



Choctaw High School Band Statement of Policies

The following statement of policies is not meant to be a school handbook. It is not possible to cover in any document every scenario concerning discipline, attendance, or any other aspect of our program. Therefore, it is the responsibility of each member to make quality decisions derived from common sense. Should there be any questions concerning the appropriateness of an action, no action should take place until better advice can be sought.

Membership

Members of the Choctaw High School Band should complete the following process.

1. Enroll in band for the duration of the school year
2. Percussion and Color Guard students should complete an audition process and be accepted into those sections
3. Sign and return a contract signifying receipt of contest dates and a commitment to the group as a whole
4. Attend each calendar or scheduled function
5. The marching band will be divided into a "halftime" and "competition" bands.
6. The halftime band will consist of the same members as the competition band with the exception of the alternate spots which will not be present at competitions. Every eligible member will perform at football games as a member of the halftime band. Students with an alternate spot will still attend every competitive function with a specific job

Attendance and Performance

Performance is not a right but rather earned by effort, practice, attitude and attendance. All functions and events are required for all members of each section. It should be noted that many events do occur during non school hours. These events are also required both for performance privileges and for earned grades. If the band staff feels that a member cannot perform up to the required standard, or that due to absences or discipline issues, that member is slowing the progress of the entire group or section, that member may be reassigned to a different role. There are obvious inclusions to this policy such as eligibility, and undocumented absences. However, members should remember that even what may seem like excusable absences such as prolonged illness, constant personal issues, family matters or any other absence, may result in an individual member's or the entire group's performance quality to suffer. In simple terms, the band staff will use those members who show ability through effort, practice, and attendance.

Attendance and Grades

While elective credit is earned towards graduation, whether performing or not, members have the right and obligation to learn. This may come as participation in the role of an alternate, or from simple observation until a time when the student performs at an acceptable level. As students are graded on performance at rehearsals and events, members must be present to earn a grade. While individual practice may keep a member's skills adequate, there can be no "make-up" of full band rehearsals or performances. Therefore, no grade can be earned. This fact does not change regardless of the other event or no matter how "excuse worthy" the member may feel they have. Enough band functions occur each semester that never has a loss of letter grade resulted from other school functions. However, members should be aware that if for example, if they attend 19 of 20 events their numerical grade will be a 95% regardless of how excusable the 1 absence may seem to them. On the very rare occasion that a prolonged illness or absence due to illness occurs, the band staff will take grades into consideration, however, as stated above in "Attendance and Performance Rights", the member may not be able to perform. It would be beneficial for members to remember that grades and performance status are not related. Even if no grade loss were to occur, the performance status of a member may still be in question. A member who

does perform for any reason should still attend each event as their participation is still required in the capacity outlined by the band staff. As a class in which the student is earning elective credit, even observation provides educational benefits. Different sections or performing groups may also be graded differently. In marching band alone, the color guard, percussion, and winds all have a different number of rehearsals and events. Jazz Band students or those involved in a percussion ensemble may have different graded events than other members.

Money

Band members pay for fees, other required items, and general operating expenses in the following ways.

- Fund raisers
 - Whether a brochure, car wash, or any other process by which funds are raised by selling products or services, the moneys from such events belong to the Choctaw High School Band. Once items have been ordered on behalf of the member, the member is responsible for the payment of those items whether from their own funds or from the delivery of the items. Students who choose to quit will not and cannot be given a refund as the money never belonged to the member. In certain cases, such as color guard car washes, the profits may be divided among members to be used by the band to purchase certain items specific to that member's role. In other cases, the profits may be used by the band for equipment repair, entry fees, or any other general operating expense.
- Sponsorships
 - As a form of fundraiser, students who solicit sponsorships cannot be refunded as the money was donated to the Choctaw High School Band. Just as with some fundraisers, sponsorships may be applied to the specific costs of that member or generally used by the band for operating expenses.
- Donations
 - Some members wish to donate the required expenses for trips, or specific items. In these cases, money is applied to the expenses of the donating member.
- Purchased Equipment
 - All equipment purchased by the Choctaw High School Band with moneys raised from fund raisers, sponsorships, or donations remain the property of the Choctaw High School Band, even if members were to quit. One example of this policy would be flags used by the color guard. The total cost of each member is derived from dividing the total cost by the number of members. This is only done to give each member an idea of their fare share of financial responsibility. The entire set of flags remains the property of the Choctaw High School Band. Some items, however, such as color guard costumes or personal clothing items may be kept by members after they are used and deemed unusable by others by the band staff. Specific items such as gloves, flip folders, rifles, mouthpieces, personal instruments, or any other item a member purchases themselves would obviously remain the property of that member even after they are no longer a member.
- A list of money due dates will be established by the band staff and given to all members. An attempt will be made to place fund raisers as functionally as possible before money due dates. It is the responsibility of each member to insure whether through fund raisers, sponsorships, or donations that each deadline is kept.
- All money should be placed in a "Money Collection Envelope" which contains the member's name, and amount of money enclosed. This envelope should be turned into the band office.

Discipline

While most members may never find themselves in negative disciplinary situations, there will always be a minority of members who do. For any situation, the band staff will follow or use one of the following devices at their disposal.

- Open statement or restatement of the rules or policy in question
- Private clarification session with the student about the questionable conduct
- Conference with the student and one or more parent about the questionable conduct
- Conference with the student and an administrator about the questionable conduct
- Referral to an administrator
- Removal from a performance status as outlined in the section "Attendance and Performance Rights"
- Any form of work detail, suspension from group activities, or other deterrent deemed appropriate by the band staff.

- Removal from enrollment in band

As most disciplinary problems are the result of individual actions by individual students, the band staff will treat each event as a separate action. The band staff may take prior history of misbehavior into account when choosing which of the above consequences to enact. Each section may have different rules or procedures that are inherent to that section or group; however, a few rules are applicable to any situation.

- Arrive early or on time with the proper equipment
- Do not contradict, or argue with instructors. If a question arises, ask later or in a private setting. Some questions can be misunderstood as insubordination on the part of the member if asked at the wrong time or with the wrong vocal inflections.
- Do nothing that disrupts the flow of rehearsal. Your staff is not paid to wait for you to allow them to do their job.
- Treat all property, whether yours or that of others, with respect. This not only includes instruments, but facilities and busses as well.
- Treat everyone with respect. This includes adult chaperones that may not be instructors. If a problem arises where you feel you are not being treated appropriately, notify the band staff.
- Assistant instructors, whether college students or certified staff should be treated with the same respect.
- Do not engage in illegal activities, or activities that violate school policy.

Travel

As per the policies of the school district, all members must ride the supplied transportation to each event. Only the legal guardians of a member can check them out person from an official band function. Notes to family friends or phone calls do not constitute checking out a member. Only the office can grant permission to override this policy. As stated above, busses should be considered band property and treated accordingly. By this standard, bus drivers should be considered as band staff and offered the same respect. Any problems or confrontations should be reported to the band staff and never dealt with by members. When charter busses are used for band events, students may be asked to pay for a portion of the cost.



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