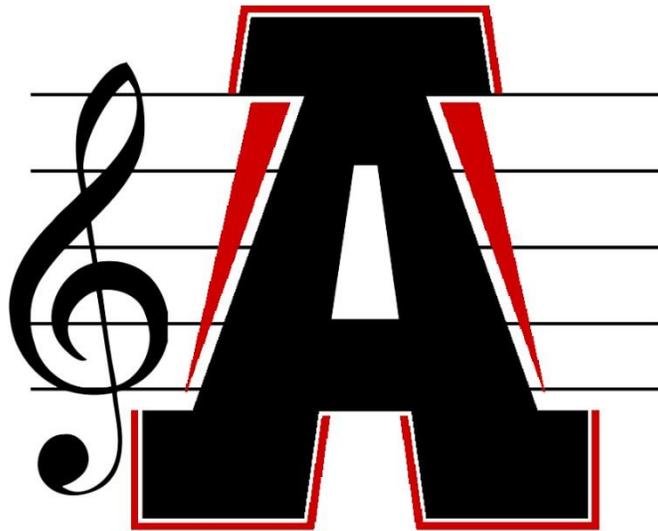


ALEXANDER COUGAR BAND HANDBOOK



David White and Andy Daniel, Directors

6500 Alexander Parkway
Douglasville, GA 30135

770-651-6080

www.musicofahs.com

Table of Contents

| | |
|--|-----------|
| Introduction | 1 |
| Organizations | 2 |
| Attendance | 5 |
| Band and Guard Fees/Fundraising | 7 |
| Band/Guard Rules and Expectations | 9 |
| Uniform/Performance Attire Rules of Conduct | 13 |
| Band/Guard Officers | 14 |
| Band Leadership and Staff Positions | 15 |
| Letters and Bars | 19 |
| Band Class Information | 20 |
| Band Booster Organization | 21 |
| Band Staff Members | 22 |
| Online Resources | 22 |

Introduction

Handbook Purpose

This handbook gives each student a guideline of what is expected of him/her while a member of the Alexander Band Program. It is not designed to list every detail or rule; but it is an outline for each student to follow. The directors and instructors hope that this handbook will answer many of the questions, which a member of the band program might have regarding rules, and policies of the Alexander Band Program.

Mission Statement

The Alexander High School Cougar Band program believes that music has the ability to enrich every person's life in unique and powerful ways. Because of this, our primary goal is to foster the development of a life-long relationship with music in every student. We believe that music should be available to everyone and it is our philosophy that no one with a desire to participate should be denied acceptance into the Alexander Band program. Whether our students go on to be symphony musicians, doctors who play in a community band, or simply music fans, our goal is for them to have a love and appreciation of music and music-making.

Operating Principles

Understanding that participation in the Alexander Band is a privilege and not a right, band organization students accept that they will have to make personal sacrifices in order to participate, and that their actions and conduct should reflect positively on the organization, school, and community. Organization participants further understand and agree to be held to a higher standard of conduct and dress than a student who does not participate in extracurricular activities. Band program participants acknowledge that this high standard will involve their actions at school, in school activities, and away from school. They will avoid actions that will reflect negatively on the band program, school, or community.

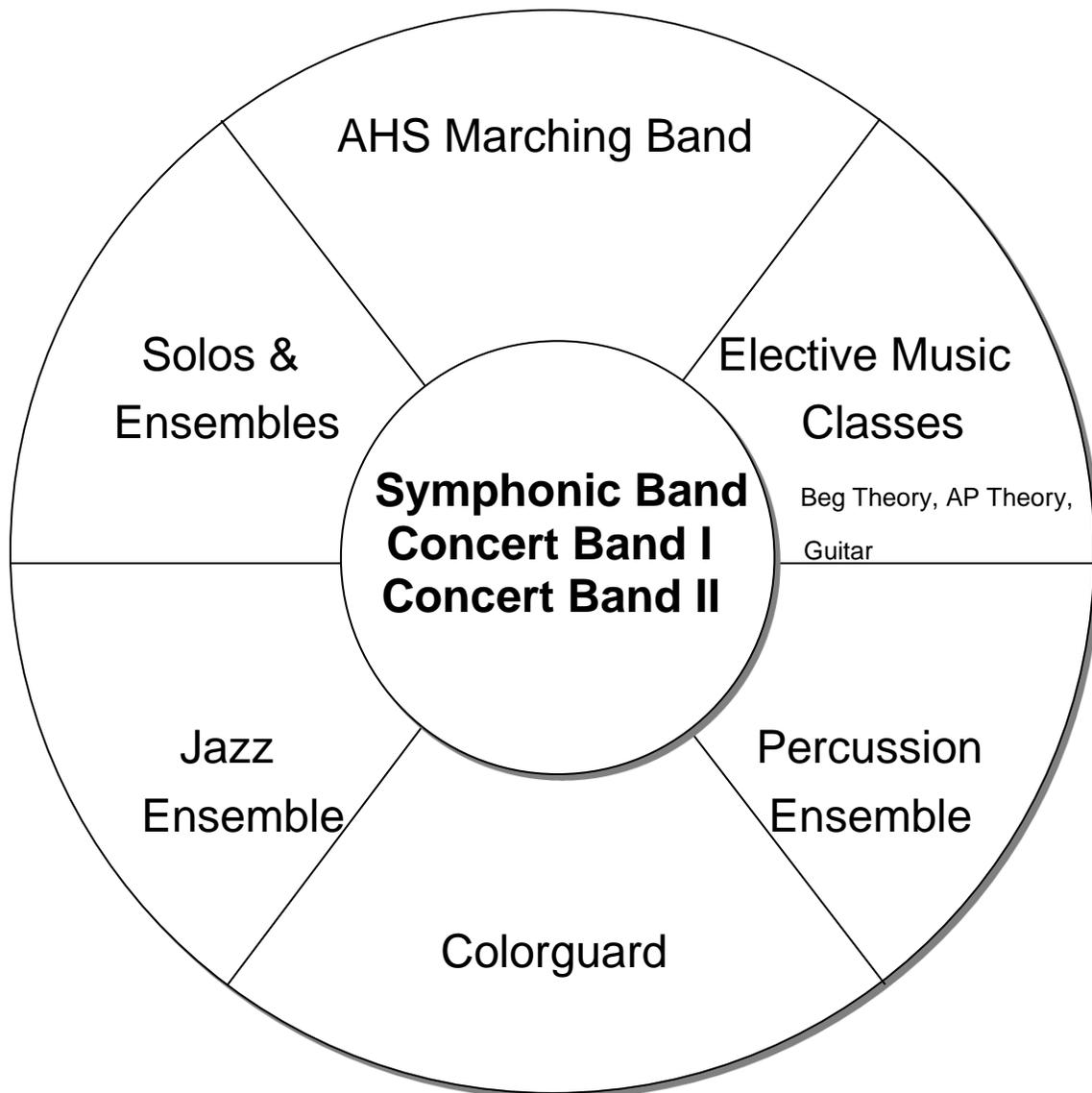
Band program participants understand that illegal drugs, tobacco, and alcohol have no place in the lives of today's young people and that the staff of the Alexander band program cannot and will not tolerate the use of such by members of the program.

As a member of the Alexander Band Program, students agree to attend school every day unless there is a compelling need to be absent. They will be in school on time and remain for the entire day unless it is absolutely necessary to do otherwise. If band program participants are required to miss any class due to a band function, they are responsible for turning in all currently due work prior to leaving school. All work that is missed during the band function will be made up and turned in immediately upon returning to school.

As a member of the Alexander Band Program and a representative of AHS, students will conduct themselves in a manner that will create a positive image for the band program, the school, and the community.

Organizations

Alexander High School Band Program



The concert ensembles — Symphonic Band, Concert Band I, and Concert Band II — are the foundation of the Alexander Band Program. The many co-curricular ensembles and music classes are offered to supplement the basic concert ensemble experience.

Auditions

Prior to beginning the school year, all students entering the Alexander High School Band Program will be required to perform a placement audition that will determine which ensemble they will be assigned to for the following year and chair placement within that ensemble. All students will perform set criteria and then will be placed based on the results of their performance.

Concert Band

Concert Band II (indicated in Infinite Campus as, “Beginning Band”)

This is a performance based class. It provides opportunities for performers to increase, develop, and refine performance skills and precision on a wind or percussion instrument. It is open to all freshmen with prior experience playing wind or percussion instruments. Students are required to attend after school events such as concerts and other performances. Grades are largely based on class participation. You are not required to participate in marching band to be in this course but it is highly recommended.

Concert Band I (indicated in Infinite Campus as, “Intermediate Band”)

This is a performance based class. It provides opportunities for performers to increase, develop, and refine performance skills and precision on a wind or percussion instrument. It is open to students of any grade level with prior experience playing wind or percussion instruments. Placement in this class is based on an audition. Students are required to attend after school events such as concerts and other performances. Grades are largely based on class participation. You are not required to participate in marching band to be in this course but it is highly recommended.

Symphonic Band (indicated in Infinite Campus as, “Advanced Band” and “Advanced Ensemble”)

This is a performance based class that counts as two electives. It provides opportunities for advanced-level performers to increase, develop, and refine performance skills and precision on a wind or percussion instrument. It is open to students of any grade level with prior experience playing wind or percussion instruments. Placement in this class is based on an audition. Students are expected to attend after school events such as concerts and other performances. Grades are largely based on class participation. You are not required to participate in marching band to be in this course but it is highly recommended.

Percussion Ensemble (indicated in Infinite Campus as, “Intermediate Ensemble”)

All percussionists are automatically assigned to the same class, however some will be chosen to participate in the band classes as well. This class is for any band member who has prior experience playing percussion instruments in Middle School or High School. It would teach the foundations of all instruments in the percussion section and each student would be expected to be able to play mallet instruments, snare rudiments, as well as many other fundamental skills on the various instruments. The students will be playing music for marching band, concert band, and percussion ensemble. Grades are largely based on class participation and playing tests on all percussion instruments.

Marching Band

The marching band begins practice in mid-July or early August two to three weeks prior to the beginning of school and continues through the end of football season. July/ August rehearsals and camp are mandatory as they are necessary to prepare for the first ball game. Failure to attend camp and/or rehearsals may result in the student's not performing with the marching band. The band attends all of the football games and several marching festivals each year. Rehearsals are held according to the calendar given. Extra rehearsals are called only when necessary to prepare for a performance. All rehearsals are required unless excused by the director/ instructor. All marching band members are required to take one of our band classes. The Alexander High School Cougar Marching Band is one of the school's largest co-curricular activities. This award winning band performs at parades, football games, community events, and band competitions and represents Alexander High School throughout the area. It also takes trips to perform at various locations.

Jazz Band

Jazz Band membership is determined by conduct, character, and audition. Members must participate in a band class in order to participate. Students may be removed from the Jazz Band as a disciplinary action if deemed necessary by the director.

Auxiliary (Colorguard)

(Including Danceline and Flag/Rifle Corps)

Membership in an auxiliary unit is open to any student that will attend Alexander High School during the Fall semester following auditions. Members of these units abide by all band policies as well as their own guidelines.

Tryouts are held during the spring for the upcoming season. There is a workshop held for all students who are interested in becoming a member of the auxiliary units. When a student has successfully completed tryouts, he/she makes a commitment to the organization for one full year. Each year the student will have the choice to recommit and try out again or to end participation.

An auxiliary member is expected to attend all official functions (activities, rehearsals, performances, etc.) in their entirety. The band attendance policy also applies to all members of the auxiliary units.

Attendance

Marching Attendance

Conscientious rehearsal attendance is always vital to the well-being of any band program. As we put drill on the field and work to develop our show, it is essential that all band members are present for the entirety of all rehearsals. Regular attendance at rehearsals will ensure a permanent position in the marching band in good standing. Students **MUST** attend all marching band performances including, but not limited to, all football games and Saturday band contests. Friday nights from the end of August to the second week of November and Saturdays from the end of September through October should be kept open for performances.

Concert Attendance

After our marching season has concluded, we will begin one of the most important parts of the band learning process, Concert Season. Attendance policies mirror that of marching band with a few differences. There are very few, if any, practices after school during Concert season, but all sectional rehearsals and full band rehearsals after school are mandatory. Ample notice will be given if rehearsals are added. Students participating in our Large Group Performance Evaluation (LGPE) will have a mandatory Saturday rehearsal to prepare for this performance. Students **MUST** attend all concert performances, only excused absences will be allowed to make up the test grades with an alternate assignment.

Attendance Policy

1. Attendance is mandatory.
2. Excused absences are:
 - a) Illness (absence from school)
 - b) Death in family
 - c) Potentially some other circumstances: Approved in advance - The Directors will determine each circumstance on a case by case basis.

Personal conflicts such as jobs, homework, school clubs, shopping trips, etc. are not excused.

All members of the Alexander Band program are expected to check the calendar at www.musicofahs.com often for updates and to know the schedule for all rehearsals and performances. Most dates are given to students at the beginning of the school year and are typically put on the website calendar earlier.

All members are expected to attend all rehearsals for their ensemble (Marching Band, Symphonic Band, Concert Band I, Concert Band II, Percussion, etc.). In the event that a member misses a rehearsal, it will be marked as either excused or unexcused. The absence will not be excused if the appropriate form on our website is not completed. If a member of the marching band has an unexcused absence, they will not be allowed to perform with the band at halftime at the next game. The member is still required to attend all other rehearsals and participate in all other aspects of the game.

Multiple unexcused absences from rehearsal (3) may result in the student being removed from the marching band. Two unexcused late arrivals to practice equal one unexcused absence. We cannot allow a student who is habitually absent/tardy to negatively impact the experiences of others.

Attendance at ALL Football Games and Festivals/Competitions is Mandatory for members of the Marching Band. An unexcused absence from any performance could result in the student being removed from the marching band program immediately. Vacations/trips are not an excused absence.

Please look at our calendar when scheduling vacations.

Please go to www.musicofahs.com to submit all absences and tardies. Please complete the online form as soon as you are aware of an absence. This should be done at least 24 hours in advance when possible.

Please make sure that transportation is arranged to be at the school on time following each rehearsal. It is important that students are picked up on time.

Band/Guard Fees and Fundraising

Our annual budget is raised mainly through band fees and fund-raising activities. It is because of our fundraising that we are able to keep fees lower. Each year we offer many fundraising opportunities which allow each student to raise money that can go towards band and auxiliary fees. One half of all profit earned by a student is placed in an account with their name. This money cannot be exchanged for cash and can only be used for fees, equipment, or band trips. Examples of possible fundraisers include cookie dough, discount cards, and candles. In addition to traditional fundraising activities, parent participation during football season can earn money for a student's account as well. See a band booster for more information. All balances in student accounts will transfer to the booster account upon the student's withdrawal from the band program and/or graduation.

Students have the option, upon graduation, of transferring their student account balance to a younger sibling in the band program. This can be a rising 9th grader or a current band member that will continue band the following year. A student's voluntary or involuntary termination from the band will forfeit all rights to their Student Account, and the balance will be transferred to the General Band Fund.

Payments are spread throughout the fall and all accounts should be paid in full by January 1st. Failure to do so will result in a hold being placed at the school. All accounts must be cleared before the student graduates or is able to attend prom.

Accounts from previous seasons need to be cleared prior to the beginning of the current season in order to continue participating in the marching band program or tryout for colorguard for the upcoming season.

Online payments can be made at www.musicofahs.com. All checks for the band program should be made payable to AHS Band.

Alexander Band Handbook – Fees and Fundraising

The following is a current schedule of our fees for the upcoming school term:

Marching Band Fee Information

| | |
|--|------------------------------------|
| \$100.00 – Band Payment #1 Marching Band Deposit | Due at Sign-Up Night in the Spring |
| \$100.00 – Band Payment #2 Uniform Rental (Includes Concert and Marching) | Due at First Day of Band Camp |
| \$100.00 – Band Payment # 3 | Due First Week of September |
| <i>One-Time Fees (Unless Replacement is Required)</i> | |
| \$40.00 (Approx) – Marching Shoes | Due at First Day of Band Camp |
| \$25.00 – Band Hooded Sweatshirt | Due at First Day of Band Camp |

Colorguard Fee Information

| | |
|---|-------------------------------|
| \$100.00 – Guard Payment #1 Colorguard Deposit | Due after Acceptance in May |
| \$100.00 (Approx) – Guard Payment #2 Uniform (Amount varies based on uniform cost) | Due at First Day of Band Camp |
| \$150.00 – Guard Payment # 3 | Due First Week of September |
| <i>One-Time Fees (Unless Replacement is Required)</i> | |
| \$40.00 (Approx) – Guard Shoes | Due at First Day of Band Camp |
| \$25.00 – Band Hooded Sweatshirt | Due at First Day of Band Camp |

Concert Band Fee Information

| | |
|---|-----------------------------|
| \$50.00 – Uniform Rental (<i>Concert Band only students: This is included in Marching Band Fees for students who participate in both</i>) | Due First Week of September |
|---|-----------------------------|

(Checks payable to AHS Band)

Contact Mr. White at Alexander High School if you have any problems meeting payment deadlines.

Members will have the opportunity to earn money for their fees through fundraisers. These projects are the easiest way for students to generate *all* of their required band fees. If students do not participate in fundraisers, the Band Boosters Budget will not meet the needs of the band program. Students receive a percentage of their total sales to apply to their band fees. Band fees are due according to the payment chart. Marching Band fee covers expenses for Band Camp, travel, Band Shirt, uniform rental & cleaning, additional staff and other operating expenses.

If you have any questions, contact David White or Andy Daniel.

Band/Guard Rules and Expectations

General Rules of Conduct

All band program members are expected to conduct themselves as ladies and gentlemen at all times, in all activities and classes. Organization members are representatives of the school, band, and community; they should dress and behave accordingly. Each member is subject to the DCSS Code of Conduct. All band and guard members are to stay with their section at all times. Proper respect for and recognition of other bands during their performance reflects the maturity and class of the group. Be polite in word and actions at all times.

School rules are in effect at all band activities. This includes rehearsals, performances, travel, and camp. In order to maintain good standing in the band or guard, students must follow the attendance policy, be respectful to directors, staff, student leaders, and all student members. Students are expected to give their best effort at all times. If any problem arises, they are expected to refer the problem to the appropriate student leader or adult. If any of these expectations are not met, the result could be suspension, expulsion, or other disciplinary action.

Alcohol and Drug Use

1. Involvement with alcohol or unauthorized/illegal drugs will result in the loss of all extracurricular involvement privileges.
2. Any student involved with the use of alcoholic beverages or unauthorized/illegal drugs will be sent home at the parents' expense. In addition to rule #1 (above), further disciplinary action will be taken in accordance with school and board of education policies.
3. In accordance with Board Policy JCDAB-E(1), all students in the Douglas County School System who are involved in extracurricular activities, or who drive on campus, are subject to random drug testing.

Bandroom/Band Class Rules of Conduct

1. All students are to be in the band room when the tardy bell rings.
2. You will have three (3) minutes from the time the tardy bell rings to get all materials together and be in your seat. If the chairs or stands in your section are not placed correctly or if there are chairs or stands missing from your section, take time to get your section in order so we will not waste rehearsal time working on physical arrangement of chairs.
3. Keep your attention focused to the front of the room. When the director steps on the podium all talking and playing should stop immediately and all attention focused on the conductor. Absolutely no one should be out of their seat or talking at this time. This procedure should always be accomplished by a visual cue and the conductor should never ask the band to be quiet at the beginning of class. There is absolutely no talking during band rehearsals.
4. If you have a question during class, raise your hand. You will be recognized at the proper time.
5. Never get up from your seat without permission.

Alexander Band Handbook – Rules and Expectations

6. The music library is off-limits to everyone except band librarians or officers. Music needs should be requested to a librarian. Students will be charged for lost music or folders.
7. The percussion/tuba cage is for percussion and tuba storage and the flag room for flag storage. Only members of those groups are authorized to enter those rooms. There will be no loitering in those areas.
8. The band office telephone is for business purposes only. Do not ask to use the phone during school. Remember to inform your parents of band practice start times and end times.
9. All instruments are either owned by students or are property of the Douglas County School System. Under no circumstances is any student to handle an instrument that does not belong to them (or is not checked out to them). If a student forgets to bring their instrument to school, notify the band director prior to the beginning of the class. If you use another person's instrument without permission, you are subject to disciplinary action. Be sure you bring your instrument each day.
10. Food and Beverages are not allowed in the band room unless otherwise specified. Bottled water is permitted during class/rehearsal.
11. Gum is not permitted in the band room, especially while playing your instrument. This is harmful to your instrument and also poses a choking hazard. Gum chewing will not be tolerated and is grounds for disciplinary action.
12. At the end of class, put ALL FOLDERS, CHAIRS, AND STANDS AWAY PROPERLY, put instruments away AND CLOSE CASES completely, and pick up any trash you may have left in your area of the band room. DO NOT leave instrument cases on the floor of the instrument storage room. Also, do not leave instruments or music sitting out in the rehearsal area.
13. Do not throw paper and trash on the floor. The condition of the bandroom reflects the pride you have in the band. Use the trashcans provided.
14. The bandroom and its storage rooms are not to be treated as a "locker room". Items left for more than 24 hours are subject to being thrown away or taken to lost and found.
15. No horseplay in the rehearsal area will be tolerated.
16. Students who are not members of the band organization are not allowed in the bandroom without the permission of the director/instructor. Ask your friends to wait outside.
17. Computers are to be used for school purposes only with the approval of one of the directors. Nothing should be printed without asking first.
18. The band office is off limits, students are not allowed unless a director is present
19. Cell phones are not permitted during rehearsal unless permission is given by a director.

Band Rules

(in addition to general band policies)

1. Be on time; arriving 10 minutes early is suggested.
2. No gum chewing during rehearsals, performances, while in uniform, or in the bandroom.
3. Always be in the appropriate rehearsal clothes, as specified by the instructor, at all times
4. No talking when an instructor or officer is talking. Use common courtesy. and respect.
5. “Thank you” is the proper reply when receiving constructive criticism.
6. Always bring necessary equipment to practice.
7. Always be in full uniform when in uniform, unless otherwise instructed.
8. Wear uniform only for performances or other reasons specified by the instructor. Change into street clothes after we return to AHS.
9. Do not allow anyone else to wear any part of your uniform.
10. Always use discreet and appropriate conduct. No public displays of affection while in uniform (kissing, hand holding, etc.)
11. No changing of clothes permitted on bus unless permission is given by the director.
12. No exchanging horns without director approval.
13. No “doodling” on horns in public or during rehearsal.

Disciplinary actions may be assigned for infractions of these rules. For extreme cases, repetitive situations, or accumulative demerits per grading period, the instructor will issue the appropriate disciplinary action.

Travel Rules of Conduct

Because overnight trips and after-school activities are designated as extracurricular, it is up to the discretion of the director/instructor as to who will be eligible to participate. A student may be prevented from participation in extracurricular activities as a disciplinary action taken by the director/instructor.

All band and school rules apply when we travel. All students must ride the bus to and from band events. There are no exceptions to this when traveling to an event. If a student needs to leave a game or contest with a parent and will not ride the bus home, they must bring a signed note prior to departure. All students must be accounted for before we can depart, this is for the safety of all students. Chaperones will be on each bus when we travel, and students must respect their authority.

Every other year the band, auxiliary units, and show choir participate in a spring trip. This trip occurs on odd numbered years. Participation in the trip is not required; however we encourage everyone that can to attend. All school/band rules apply on this trip. As mentioned in the Fees and Fundraising section, funds raised can go towards payment for this trip.

Alexander Band Handbook – Rules and Expectations

1. Times and places for uniform changes will be assigned by the band director.
2. Members must use provided transportation to any required function unless otherwise specified by the director/instructor.
3. Students are not allowed to ride in any private vehicles unless approved by the director/instructor.
4. Members who wish to return from any event by transportation other than that provided by the band must give the director/instructor a written note signed by his/her parents at least 24 hours prior to the event.
5. Any student violating band rules on a trip may be sent home on a commercial carrier at the parents' expense.
6. Prior to band camp each year, members must have the Participation Authorization Form and Emergency Medical Treatment Form signed by a parent or legal guardian.
7. *Hotel rules:*
 - a. Do not run, shout, or otherwise disturb other Hotel guests.
 - b. No outside phone calls should be made from the room phone
 - c. Swimming will be allowed during designated periods only.
 - d. Students are not allowed to leave the immediate housing area without director/instructor permission.
 - e. No boys on girls' floors or girls on boys' floors are allowed.
8. *Room Check Rules*
 - a. All students must be in their room at the designated room check time.
 - b. Do not open doors unless visual identification is made. Opening a door after room check for anyone other than an instructor/ chaperone will be considered the same as being out of the room after curfew.
 - c. NO ONE is allowed out of the room after room check (unless fire or other natural disaster warrants leaving).
 - d. Any illness or other problem occurring during the night should be reported by telephone to a staff member.
 - e. Keep room noise to a minimum.
9. Do not fraternize with strangers.
10. For personal safety, always travel in groups.
11. *Dress Code:*

Appropriate dress is expected at all times. Any student dressed inappropriately will be instructed to change his/her attire. (Further infractions will not be tolerated.) School dress codes will be in effect at all times.
12. Students bringing electronic devices or items of value on trips are doing so at their own risk. The directors and the band are not responsible for lost or misplaced items.

Uniform/Performance Attire Rules of Conduct

1. The uniform is to be worn in a military fashion at all times. Students should be in full uniform unless otherwise instructed by the director/instructor.
2. No smoking, drinking, cursing, gum chewing, or fighting while in uniform. Violation will result in suspension of performance and/or extracurricular activities and possible school level disciplinary action.
3. Uniform Dress Requirements:
 - a. Marching Band: Coat, bib pants, black socks, black band shoes, gloves, shako (hat), and plume.
 - b. Concert Band (most items provided by AHS Band, shoes and socks are not provided):
Males- black tuxedo, white tux shirt, white t-shirt, black socks, black dress shoes
Females - black formal dress, black dress shoes
 - c. Auxiliary Groups: Each year members of the auxiliary purchase a uniform which matches the style of the show for that year. The members are responsible for the uniform's upkeep.
4. Uniform must be clean and neat in appearance.
5. Hair must not extend below the coat collar when the shako is worn. Hair longer than collar length should fit neatly inside the shako (hat).
6. No public display of affection while in uniform (holding hands, kissing, etc.) If you have to ask, don't do it.
7. Each member should be ready for a formal inspection any time the uniform is worn. Inspection will include instrument or equipment as well as proper uniform cleanliness and etiquette.
8. Official band/auxiliary shoe as dictated by the director/instructor will be the only footwear allowed while in uniform.
9. Make-up should not be noticeable, and all jewelry must be removed. Fingernails should be kept short and not be polished.
10. Travel uniform will be khaki slacks or shorts and official band t-shirt. The shirt is to be tucked in at all times. The official AHS Band hooded sweatshirt may also be used as an alternate uniform at the discretion of the directors.
11. The uniform/formal wear (bib pants/tux shirt) should be returned on hangers at the instructed time.
12. Most uniform parts will remain in the band room unless being used for a performance. Students who do not return uniforms/formal wear by the due date will be billed for the cost of the items. The charge will be removed if the items are returned.

Loss of performance privileges or other disciplinary action may result from violations of these standards.

Band/Guard Officers

Band and auxiliary officers are appointed by the director/instructor and serve at the director's discretion. Officer positions include lieutenants, sergeants, section leaders, squad leaders, guard captain, band captain, drum captain, asst. drum major and drum major. Officers are selected based on outstanding qualities of musicianship, character, leadership, and attitude.

A member who attains any of the following ranks is expected to be levelheaded and express mature judgment. All members holding these positions should strive to earn the respect of other members through impeccable behavior and outstanding performance. Whether an officer is liked by an individual makes no difference. The position of that person is to be respected. Insubordination will not be tolerated; should a problem arise between member and officer, the involved persons should bring it to the attention of the director so that a solution may be offered.

Members sacrifice a good deal of their time and energy into making this program the best that it can be. When a leader does not take their job seriously a lot of damage to the program can be caused, letting down their fellow members, the directors, and the program in general.

Leadership Candidacy is judged on the following criteria:

1. Past performance
2. Quality of the application
3. Future leadership potential
4. Best fit for the individual and organization
5. Participation in the Leadership Seminar

Leaders are expected to be at ALL rehearsals and performances. As a leader in this organization excuses such as work, family events, etc. are not acceptable. Leadership team members are expected to make sacrifices.

More information about being a student leader is available in the "Alexander High School Music Department Student Leadership Handbook."

Band and auxiliary corps officer positions may be suspended or revoked by the directors or staff members for violation of band rules and expectations

Band Leadership and Support Staff Positions

The following are the leadership and staff positions available in the band program with their descriptions. This list may change from year to year based upon the needs of the organization.

Leadership Positions

Drum major(s):

1. Direct all field rehearsals and performances of the marching band
2. Set standards in attendance, punctuality, attitude, musicianship, and loyalty that the members of the band can and should try to follow
3. Responsible for keeping the student leadership working together as a team
4. Make sure all band and guard members are on task
5. Pass-off music for captains
6. Have the band in the correct place at the correct time for rehearsals and performances
7. Show patience, consideration, and understanding in dealings with the band while not compromising standards
8. Be the last person to leave, making sure that the room is straight, uniforms are properly put away, and all trash has been properly disposed of
9. Be able to lead the band through concert music as well as marching music so that when the band director is absent from class, music that needs to be practiced is practiced
10. Make sure that all band members are in their seats, ready to be warmed up at the beginning of class and warm them up when necessary
11. Keep track of attendance of all band and guard members during practices, performances, and class
12. Be enthusiastic and spirited, keeping the group excited and proud to be a part of the band
13. Assist sections/section leaders as needed
14. Learn counts and formations of all numbers in the marching show
15. Keep all other leadership accountable, making sure that all of the other duties are performed
16. Lead by example, representing the group well throughout the day
17. Assist the directors and staff in administrative and organizational tasks
18. Keep the lines of communication open between the band and staff, acting as a liaison at times

Alexander Band Handbook – Band and Guard Leadership/Staff Positions

Assistant Drum major(s):

1. Assume the duties and authority of the drum major ONLY when they are absent, or cannot fully perform their tasks
2. Directs the band while the leadership from the band meets with the leadership from the opposing football team's band and also directs as needed during the half time show
3. Be able to lead the band through concert music as well as marching music so that when the band director and drum major are absent from class, music that needs to be practiced is practiced
4. Sets a good example for all band members and shows pride in the band
5. Exhibit and demand discipline within the band
6. Set standards in attendance, punctuality, attitude, musicianship, and loyalty that the members of the band can and should try to follow

Band Captain:

1. Organize and supervise clean-up of band room after rehearsals and performances
2. Conduct for band performances when needed
3. Serve as a positive role model for the members of the band in conduct, musicianship, and dedication to the band
4. Assist in the teaching of the drill during marching rehearsals, if needed
5. Assist the band director however needed

Guard Captain(s):

1. Lead the guard as necessary and make sure that all equipment is taken to the equipment crew for games to be loaded
2. Make sure all guard members have the proper attire
3. Keep order during football games, not allowing guard members to fraternize with non-members of our organization
4. Serve as a positive role model in conduct, musicianship, and dedication to the band

Drum Captain:

1. Make sure the drum line is prepared for rehearsals and performances
2. Get all equipment ready and assist with loading of the equipment trailer/transport of equipment to the field
3. Serve as a positive role model in conduct, musicianship, and dedication to the band

Alexander Band Handbook – Band and Guard Leadership/Staff Positions

Section Leaders:

1. In charge of the musical aspects of the leader's respective section
2. Keep the members of your section on task
3. Make sure that everyone in your section has a flip folder at every football game, no exceptions!
4. Check for memorization of show music and parade music and help those who have not memorized their music
5. Keep discipline in your section by keeping talking and moving around during rehearsals to a minimum
6. Assist the other leadership in any way possible
7. Lead sectional rehearsals in an organized manner and do NOT allow horseplay
8. Assumes the duties of the squad leader when they are absent
9. Serve as a positive role model in conduct, musicianship, and dedication to the band

Squad Leaders:

1. In charge of the marching aspects of the leader's respective section
2. Assist all members of your section with marching as needed, reminding them to roll their toes and keep horn angles steady
3. Keep the members of your section on task
4. Make sure that everyone in your section has a flip folder at every football game, no exceptions!
5. Assist the other leadership in any way possible
6. Assumes the duties of the section leader when they are absent
7. Serve as a positive role model in conduct, musicianship, and dedication to the band

Support Staff Positions

Band Lieutenant(s):

1. Responsible for making sure the uniform room and music library are organized and that all materials are easily accessible
2. Makes sure that plumes are loaded for every game and festival
3. Catalog all music in the library, keeping an accurate database so that the music can be easily located
4. Make sure that the instrument room is clean and organized at all times and that it is not being used improperly (i.e. for storage of textbooks, etc. in lieu of a locker)
5. Assist with collection and distribution of uniforms, making sure that they are properly put away and handed out to the right person
6. Check to make sure that all band members have the proper socks, shoes, and anything else that they may need for a performance
7. Serve as a positive role model in conduct, musicianship, and dedication to the band

Equipment Master Sergeant:

1. Guide Equipment Sergeants in loading and moving of equipment
2. Makes sure that all equipment is kept organized and easily accessible
3. Keeps a checklist of equipment needed so that nothing is left behind

Equipment Sergeants:

1. Make sure that all instruments and guard equipment are properly placed in the equipment trailer
2. Be responsible for getting the drum major stand on and off the field for all practices
3. Make sure all equipment is loaded and taken to the field for home football games
4. Assist the with maintaining the instrument room and band room

Letters and Bars

Letters and bars are earned based on a points system. The student will earn points based on rehearsal/performance attendance, fundraiser participation, and a commitment to the band for consecutive years. In order to receive either a letter or a bar each student must accumulate 1150 points. The following shows how points are given to reach this goal.

Points System

| | | |
|-------------------|---|--|
| Band Camp | - | 50 points per day |
| Rehearsals | - | 5 points per day |
| Games | - | 50 points per game |
| Festivals | - | 100 points per event (Concert and Marching) |
| Concerts | - | 50 points per event |
| Parades | - | 50 points per event |
| Guard Clinic | - | 20 points per day |
| Drum Major Clinic | - | 10 points per day |
| Fundraisers | - | 10 participation points: 10 bonus points for doing your fair share |

| | | |
|---|---|------------|
| Auditioning for one of the 3 groups below | - | 25 points |
| All State Band Participant | - | 250 points |
| District Honor Band Participant | - | 100 points |
| Douglas County Honor Band Participant | - | 50 points |
| Solo and Ensemble Festival Participant | - | 50 points |
| Spirit Camp Participant | - | 100 points |

| | | |
|--|---|------------|
| Unexcused Absence from rehearsal | - | -3 points |
| Unexcused Tardy to rehearsal | - | -1 point |
| Unexcused Absence from Game | - | -10 points |
| Unexcused Absence from Festival or Concert | - | -30 points |

No points will be awarded or deducted for Excused Absences

Possible Points:

| | | |
|--------------|---|------|
| Band Camp | - | 250 |
| Games | - | 500 |
| Festivals | - | 300 |
| Concerts | - | 100 |
| Rehearsals | - | 150 |
| Fundraisers | - | 50 |
| <i>Total</i> | - | 1350 |

Band Class Information

Required Materials:

All students are expected to have their instrument at all times. Brass players should have valve/key oil, slide grease/oil. Woodwind players should have a minimum of three reeds at all times. Percussionists are expected to have a pair of marching sticks, concert sticks, and mallets.

Grading Plan (Assessment/Evaluations/Required Student Products):

Grading will be based upon participation, written and oral tests, class work, homework, worksheets, and musical performance skills. The student's progress will be evaluated / assessed daily based on participation in class and performance of taught skills. The teacher will work with individuals, small groups and the class, moving around the classroom to insure skill development. A large portion of the evaluation includes oral questions and observation (listening and making comments for improvements).

Students that are not on task during rehearsals will have points deducted from their participation grade. Extra credit is awarded to students who prove attendance at musical performances given both inside and outside the school environment with pre-approval from the teacher. School attendance may also be taken into consideration of the final grade.

GRADING PERCENTAGE:

Participation - 30%

Daily Grades - 10%

Major Grades (Tests, Performances, Projects) - 40%

Midterm/Final - 20%

If a student is unable to play in class due to an instrument that is in need of repair or sickness, an alternate written assignment may be given.

This is a performance based class. Attendance at scheduled concerts is required and the concerts count as two major test grades. The student product is directly related to the goals. If an absence from a performance is excused, an alternate assignment will be given. The alternate assignment should be turned in within one week of the performance. Absences must be excused, and students should ask for make-up work upon their return to school. Students have a maximum three days to ask for work and the number of days absent plus one additional day to complete and return the work. Please refer to the student handbook for the attendance policy.

Grading percentages are subject to change and will be reflected on the online gradebook.

Band Booster Organization

The R.S. Alexander High School Band Booster Club, Inc. offers various opportunities that allow parents and friends to interact with members of the band, instructors, and other parents. As a member of the Booster Club, you will be able to experience music as an art and observe the commitment the band members have for music and Alexander High School. If you are not a member of the booster club -- JOIN! It is fun to be a member and you can add a lot of our school, our students, and our community. If you would like to join, go to our website for a membership form

The band boosters are a 501(c)(3) non-profit organization and a proud member of the Douglas County Chamber of Commerce.



If you know of anyone or any company who might be interested in making a donation to the band and need some additional information, you may contact Mr. White, Mr. Daniel, or any band booster officer.

Meetings

The meetings are the first Tuesday of each month at 7:30 p.m. in the band room.

Contacting the AHS Cougar Band Booster Club

*You can contact the R.S. Alexander High School Band Booster Club, Inc.
by writing or calling the school:*

Alexander High School
6500 Alexander Parkway
Douglasville, GA 30135
Telephone: 770-651-6080 (Band Office)

e-mail: president@bandofahs.com

Band Staff Members

It would be impossible to have a quality band program without staff members working diligently to help each student succeed. We are very fortunate to have so many people willing to work with us and help create our vision.

Staff Members

Jill Bynum – Assistant Director/Marching Coordinator

Joey Moran – Assistant Director

Peggy Killian – Brass Instructor

Jimmy Moore – Percussion Instructor

Katelyn McGraw – Colorguard Instructor

Melissa Daniel – Colorguard Instructor

Amber Womack – Colorguard Instructor

Online Resources

Website – www.musicofahs.com

Facebook – www.facebook.com/bandofahs

Twitter – www.twitter.com/bandofahs

Remind - @bandofahs (students), @ahsbandp (parents)

E-Mail – Sign up for our e-mail lists on the front page of www.musicofahs.com

*Items in this handbook are subject to change at the discretion of the director(s).
Please check our website for updates.*



2018