+ If wearing long underwear underneath uniform for warmth, be sure that no part shows at the ankle, wrist or neck. Do not wear sweat pants, jeans or other pants underneath the uniform.

**Concert Uniforms**

**Boys:**

* + Tux pieces:  pant, jacket, shirt, tie and cummerbund
	+ Solid black socks which come up to at least the middle of your shin - If you forget them, you may purchase a pair for $3 (which goes to the missions)
	+ Marching shoes (Black, Drillmaster brand)
	+ Pants should be worn at the waist, not the hips.
	+ Must wear a solid white t-shirt under tux shirt.
	+ Do NOT wear pants underneath the tux pants; you may wear light-weight shorts as long as they do not interfere with the look of the pants.
	+ Shirts should be tucked in smoothly.
	+ Hair neat and combed; face clean-shaven
	+ No earrings, necklaces or bracelets

**Girls:**

* + Uniform pieces: Dress, pearl necklace
	+ Shoes: Black
	+ Jewelry limited to one ring, and small earrings; no necklaces or bracelets
	+ Hair neat and off the face; scrunchies, rubber bands or barrettes should be either silver or black (no other colors)
	+ Tasteful, subtle makeup; absolutely no glitter!
	+ If possible, please wear black undergarments.
	+ Please use clear deodorant to prevent white stains on the black clothing.

**Casual Uniforms:**

* Green band polo & khaki shorts (no cargo pockets), Black belt, Drillmasters and black socks.

**Use of the Band Facility**

**Bandroom**

The use of band facilities before, after, and during school is a privilege. Students who abuse the facility will be disciplined accordingly. Any abuse or damage will be considered vandalism.

NO OUTSIDE STUDENTS ARE PERMITTED IN THE BANDROOM except for business with the director. There will be no horseplay, i.e. throwing of things, in or around the band room. All percussion and guard equipment is off limits to anyone not specifically designated to use them. No storing of personal items – THE BANDROOM IS NOT A LOCKER!

**Lockers**

The Band Room at Providence Catholic High School has several lockers that are available for checkout. To check out a locker, you need to meet the following requirements:

* You must be enrolled in one of the instrumental music courses at Providence Catholic High School.
* Only music, and music related material is to be stored in the locker.
* LOCK YOUR LOCKER! Mr. Rogers has a master key for all lockers.
* Locks will be provided until the quantity available has run out.
* Replacement Lock Costs are around $15.

**Locker Check-Out**

Lockers will be checked out based on the instrument to be stored in them. Many of our lockers are designed with specific instruments in mind. If you are checking out a school owned instrument a locker will be assigned and checked out along with it. To check out a locker, please ask Mr. Rogers for a locker checkout form.

**Practice Rooms**

Practice rooms must be checked out with Mr. Rogers, one student per room. The practice rooms are to be used for music practice only. The rooms must be kept clean and tidy at all times. These rooms are not for personal storage or for any other use other than musical practice.

**The Band Booster Loft**

The booster loft is for the storage of materials relating to the band boosters. No students may enter unless the director or band parents grant permission.

**Library, Band Office, Phone**

The band office and choral office are private and are not to be entered by any student without permission from the director or a staff member. All students should keep in mind that this is a place of business. If the door is shut, knock first. Telephone use should be kept to a minimum and is not for personal use. Ask permission before using.

**Band Room Cleanliness**

The band room is a place of business and must be kept clean at all times. Students who volunteer to do extra in keeping the room clean will be rewarded with extra credit. Students who cause mess and disorder will be asked to clean portions of the room as penance. Following all games, performances and practices, students will be given cleaning assignments in order to ensure the cleanliness of the room.

**Providence Catholic High School**

Band Parents Organization

Constitution & By-Laws

**Article I – Purpose**

The purpose of the Providence Catholic High School Band Parents Organization shall be to support, promote, and provide funds, assistance, and supervision for the band programs of Providence Catholic High School.

**Article II – Authority**

The authority of this volunteer organization derives from the President, Principal, and Band Director of Providence Catholic High School. This organization and its officers report directly to the President and Principal of Providence Catholic and work in conjunction with and support of the Band Director of Providence Catholic. The sequence of communication begins with the Band Director proceeding to the Principal and President. Officers are appointed or confirmed in their appointments by the President and are expected to work in cooperation with the President, the Principal, and the Band Director. Officers and committee members serve at the pleasure of the President of Providence Catholic. It is essential that the Providence Band Parents Organization grow, sustain, and support the band and other musical interests of Providence Catholic High School.

**Article III – Membership, Board of Directors, & Election Process**

Membership in the Band Parents Organization shall not be limited, but is open to all interested parties who accept the overall mission of Providence Catholic High School to bring Jesus Christ to all students and to support the academic, extra-curricular, and in particular, band programs of Providence Catholic. Members should be of good character, good conscience, and always exemplify appropriate moral behavior.

The Board of Directors shall consist of the President and Principal of Providence Catholic High School, ex officio, the Director of the Providence Band, and the other officers listed below who may be appointed by the President of Providence Catholic or elected by the membership depending on the preference of the President of Providence Catholic. The Board and officers shall have specific responsibilities and shall be appointed or elected for one year terms which may be renewable.

The officers shall be nominated two weeks before the April meeting. Any current member of the Providence Catholic Band Parents Organization may be nominated for any office. Any nominated person may accept or decline the nomination. The election shall take place at the April meeting. Any persons unable to attend the April meeting may vote by other means as specified by the Director of Bands, Principal, and President of the Band Organization. Voting ends by the conclusion of the April meeting. All votes will be counted by the Director of Bands, the Fine Arts chairperson, and the current officers of the Band Parents Organization of Providence Catholic High School.

 The officers shall be elected for a term of one year and shall hold office until their successors have been elected, and their term of office shall begin at the close of the Fine Arts Banquet. No member shall hold more than one office at a time.

**Article IV – Officers**

The officers of the Providence Catholic Band Parents Organization shall be a president, a vice-president, a secretary, and a treasurer. Additional committee chairs and members of these committees may be added by the president of the organization with the approval of the Band Director.

The duties of the officers shall be as follows:

1. The president shall preside at all regular and special meetings of the Band Parents Organization or the Board and shall share financial responsibility with the treasurer. The president will be responsible to see that all activities and events required of the Band Parents Organization shall be carried out appropriately in coordination with the Band Director.
2. The vice-president shall assist the president or in his absence, preside over all regular and special meetings of the board and events connected with the Band Parents Organization.
3. The secretary shall maintain a written record of all acts of the board and the organization as a whole, and see that minutes are reported to the President, Principal, and Band Director of Providence Catholic and to the membership.
4. The treasurer shall maintain the financial records of the club and his/her signature along with that of the president will be required on all checks and financial transactions as part of the ordinary operation of the organization. The organization is empowered to keep its own checking account and savings account, the status of which must be reported to the President, Principal, and Band Director of Providence Catholic monthly. The approval of all purchases must start with the Band Director followed by the Principal and President.

**Article V – Meetings**

The President of the organization shall call regular meetings of the Parent’s organization at appropriate times in order to accomplish the mission of the organization in aiding the band program. A written record of all acts of the board and of the organization shall be maintained by the secretary.

**Article VI – Voting**

In order to transact business, a majority of those present at the meeting for purposes of voting shall be considered a quorum. Proposals which are presented in a parliamentary (Robert’s Rules of Order) and orderly fashion shall be considered passed when a

majority of those present voting approve the proposal. Each member of the organization shall be entitled to one vote.

**Article VII – Duties & Functions**

The duties and functions of this organization shall be as follows:

1. To cooperate fully with the band director and the administration to fulfill the spiritual and academic mission of Providence Catholic High School.
2. To provide assistance to the Band Director, Principal, and President of Providence Catholic with regard to the direction and promotion of the Providence Catholic High School band.
3. To promote and encourage the Providence Catholic Band and to support and encourage all Providence Catholic band members to reach their full human potential as children of God and heirs of grace.
4. To raise funds and assist in their expenditure in obtaining goods or services which will benefit the Providence Catholic High School Band.
5. To provide one representative to the Principal’s Advisory Board of Providence Catholic High School.
6. To help facilitate communication between the Providence Catholic High School administration and other parents by representing the band parent’s point of view.
7. To provide regular financial reporting with regard to income generated and funds expended to support the Providence Catholic band.

**Article VIII – Amendments**

This Constitution may be added to or amended by the President of Providence Catholic after hearing recommendations from the Principal, Band Director, Board of Directors, or the full membership of the Providence Catholic Band Parents Organization.

Revised

May, 2007

Providence Catholic High School

Band Program

Student & Parent Handbook

Appendices

**Fundraising Policy**

Fundraising is a difficult but necessary part of conducting a private school. The fundraising obligation allows Providence Catholic families to share some of the burden of tuition with people of good will who understand the need for financial support for private schools.

The cost of each student’s education is not covered by tuition. The difference between tuition and the cost of education is covered by the contributed services of the teachers who receive lower salaries than their public school colleagues, the contributed services of priests and religious, fundraising and the generosity of the Providence Catholic parents’ clubs.

The sum total of our student fundraising efforts are directed toward having a successful Harvest Drive. This fundraising is the only effort in which students will be required to participate.

Guidelines for fundraising:

1. Fundraising in addition to Harvest Drive is discouraged.
2. No additional fundraising which interferes with the Harvest Drive will be allowed. No fundraising may be conducted from September 1st through

October 10th.

1. Any additional fundraising must be done on a low key basis and not as an obligation for parents and students.
2. All fundraising projects must be approved in advance by the Administration on a case by case basis. These requests will be presented by the moderator of the extracurricular activity to the Administration through the Advancement Office.
3. Fundraising cannot take place at an event where there is another approved program already operating.

Providence Catholic High School

Band Instrument Check-Out Form

This certifies that I have received from Providence Catholic High School the following school owned instrument:

Type of Instrument\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Make\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Model\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Serial #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is agreed that if the instrument is damaged due to any cause, with the exception of normal wear and tear, I promise to pay the amount of such damages. I further agree that no person, other than myself, will be allowed to handle or use the instrument without my director’s permission. I also agree to surrender this instrument immediately upon the request of the director or school officials.

 Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Director Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Tips on Keeping a Marching Band Healthy,**

**Happy & Hydrated\***

Whether it be the beat of a drum or a blaring brass section, marching band participants are athletes and practices can be enduring and exhausting. These students as well as instructors and parents must be educated on the signs and symptoms of various weather extremes that can occur. The National Athletic Trainers Association (NATA) have issued guidelines to ensure safety on the field and in the parade line. By putting these guidelines and understanding of safety, directors and band members can enjoy a season rich in music and highly spirited routines.

“Marching band members, just like athletes, need to be conditioned and prepared for the rigors of band practices and performances. These unique athletes are often in formation for long periods of time, wearing heavy clothing in warm weather conditions, and carrying instruments that require dexterity and strength,” said Brian Robinson, MS, ATC, chair of NATA’s Secondary School Athletic Training Committee. The following are tips recommended by NATA for parents, directors, and marching band members:

1. Prepare for activity . . . . . . . . . . . . . . . . make sure participants are ready to perform

 and are fit and healthy

1. Put a plan into place . . . . . . . . . . . . . . know what to do and who to call
2. Get ready to march . . . . . . . . . . . . . . . should be physically and mentally ready
3. Acclimatize to the heat . . . . . . . . . . . . start routines slow and build up; condition

 the band members to the weather

 conditions

1. What to wear . . . . . . . . . . . . . . . . . . . . .lightweight clothing; dark colors keep heat

 in

1. Hydrate, hydrate, hydrate . . . . . . . . . allow band members to drink every 10-20

 minutes; hydrate before and after routines

1. Seek shade . . . . . . . . . . . . . . . . . . . . . . .if possible; allow time for cool down in the

 shade or inside in the air conditioning/fan

1. Fuel for success . . . . . . . . . . . . . . . . . . .incorporate healthy foods and balanced diet
2. Make use of musical instruments . . . students should hold and manage their

 instruments correctly to avoid ergonomic

 injuries

1. Stay fit in formation . . . . . . . . . . . . . . .students should keep fingers, knees and

 toes moving to keep circulation flowing and

 joints flexible especially when standing for

 long periods of time

1. Monitor band members . . . . . . . . . . . students should be monitored for signs of

heat illnesses by instructors, parents and other band members

1. Inspect fields and routes . . . . . . . . . . remove debris and other hazards which can

possibly lead to twisted ankles, bruised knees, scraped elbows or other injuries

1. Stock the kit . . . . . . . . . . . . . . . . . . . . . first aid kit will be readily available

**EXTREME WEATHER EXPOSURE**

**Cold Exposure**

The extent of injury caused by exposure to low temperatures depends on factors like wind chill, duration of exposure, temperature and humidity. Prolonged exposure can produce the following:

* Shivering
* Numbness
* Low body temperature
* Drowsiness
* Muscle weakness

If above symptoms occur, warm student by bringing indoors or applying extra clothing. If hot or warm liquids are available, they may sip this to help warm up.

**Heat Exposure**

Excessive heat may affect the body in various ways which may result in heat cramps, heat stroke or heat exhaustion.

 Heat Cramps . . . . . . . muscle pains and/or spasms due to body salt loss due to

 excessive sweating. Leg and abdominal muscles are

 usually affected first.

* Provide water with salt or electrolyte solutions
* Exert firm pressure on the cramped muscle or massage to help relieve the spasm

Heat Stroke . . . . . . . . . this is a body response to high body temperature and a

 disturbed sweating mechanism. This is an immediate life

 threatening emergency. Body temps can exceed 106

 degrees and skin may be hot, red and dry with a rapid but

 strong pulse.

* Cool body quickly to bring this elevated temp down – remove clothing and wipe down with cool wet cloth – when reduced body temp, dry off individual
* If possible, move individual to cool area (air conditioning or fan)

Heat Exhaustion . . . . this is a response to heat characterized by fatigue,

 weakness, and collapse due to inadequate intake of water

 to compensate for loss of fluids due to sweating. Body

 temperature is usually normal but skin is pale, clammy,

 tired, weak, excessive sweating, headache, cramps, nausea,

 dizziness and possible fainting.

* Provide sips of water to rehydrate
* Have individual lie down with feet elevated
* Loosen clothing and apply cool wet cloths to cool down body

Dear Saint Cecilia,

One thing we know for certain about you is

that you became a heroic martyr in fidelity

to your divine Bridegroom, Jesus. We do

not know that you were a musician, but we

are told that you heard Angels sing.

Inspire musicians to gladden the hearts of

people by filling the air with God’s gift of

music and reminding them of the divine

Musician who created all beauty.

Amen