

SALLISAW BLACK DIAMOND BAND HANDBOOK



2016-2017

FROM THE DIRECTORS

Together over the last few years Sallisaw has compiled an impressive list of competitive achievements. Yet even these successes are not nearly as important as the art that has been created, the friendships that have been made and the feelings that come with a great performance.

Though important, competitive success has never been, and never will be the measuring stick for this organization. It is nothing more than a pleasant by-product of striving for excellence through discipline, artistic taste, and hard work. Our experience has shown that when we pursue excellence, success pursues us.

We measure ourselves by the professionalism and efficiency with which we rehearse. We measure ourselves by the students who grow as people through this activity. We measure ourselves by the experience of those rare moments when everything comes together for an unforgettable performance. We measure ourselves by the impact we have on this activity as an art form within this state by pushing other bands to create coherent musical and visual artistic statements rather than simple halftime shows. When judged by these standards our record of excellence is even more impressive than the list of competitive achievements.

Being a member of this organization requires you to.....

- Work very hard.
- Be very responsible.
- Have a positive attitude.

If you are willing to do these things, there is a place for you in the 2015 Black Diamond Band. We have attempted to list all of a member's responsibilities as clearly as possible. All of these rules may seem overwhelming at first, but remember that they are only there to make our season run smoothly. WE HAVE GREAT KIDS!!! As a result, 99% of the rules and regulations in this handbook will never need to be mentioned again. Please remember that although this list is as thorough as possible, it cannot possibly cover all possibilities, and final judgement lies with the directors.

Thanks to all parents and students for the sacrifices you make to help us do what we do! Together we are continuing to build one of the most outstanding band programs in the state. It is an honor to work with you towards excellence.

ATTENDANCE POLICIES

Performances

- All performances of the Black Diamond Band are mandatory. This includes football games, both home and away.
- Students must have no conflicts on any contest day.
 - The only exception to this is another school OSSAA event which will need to be discussed in advance so we can come to a good solution for all parties.
- There are VERY FEW exceptions to the above stipulations. Exceptions will be handled by the directors on an individual basis.
- Family trips will not be an excuse to miss a performance, check your calendar!
- Any missed performance due to illness MUST be accompanied by a doctor's note.

Rehearsals

- Consult the calendars included with the handbook or on the website for this season's rehearsal schedule. There may be slight changes to the calendar due to circumstances not yet known.
 - The latest calendar should always be available on our website.
- The Black Diamond Band camp will be held two weeks prior to the beginning of school. All students are expected to attend all rehearsals during camp.

- Students may not miss morning rehearsals for other school activities, without prior approval from the band staff, and you need to communicate with us as soon as a conflict arises.
 - Students who ride the bus need to communicate with the directors so we are aware of your circumstance.
- No distinction will be made between absences/tardies that are the fault of parents and those that are the fault of the student.
- Students may not miss rehearsals for club meetings, baby-sitting, study sessions, classroom help, family outings, or non-emergency medical appointments.
 - These events should be scheduled outside of rehearsal time, and will not be excused.
 - Additionally, being “grounded” is not an appropriate excuse for missing any rehearsal or performance event, as other members depend on your student’s attendance.
- If band conflicts with practices for other school activities, (sports, etc) please submit an excused absence/tardy request in writing at least 72 hours prior to the conflict.
 - The band directors will meet with the coaches/sponsors of these activities to work out a plan.
 - Our goal is to allow students to participate in multiple extra-curricular activities without putting students or parents in the position of feeling that they are disappointing or being pressured by the band staff or coaches/sponsors.
- If a student is well enough to attend school during the day, they must attend morning and/or evening rehearsals.
 - All medical absences in this situation will be unexcused unless accompanied by a doctor’s note.
- Injured students must attend all rehearsals and participate to the fullest extent that their injury allows.
- All students must have a back-up plan that will allow them to attend rehearsals and performances on time should their primary means of transportation fail.
- Rehearsal will only be cancelled during extremely inclement weather (severe thunderstorms).
 - Rehearsal will be held indoors during extremely heavy rain or lightning.
 - The band may rehearse outside during light to moderate rain. Decisions about the location of a rehearsal will be made by the staff.
 - Always come dressed to rehearse outside.
- In the event of a missed Thursday night rehearsal, the student may not be allowed to march at either the following football game or marching contest at the director’s discretion.

See the “Grading” section of this handbook for further information about attendance and grading.

UNIFORMS

- Costuming for the musicians and guard members is the sole decision of the staff.
- Uniforms are to be worn and cared for properly at all times.
 - When not being worn, pants and jackets must be on a hanger (correctly) and inside a garment bag.
 - You must use a wooden & plastic hangers must be used
 - If any part of the uniform gets wet, it must be left in the open air to dry correctly so it will not mold or mildew.
- Uniforms must consist of the following:
 - Band Garment Bag, wooden & plastic hangers, and have your name on hanger
 - Hat & Hatbox (plumes will be issues before performances)
 - Official undershirt to be worn under uniform jacket
 - Uniform Coat & Bibbers (pants)
 - Black high cut socks (no ankle or no line socks allowed)

- o Black regulation band shoes
- o Gauntlets and Gloves
- When in your uniform
 - o You must have your jacket zipped while in public
 - o Shakos must be worn correctly, unless the director has allowed them to be removed
 - o Jewelry may not be worn (don't get piercings during uniform wearing season)
 - o Hair & grooming must be business professional.
 - No colored hair or loud hair styles
 - Long hair must be braided, put in a pony tail, and tucked under hat
- Uniforms CANNOT be machine or hand-washed. They must be dry cleaned!
- All uniforms must be turned in on the specified day at the end of the school year. Failure to do so will harm the student's grade and financial obligations will be enforced. Shoes and gloves may be kept by the student.
- Band fees will pay for the entire uniform's cleaning at the beginning and end of the marching season. If at any time during the marching season the uniform must be cleaned, the student will be responsible for doing so.
- The student is responsible for the damage or loss of any uniform item, and must pay to repair or replace each item if lost or damages
- Alternate uniforms may be worn during the first few games and last games of the season. In addition the weather may require alternate uniforms. This will include:
 - o Show Shirt
 - o Regular style blue jeans
 - No skinny, baggy, or low cut jeans
 - Must be able to tuck your shirt in
 - Belts may be necessary, plan ahead

SCHOOL-OWNED INSTRUMENTS

- The student is solely responsible for the care of school-owned instruments checked out to them.
- Students will be charged for the replacement cost of a lost or irreparably damaged instrument due to neglect.
- Students will be charged the cost of repair for a school-owned instrument if it is damaged during the marching season due to neglect.
- All school-owned instruments must be turned in on the specified day at the end of the marching season. Failure to do so could result in a referral to main office.

MARCHING BAND DRILL ALTERNATES

- It is very important to minimize the incidence of missing members ("holes") in the band's visual performance. In order to avoid holes, the drill will likely be written to contain positions known as alternates.
 - o Example: A band of 100 marching members might perform drill with 90 marching positions, leaving 10 alternates.
- Alternates are full members of the Black Diamond Band and have the same rights and responsibilities as marching members.
 - o Alternate positions are not necessarily permanent. A member may move from an alternate to a marching position at any time, or vice versa.

- o Alternate members not marching in a performance will still be expected to be in uniform, and may be asked to help out with the setup as needed.
- o Attendance requirements for members in alternate positions are the same as for any other member of the group.
- o Alternatives are placed at the sole discretion of staff determined on a variety of factors.

TRAVEL PROCEDURES

- A complete itinerary for each performance day will be available for students in the days leading up to the trip and will be posted on the website.
 - o These itineraries will list our best approximations for the time that we will return to Sallisaw.
 - o Because schedules are approximate, the best plan is to wait for a phone call.
 - Students should call parent via cell phone 20-30 minutes before arriving home from an event to ensure parents are ready for their students' arrival.
 - o Please make arrangements to pick your student up promptly following band events so that the staff may return home at a reasonable hour.
- Students are required to ride the bus to band events (exceptions are made in rare instances).
 - o Students may travel home from band events with a parent if the parent checks out with a director prior to leaving, but must still remain until the entire band is ready to depart.
 - o Students wishing to ride home with another student's parent must have a signed note from their parent/guardian allowing this.
- Bus riding assignments are determined solely by the staff.
 - o While on the bus, students are not to sit with members of the opposite sex.
 - Relationship or not, this will not be tolerated.
- Nothing will ever protrude out of a bus window, nor should anything ever be thrown or dropped out of a bus window.
- Contact with people outside the bus (signs, yelling, waving at unknown people) is forbidden.
- Bus voices must be kept at an appropriate level.
- Bus drivers will be treated with respect and gratitude. They will never be disrupted by your conduct.
- Busses, restaurants, contest sites, etc will be left cleaner than when we arrived.
- Upon arrival to a destination students should remain seated until instructions from the directors.
- Be respectful of others when traveling on a bus. Strong odors whether perfume, body sprays, hair spray, or even body odor is not acceptable.

GENERAL RULES OF CONDUCT

- First and foremost, all students must adhere to the policies and procedures of the Sallisaw High School Handbook
- Any behavior that is counterproductive to the band program will not be tolerated.
- Flagrant or repeated misbehavior will result in commitment to a written action plan.
- To perform to the highest level of artistic excellence that our ability allows
 - o Each member is expected to perform to the best of their ability, nothing more, and nothing less.
 - o Each member is to represent the band, school and community of Sallisaw in a professional manner at all times.
- Public displays of affection are not allowed or acceptable on band time.
- Please use appropriate language.
- No student will ever be in partial uniform while in public.
 - o Uniform jackets will be fully zipped up at all times.

- o Exceptions to this rule may be made by the staff in certain appropriate situations.
- Win or lose, we are our football team's and our cheerleader's number one fans.
- Always be respectful of other schools, other bands and other students when in public.
- We do not chew gum when we are representing the band in public.
- When in public, the instructions of the Drum Major will be followed without question or comment.
- Always conduct yourself as the mature young men and women that you are.
- Everyone needs to instill in each member the knowledge that they are part of a family of students and instructors who care about them.
- Students and instructors will treat each other with mutual respect and concern at all times.
 - o There will be no tolerance for backtalk, rolling eyes or any other form of disrespect from students to instructors.
- Disciplinary actions will be firm but fair.
- Tennis shoes and socks must be worn at all rehearsals. (No sandals, flip-flops, boots.) Shoes must be laced up and tied.
- Chewing gum, food or drinks are not permitted on the carpet in the band facility or during any rehearsal.
 - o Exception: Water jugs are accepted and encouraged
- Marching band is a physical activity requiring physical effort, and all members will put forth the effort required to fully participate.
- Instructions given by the staff & drum major(s) will be immediately followed without question or comment.
- All students will maintain a positive, constructive attitude toward rehearsal.
 - o Questions such as, "Do we have to go outside today?" or, "Can we have tomorrow morning off?" portray a negative attitude about improving and will not be tolerated in a successful organization.
- Any behavior that is disruptive to the rehearsal process will not be tolerated by students or the staff.
- Students are not to play instruments that do not belong to you or are not assigned to you.
- Put away and/or cover instruments properly as a daily habit
- You may not use the band room as a place to hang out during school hours
- You may not use any offices, storage rooms, etc as lounges.
 - o Any attempt to transform a learning environment into a dormitory will be dealt with
- To ensure that each member learns the merits of responsibility, hard work, discipline, teamwork and dedication in order to make use of them throughout life.

Eligibility

- Your membership of the Sallisaw Black Diamond Band is considered a privilege which is gained through many aspects, not the least of which is scholastic eligibility
- The Oklahoma Secondary Schools Activities Association (OSSAA) has adopted guidelines for determining student's eligibility.
- The Sallisaw School Board states that all students must be passing all classes (59.5% or higher) in order to participate in any competitive events.
- Some important things to remember in regards to academic eligibility
 - o Failure reports are required weekly after the first six weeks of school
 - o The first week you are the failing report, you are considered to be on probation and have one week to get off the list entirely.
 - If a student is failing one class (i.e history) on week and brings their grade up, but is then failing another class (i.e. science) then that student is still ineligible.
 - 59.5% or higher in all classes is considered eligible
 - o A student on the failing list for two consecutive weeks (regardless of class) is declared ineligible.
- Students who chronically appear on the failing list and/or miss performances due to academic ineligibility issues may have your band privileges revoked.

- How do you stay off the failing list?
 - o Keep the main thing, the main thing. You are in school to learn!
 - o Be PROACTIVE about your grades and work
 - o Talk to your teachers if you are struggling, get help from peers, take advance of tutoring
 - o Have some self-respect and don't allow yourself to show up on that list!

Every member is an important part of the Black Diamond Band. Each of your fellow members is relying on you to do your part to ensure our success. Every action that you take affects everyone else. If you are not prepared to be a productive member, please reconsider your membership in this organization.

GRADING

Fall Semester

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|---|--|--------------------|-----------|------------|
| • | First Quarter | | | |
| | o Code of Conduct | 10pts per week | 9 Weeks | 90 Points |
| | o After School Practice | 10pts per practice | 9 Weeks | 90 Points |
| | o Football Games | 20pts per game | 6 Games | 120 Points |
| • | Second Quarter | | | |
| | o Code of Conduct | 10pts per week | 9 Weeks | 90 Points |
| | o Football Games | 20pts per week | 4 Games | 80 Points |
| | o Christmas Concert | 100pts each | 1 Concert | 100 Points |
| • | Semester Exam (worth 20% of total grade) | | | |
| | o Marching Contest Attendance | 100pts | 4 Contest | 400 Points |
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Second Semester

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|---|--|----------------|--------------|------------|
| • | Third Quarter | | | |
| | o Code of Conduct | 10pts per week | 9 Weeks | 90 Points |
| | o Winter Chair Test | 100pts each | 1 Chair Test | 100 Points |
| • | Fourth Quarter | | | |
| | o Code of Conduct | 10pts per week | 9 Weeks | 90 Points |
| | o Spring Concert | 100pts each | 1 Concert | 100 Points |
| | o Graduation | 100pts | 1 Graduation | 100 Points |
| • | Semester Exam (worth 20% of total grade) | | | |
| | o OSSAA District & State Contest | 200pts each | 2 Contest | 400 Points |
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The grading system is designed to put a heavy emphasis on extra-curricular practices & performances. Students who are chronically ineligible and/or miss performances will find it very hard to achieve a decent grade in our band program.

Notice that the semester exams are contests, which have the most points. Furthermore the contests are weighted 20% of the total score, so it is paramount that students attend all contests.

COLLECTION FUNDS GUIDELINES

Collecting funds from students, parents, & donors is one of the many duties of the Sallisaw Band students & staff members. "Funds Collection" is a general term that applies to all of the following:

- Money for fundraisers
- Monetary donations to Sallisaw Bands
- Money for student dues for fall/spring, jazz band, percussion, color guard, honor bands, try-outs, etc.

Be aware of when the staff will be able to accept funds from students. We must adhere to strict policies and procedures when dealing with funds to be in compliance. Directors cannot accept funds if the receipt books are not available, and directors will announce scheduled times for collecting funds to ensure proper receipt of funds. Please consult the website & text alerts for when those times will be.

When turning in funds students need to adhere to the following guidelines

- Funds are normally accepted first period during the school day. (There are few exceptions to this)
- Funds will not be accepted after 3pm and during the weekends.
- Cash, Checks, or Money Orders are accepted. NO COINS!
- Turn in money/funds during scheduled times or when requested to do so by the directors.
- Please have your money counted, straightened, and organized from largest, to smallest bills, then checks.
- All funds must be in an envelope (we provide these) and contain the student's name, grade and what the funds are for.
- Avoid bringing in partial deposits for fundraisers.
 - You must bring in the entire amount of your order at one time.
- Students need to have exact amount for deposit of band dues/fees etc.
 - We generally will not be able to break bills.
 - Should a student bring in a \$20 bill for a \$15 deposit then the deposit will not be accepted.
 - Should a student bring in two \$10 bills for a \$15 deposit and we do not have change, we will accept the \$10 and you will still need to bring in \$5. This rule applies only to band dues/fees and NOT fundraisers.

Sallisaw Bands Member Financial Requirements 2016-2017

The Sallisaw Band program strives to offer our students best equipment and materials necessary to be successful. However there are some extra expenses that individual students may incur throughout their band career.

Financial Obligation	Fee	Who/When	Description
Fall Band Fee	\$30	All Students <ul style="list-style-type: none"> • \$30 Due September 5th <ul style="list-style-type: none"> o Pay: Sallisaw Bands 	Fall Band Fee will cover the following expenses <ul style="list-style-type: none"> • \$5: Drill Sheets • \$10: Fall uniform cleaning • \$15 : Marching Shirt Additional Fall Fee (where applicable): DUE: AUGUST 9th <ul style="list-style-type: none"> • \$35 Super Drill Master Shoes IF NEEDED!! Optional Band Apparel (jackets, shorts, hoodies, extra shirts)
Fall Color Guard	\$15+	All Guard Members	Color Guard fee will cover the following expense <ul style="list-style-type: none"> • \$15 Show shirt The following items may also be needed or optional DUE: AUGUST <ul style="list-style-type: none"> • \$35 Black Guard Style Plus Dance Shoes (req. new members) <ul style="list-style-type: none"> o older guard shoes in good condition may be worn • \$35 Guard Warm-Up Jacket <ul style="list-style-type: none"> o Older jackets in good condition may be worn • \$35 Warm-Up Pants <ul style="list-style-type: none"> o Older guard pants in good condition may be worn
Honor Bands	Varies	Optional to All Students	Honor Bands (add the following) EDBDA – All District Audition Fee \$10 OMEA – All State Audition Fee \$15 (due Oct.) OMEA – 2 nd Round All State Hotel Fee \$25 (due Dec.) <ul style="list-style-type: none"> • Students who made 2nd round All-State Only
Solo & Ensemble	Varies	Optional to All Students <ul style="list-style-type: none"> • Due February 2016 	Student will have the opportunity to perform at the OSSAA District Solo/Ensemble Contest and to compete in the State Contest in May.

All funds collected from students for any reason will only be accepted during designated times to insure proper receipt of funds. Students may not turn in their money outside of the designated time unless arrangements have been made in advance.

Make all dues/fee checks and money orders payable to: Sallisaw Bands

Optional merchandise is purchased through Sallisaw Band Boosters

****any funds that are used for Band Royalty or Senior Week are administered by the Sallisaw Band Boosters****