

Richland Northeast High School

Silver Cadet Marching Band,
Wind
Ensemble, and PCA
Program



Band Handbook 2011-2012

Jerry Davis, Director of Bands

(803) 699-2800 ext. 79863

7500 Brookfield Rd

Columbia, SC 29223

Parents and Students:

First, I would like to welcome everyone to a brand new year at Richland Northeast High School. This year is our first year with our new band director and visionary, Mr. Jerry Davis. Our band program had an extremely successful and productive 2011-2012 school year. With strong leadership and new ideas, we have something to build upon.

This year is going to be the year of REBUILDING! In addition to marching and playing, teaching and learning, and having a good time in band, we must essentially fund the entire year ourselves. With the enormous amounts of budget cuts our schools are facing, and with our nation's (world's) current economic situation, this leaves our band program with very little funds. In fact, the funds from the district to our program do not even cover transportation to mandatory events, such as football games. Clearly, we must do more than just show up. Our program spends money on things such as a percussion instructor, a color guard instructor, instruments, mallets, instrument repair, travel, competition fees, concert festival fees, flags and poles, drill, music arrangements for marching band, new music selections for concert band and at least three other ensembles, etc. Our budget this year was in excess of \$40,000.

As you can imagine, we must work harder than every to put a quality product on the field, stage, and classroom. We have talented students, faculty, and staff in place to be a great program! We have laid the foundation for success. Now, it is just a matter of turning dreams and a lot of hard work into fruition. Together, we can accomplish anything.

Sincerely,
Jerry Davis, Director of Bands
Richland Northeast High School

PURPOSE OF THE BAND PROGRAM

The purpose of the band program at Richland Northeast is to serve as a creative outlet for all students with musical ability who might wish to participate, while at the same time serve the music department, the school and its community, and the student body through its public performances and community service and outreach. We strive to become better musicians, but more importantly, better human beings.



OBJECTIVES OF THE BAND PROGRAM

- 1. To unite students from different backgrounds and various ethnicities with a common goal of making music.**
- 2. Support the school and community through performances at athletic events and other public events such as parades, competitions, homecoming, dedications, and local community functions.**

3. Project a positive image for the school and fine arts department at Richland Northeast.

4. Promote healthy relationships between other bands, schools, and musicians.

5. Inspire students in the enjoyment and enthusiasm of music and performing.

6. Set obtainable goals and accomplish these goals.

7. Perform at the highest possible level at all times and attain the absolute best out of each individual

FUNDRAISING

(Important information below!)

Fundraising is one of the many activities the band participates in to pay for its expenses. Your child will be asked to participate in **several** fundraisers throughout the year. Students will not be excused from any fees or necessary expenditures due to the fact that so many fundraising opportunities are given to them – all they must do is participate. If they do not participate, students/parents must pay their fees completely at their own expense. In cases of extreme financial distress, payment plans can be worked out with the band director.

Each student will be required to participate in EACH fundraiser. Before each fundraiser begins, students will be sent home a letter to be signed and return. There is a minimum “fee” for each fundraiser. The student has the choice of raising the money through our band program or simply paying the fee from pocket.

For instance, we will begin with the Cookie Dough Sale. Each student must sell *at least* seven items. The minimum of seven items generates a \$55.00 profit for our band program. Each student has the opportunity to sell the minimum of seven items, or writing a check for \$55.00 to the band program. Every effort is made so that no money **MUST** come from out of pocket. All students are given the same fundraising opportunities. Parents and students will be notified of the minimum profit amount before each fundraiser begins.

Currently, the following fundraisers are scheduled:

Cookie Dough Sale

Carwash at Chick-fil-a on Decker Blvd

Pancake Breakfast at Fatz Café

Chick-fil-a Spirit Night

Village Idiot Charity Night beginning

Sonic Spirit Night

Thanksgiving Fruit Sale

Holiday Fruit Sale

Vidalia Onion Sale

Village Idiot Charity Night

For our band not only to survive, but to prosper and excel, we must have adequate funds. ALL students must be part of the fundraising process. We are one band family, all in this together.

PERFORMING ENSEMBLES



***SILVER CADET MARCHING BAND ***

The Marching Band is made up of brass, woodwinds, percussion, and color guard. They perform at all football games, pep rallies, and parades as well as several band competitions (between 4-5). This ensemble is no longer extracurricular so it will be a portion of the student's grade. Marching band is open to all dedicated students grades 9-12 and also a few 8th grade students chosen by the director. The marching band meets only in the fall semester. **ATTENDANCE IS MANDATORY AND WILL BE A PORTION OF THE STUDENT'S GRADE!!!** After-school rehearsals/performances are considered the "lab" portion of band class and are very important to the success of the entire ensemble, so they will be graded. Extra rehearsals may be scheduled and students will be given at least a two week's notice. These rehearsals are mandatory. A letter grade is dropped by each rehearsal missed. By missing a competition or a football game, three grade letters will be dropped from a student's grade. Any missed rehearsal or performance must be cleared by the band director. The only acceptable reason for missing a rehearsal or performance is student illness or death in the family. We are a team and as a team, if just one person is out, we are not complete.

WIND ENSEMBLE

The Richland Northeast High School Wind Ensemble, otherwise known as the Concert Band, is an in-class ensemble made up of brass, woodwinds and percussion students. They perform an average of three major concerts per school year and the students and/or ensemble participate in local, district, state, and national concert festivals and contests. **ATTENDANCE FOR ALL REHEARSALS (In-Class and After-School) AND PERFORMANCES IS MANDATORY. Extra rehearsals might be scheduled closer to concerts or performances.** These rehearsals are considered mandatory and will be treated as such. After-school rehearsals/performances are considered the "lab" portion of band class and are very important to the success of the entire ensemble, so they will be graded. Wind Ensemble leaders will be determined through chair auditions. All boys must have the required tuxedo for performances. "The Tux Place" in Columbia Place Mall gives us a great deal. Boys are able to buy their tuxedo for \$99.00 through a special deal we have with them. Make plans to do this early so there is no confusion once performance time nears. Girls can order black concert gowns for \$60.00 from tuxedo-wholesale, paid through band booster. **All concert attire must be paid for by September 21, 2011.**

See the Wind Ensemble syllabus (distributed the first day of class) and attendance/grading policy for details.

Chair Auditions: Twice a year, students will have chair auditions to determine their placement in Wind Ensemble. This Audition will consist of sight-reading, all 12 major scales plus chromatic, and a prepared selection.

Wind Ensemble/Marching Band Discipline & Grading Policy

GRADING POLICY: ***Since Wind Ensemble/Marching Band is a performing ensemble that requires student participation for success, ATTENDANCE IS MANDATORY; and it will play an important role in the grading policy. See below for details:

Evaluation for the Marching Band/Wind Ensemble (both semesters) will be determined by an average of this criterion:

1. Weekly Effort, Conduct, and Participation Grades.
2. Preparation for Class (Having materials, etc.)
3. Attendance and Tardy Grade for Rehearsals
4. Written Evaluations (including Semester Exams and Vocabulary Tests)
5. Level of Musicianship and Improvement
6. Playing evaluations (at least all 12 major scales + chromatic are required for High School ensembles)
7. Care of Equipment
8. Performance Attendance

Attendance Grading Policy:

***Grading policy for in-class rehearsals will be the same as Richland Northeast's policy on Attendance.**

Absence from After School Rehearsals (without school or parent approval):

- 1 Unexcused Absence: Grade drops from A to B
- 2 Unexcused Absences: Grade drops from B to C
- 3 Unexcused Absences: Grade drops from C to D
- 4 Unexcused Absences: Grade drops to lowest possible number grade.
- 5 Unexcused Absences: Automatic Failure
- Absence from Performances (without approval by director):
 - 1 Unexcused Absence: Grade Drops from A to C
 - Just don't miss! Clear your schedules now!

*Students who miss rehearsals or performances may also not be allowed to march the next few performances as an alternative form of disciplinary action. The student's grade will still reflect this.

Each 6 Weeks Grade will be determined by the following:

25% - Practice and Effort – Students will be evaluated on their practicing. There will be no written record given by the band director to the students concerning practice, so evaluation will be strictly aural. The director will be able to tell if the students are giving enough time toward practice because improvement will either occur or not occur. In addition, if a student is practicing and seeing no results, the director will grade on the effort given by the student. *Students should practice an average of 30 minutes per night.*

25% - Rehearsal/Performance Preparation – Students are expected to have all materials. Students start with 100 points per 6 weeks in this category. A lack of required materials during any class will result in a deduction of 10 points for instruments and 5 points for music or other materials from this category.

25% - Playing Objective Grade – Students will be given a grade by the director at the end of the 6 weeks based on their mastery of the Playing Objectives. This grade will be based upon their level of achievement on Scales, Technique, Tone Quality, Pitch, Musical Expression, Rhythmic Accuracy, and everything else outlined by the playing standards. An evaluation to test these skills may be administered at Director's Discretion.

25% - Playing and Written Tests – These assignments will be assessed through announced tests. They will be performed during band class and will be graded by the band director. Playing assignments will be announced in advance so students will have ample time to prepare at home.

*****BRASS, WOODWIND, AND PERCUSSION ENSEMBLES****

These are otherwise known as Chamber Ensembles. These ensembles will be organized based on student willingness and dedication. These ensembles might perform at solo and ensemble festivals or the school's Solo and Ensemble Concert (during the spring).

*****Other ensembles may be formed during the course of the year.*****

ATTENDANCE REQUIREMENTS AND PROCEDURES FOR ABSENCES



Each member needs to understand that the success of these ensembles depends upon each members' attendance! We cannot have members missing or being tardy and expect to be successful. For each ensemble there are certain requirements. *Note that an unexcused absence from a performance will result in automatic expulsion (marching band) or automatic failure (wind ensemble).*

ABSENCE PROCEDURE FOR A REHEARSAL:

Attendance is required for each rehearsal and every performance. *For necessary absences, leniency will be granted on an individual basis and by grade/merits of the student.* The procedure for being excused from a **rehearsal** is as follows:

1. Contact the band office at (803) 699-2800 ext. 79863
2. Leave a message with the band staff or voice mail.
3. Include a message stating your reason for absence and a number where you can be reached.
4. Bring a note describing the reason for absence and signed by your parents/guardians on the day you return.

ABSENCE PROCEDURE FOR A PERFORMANCE:

The procedure for being excused from a performance is as follows:

1. Submit a request to miss a performance to the Director for consideration at least three (3) weeks in advance of the performance (also signed by parents).
2. In case of illness, follow the same procedure for missing a rehearsal.

Note: Failure to give proper notice will be considered unexcused and will result in the lowering of your letter grade for the semester (wind ensemble) or the issuance of demerits (marching band). An unexcused absence from a performance will result in automatic failure (WE) or expulsion (MB).

TARDINESS:

*“To be early is to be on time . . .
To be on time is to be late . . .
And to be late is to be left!”*

-Dr. Benjamin Caton 

Tardiness should be avoided at all cost. Each band member is expected to arrive at every rehearsal and performance with music, instrument/equipment, pencil, notepad, and any other special item that might be called upon for the event. The Attendance Requirements list exists to provide ample time for performance preparation.

EXAMPLES OF UNEXCUSED ABSENCES:

- Work
- Going out of town
- Church events (schedule is open to accommodate people on Wednesday and Sunday nights)
- Non-emergency doctor or dentist appointments. These should be scheduled around band events
- Shopping or hair appointments
- Beauty contests/talent shows outside of school
- Claiming someone “made you late”
- Rock concerts
- Other school and after school related activities (unless arrangements have already been made between the band director and coach/sponsor)

EXAMPLES OF EXCUSED ABSENCES:

- Extreme illness
- Sudden emergencies
- Death in the family

**Unforeseen events may arise, so these will be dealt with on an individual basis by the director.*

LEADERSHIP



Band Officers and Duties

Each year the band director selects section leaders, squad leaders, captains, and other offices to provide student leadership to the band. Student leadership is a valuable asset, which can make or break a band program. Leadership should not be abused by any means. Always remember that respect is not demanded, it is earned. Being in a leadership position does not give one the right to degrade another member of the band. In addition, leadership is often seen as *servicing*, not *giving orders*. Think about it!

Below is a list of band officers with their responsibilities:

Drum Majors

The drum majors are chosen by the director after an audition process, paperwork, and interview. The drum majors act as the field leaders of the marching band. In addition, the drum majors will have these primary responsibilities:

- Help maintain a sense of discipline during rehearsal
- Leads stretching exercises at beginning of rehearsals
- Help instruct basic marching fundamentals and sectionals/full band rehearsals.
- Responsible for getting the podium to and from the field for rehearsals and performances
- Acts as the link between the band director and the band on the field
- Conduct the entire field show from memory with a coherent routine
- Perform duties for the director (i.e. make copies, help line off the field, etc.)

Captains (Brass, Woodwind, Percussion, Color Guard)

A captain is chosen by the director and a panel of judges after a series of interviews and paperwork. The primary responsibility of a captain is to be a role model and inspiration to the rest of the band. The captains will also have responsibilities including:

- Percussion and Color Guard Captains will take and report role to Band Director at each rehearsal/performance
- Help maintain the band's discipline during rehearsal
- Is responsible for leading any full sectionals (just brass, just woodwind, etc.)
- Call any individual sectionals (just trumpets, just clarinets, etc.).

- Set up marching blocks and sometimes lead marching fundamentals
- Weekly inspections of their sections' instruments
- Make sure that all their sections' instruments are loaded and packed properly for transportation before each performance
- Pass off the music of their respective section leaders
- Assist with the inspection of individual members before each performance

CHAIN OF COMMAND



The purpose of the Chain of Command is to avoid overloading one or two people with the job of solving minor problems or concerns. Most things can be taken care of within your own section, but in those cases when that is not adequate, the procedure will be as follows:

1. If you are not satisfied, speak with your captain (Brass, Woodwind, Color Guard, Percussion)
2. If you are still not satisfied, speak with the drum major or a staff member.
3. If you are still not satisfied, speak with Mr. Davis.

PHILOSOPHY OF PRACTICE



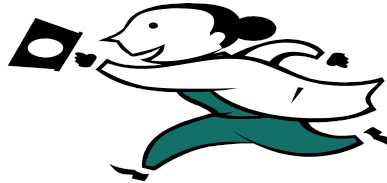
The “more you practice” the “better you get”, the “better you get”, the “more fun you will have”, and the “more fun you have”, the “more you want to practice” and so on... Students should practice a minimum of 30 minutes every night on their music. This means every student must take his/her instrument home on a regular basis if they do not have another instrument at home. *Students who consistently leave their instruments at school every night may receive a demerit or have their grade reduced. Some students will be given special consideration due to bus regulations and as the need arises.*

CODE OF CONDUCT

Each member is here by choice and will be treated as an adult. In return he/she is expected to act as an adult at all times and to avoid those situations that would cause

one to compromise himself/herself or the school. It is advisable for all band members to realize that they are members of the most visible organization on campus.

MEDICAL INFORMATION



Students are required to have a medical form properly filled out and signed by the parents and/or guardians before he/she will be allowed to participate in band activities. If the student is not covered under some type of hospitalization insurance policy, the parents will be required to attach a letter stating the school will not be held responsible for charges incurred due to medical emergency and the parent will be legally responsible for all charges incurred while securing medical treatment.

TRIPS



When distance prohibits one-day trips, adequate housing for each band member will be arranged by the band office and provided by the band booster organization (through fund raising or payment of individual trip cost by the parent/guardian). Detailed information will be provided when trips are being planned.

Below is a list of trips the *MARCHING BAND* may take (One-Day and Multi-Day):

1. Football games
2. Competitions (One-Day or Multi-Day)
3. Reward Trips (i.e. *Carowinds, Six Flags, etc*)

Below is a list of trips the *WIND ENSEMBLE/CHAMBER ENSEMBLES* may take:

1. All-County, All-District, All-State, Solo & Ensemble Festival, or Honor Band Trips (One-Day & Multi-Day)
2. Spring Trip, i.e. Florida, New York, etc. (typically 3-7 days long)

****8th Grade Marching Band Members are eligible to go on the Spring Trip because of their dedication to the high school marching band; however they must demonstrate outstanding attendance throughout marching season and must have at least a B average in their 8th grade band class.****

Class Conflicts:

Exceptions (concerning the spring trip) will be given to those students with MANDATORY class conflicts that prohibit them from participating in an ensemble. These students should at least be in one ensemble per school year (marching band, percussion ensemble, wind ensemble). If a student with a class conflict still wishes to participate on the spring trip, that student should have been in Wind Ensemble every other year, participate in at least one ensemble for the school year, and attend **EVERY** event/performance and attend all after-school rehearsals (if scheduled) to catch up with the rest of the class.

For class conflicts, please submit a note signed by the student, parent, principal, and guidance counselor stating the class conflict and your agreement to abide by all the rules established by the director concerning the wind ensemble & spring trip. *For further details, please see Mr. Davis.*

BAND TRIP RULES

1. A complete schedule and rules for the specific trip will be issued to each band member prior to the trip.
2. Always be on time!
3. No one is to leave the group formation for any reason whatsoever until properly dismissed by the director.
4. Special care should be taken to see that all personal and school property is taken care of:
 - a. Pack and pad instrument.
 - b. Hang uniform neatly when not in use.
 - c. Place proper identification on baggage and instrument.
5. Notes must be received and approved before a student can be released to parents or others on all band trips.

BUS RULES

1. There should be at least 2 (two) chaperones per bus.
2. Only our students, school personnel, and designated chaperones/parents are allowed to ride on the buses. No friends, relatives, or previous band alumni/parents are allowed to ride the bus – no exceptions!
3. Students should return on the same bus they arrive on. Adhere to bus lists!
4. Students may return home with a parent **IF** they have arranged to do so. A note from the parent is required and must be approved and initialed by the band director and then given to the student's bus chaperone. The band director must see the guardian before releasing the student.

BAND CALENDAR & ANNOUNCEMENTS



Any announcements or new information will be made several times, in many different ways. The students will be told in class and/or in rehearsal, e-mail blasts will be sent, phone blasts are sent by the band director. New information will be announced at Booster Club meetings, phone blasts, email lists, paper work sent home to be signed, etc.

Announcements will be read each day before and after rehearsals/performances. It is the student's responsibility to keep him/herself aware of all information. Announcements will also be posted on a dry-erase board in the band room. It is the student's responsibility to read these announcements on a daily basis. If a student has any other minor question, they should follow the chain of command to receive an answer.

Since calendars come out so early, it is the responsibility of each member and parent to make sure their schedule works around all the rehearsal and performance dates. (We do realize that things come up on short notice though). Please realize that band color guard camp/band camp will always be the same three weeks EVERY SUMMER. Mr. Davis will inform you on any and all changes in advance.

2011-2012 Band Schedule

Aug. 6 th	Car Wash at Chick-Fil-A
Aug. 8 th -12 th	Band Camp (Week 2) --8am-5:30pm
Aug. 8 th	Cookie Dough Fundraiser
Aug. 15 th	After School Rehearsals Begin (Mon., Tues. & Thurs. 4pm-6pm)
Aug. 18 th	Football @ Dreher -- 7:30pm (Thursday)
Aug. 26 th	RNE vs. South Aiken -- 7:30pm
Sept. 9 th	RNE vs. Lower Richland -- 7:30pm
Sept. 10 th	Carwash @ Chick Fil A on Decker
Sept. 16 th	*Football @ Aiken -- 7:30pm (Tentative)
Sept. 17 th	*Blue Machine Invitational, Cordova, SC
Sept. 20 th	Doughnut Sale Fundraiser
Sept. 30 th	RNE vs. Sumter -- 7:30pm
Oct. 1 st	Mustang Classic, Midland Valley High School
Oct. 7 th	*Football @ Dutch Fork -- 7:30pm
Oct. 8 th	*Lorraine Paris Invitational, Newberry, SC
Oct. 13 th	Wind Ensemble - Fall Concert-- 6:30pm
Oct. 14 th	RNE vs. Blythewood -- 7:30pm
Oct. 15 th	*Garden City Classic, Orangeburg, SC
Oct. 21 st	*Football @ Irmo -- 7:30pm
Oct. 22 nd	*Upper State Marching Band Competition, Rockhill, SC
Oct. 28 th	RNE vs. Ridge View -- 7:30pm Registration Deadline for Region/All-state/ All-state Jazz Audition
Oct. 29 th	1A/3A State Championships, Batesburg-Leesville, SC (Tentative)
Nov. 4 th	RNE vs. Spring Valley --7:30pm
Nov. 5 th	Pancake Breakfast @ FATZ Café on Forest Dr.

Nov. 9 th -16 th	Thanksgiving Fruit Sale Begins
Dec. 2 nd	HOPE Assembly @ RNE
Dec. 8 th	Winter Concert - Wind Ensemble -- 6:30
Dec. 15 th	PCA Recitals -- 6:30
Jan. 7 th	Region Band Auditions – Dutch Fork HS
Jan. 21 st	All-state/All-state Jazz Auditions – Lexington HS
Feb. 24 th -25 th	*Region Band Clinic – Nation Ford HS
March 1 st -3 rd	All-state Jazz Clinic – Newberry College
March 9 th	Solo & Ensemble Registration Deadline
March 9 th -11 th	*All-state Band Clinic – Furman University
March 15 th	Pre-Concert Festival Concert-- 6:30
March 22 nd	*Concert Festival
May 4 th -5 th	Solo & Ensemble
May 10 th	Spring Concert – Wind Ensemble --6:30
May 17 th	PCA Spring Recital --6:30
May 18 th	Band Awards Banquet-- 7:00

*** - Away Bus Trips**

~The schedule is subject to change. Every effort possible will be made to ensure as little inconvenience as possible and at least three weeks notice.

2011-2012 BAND HANDBOOK/DISCIPLINE FORM

Richland Northeast High School

DUE: FRIDAY AUGUST 26st. 2011

*I have read this 2011-2012 Handbook and I fully understand all the information given. Furthermore, I agree to abide by all the policies and procedures outlined in this handbook.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

*I have read the Wind Ensemble/Marching Band Discipline/Grading Policy as outlined on Pages 7-8 of this handbook (2011-2012). I completely understand this portion of the handbook and realize that my actions could result in negative consequences as laid out in this policy. Furthermore, I completely understand the use of Merits and the Grading Policy to warrant my actions. I will follow all guidelines and procedures as determined by this handbook.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

**Please detach and return.*

Richland Northeast High School Band
Student Information/Medical Release Form for 2011-2012
(FORM MUST BE SUBMITTED BY FRIDAY AUGUST 26TH, 2011)

Name: _____ **Age:** _____
Address: _____ Phone: _____
_____ Date of Birth: ____/____/____

Male Parent or Guardian: _____ **Female Parent or Guardian:** _____
Name: _____ **Name:** _____

Address: _____ **Address:** _____

Phone (home/cell): _____ Phone (home/cell): _____
Phone (work): _____ Phone (work): _____
E-Mail: _____ E-Mail: _____

CONTACT IF PARENT OR GUARDIAN CANNOT BE REACHED DURING EMERGENCY:
Name/Relationship: _____ Phone: _____

Health History
List any serious illness, injury, or surgery and Date of Occurrence: _____

List any known allergies (Medications, Bee Stings, Foods, ETC.) and State any treatment or Emergency Care Needed:

May Tylenol or other Acetaminophen Products be given for Headaches, Etc.? _____
Date of Last Tetanus Toxoid: _____ Do you wear Contact Lenses? _____

Physical Information

Name of Family Physician: _____
Address: _____
Office Phone: _____ Home Phone: _____

Insurance Information

Health Insurance Company: _____ Name of Policy Holder: _____
Policy Number: _____ Group Number: _____
DO YOU HAVE AN INSURANCE POLICY THROUGH RICHLAND NORTHEAST HIGH SCHOOL? _____

The above named student has my permission to participate in Activities of the 2011-2012 Richland Northeast year. I hereby authorize any first aid and/or Necessary Medical Treatment in case of sudden illness or injury.

Signature: _____ Date: _____
Parent or Legal Guardian

State of South Carolina, Richland County

**Please detach and return*

PALMETTO CENTER FOR THE ARTS

Palmetto Center for the Arts (PCA) is Richland Northeast's fine arts magnet program. Students are selected to enroll in PCA through an audition process. Students audition as rising 9th graders but can enroll after at the discretion of the band director.

Admission is by application and audition. PCA is open to rising freshmen in Richland School District Two. Applicants must have at least a "C" average. The audition process is based on state guidelines and adjudicated by a panel of professionals. The eligible student's application must include a recommendation by a teacher and certification of academic standing by the student's guidance counselor. Applications must be completed online and must be submitted online to the District Two office by a deadline set by district administrators .

Enrollment in the PCA program is a privilege and students are expected to treat it as a privilege. One of the greatest benefits of the PCA program is free private lessons. All lessons must be attended and students must be prompt to their assigned lesson time. Richland School District Two allots the PCA Band program a budget each year. Students' lessons are paid for by that money that is allotted through the district. Each thirty-minute lesson costs our PCA Band Program \$30.00. If a student misses any lesson without twenty-four hours notice, the student must reimburse the PCA program for the \$30.00 we must pay the private instructor.

The proper chain of command for missing a lesson:

1. Give the band director twenty-four hour notice and reason as to why the lesson must be missed.
2. Give the private instructor twenty-four hour notice and reason as to why the lesson must be missed.
3. Reschedule your private lesson with both the band director and the private instructor.

Of course, emergencies may arise and lesson missed. The only emergencies that will be excused for missing a private lesson are illness or death in the family. If

you must miss a lesson due to a school function, make sure that you give the twenty-four hour notice, or you will be asked to reimburse the PCA program. If a student misses three unexcused private lessons within the course of the school year, the student will be removed from the PCA program.

If an emergency does occur, you must take the following actions:

1. A letter from the parent must be written to **three separate individuals** stating why the lesson was missed and how it is an emergency. Those people are: a) the band director (Jerry Davis), b) the director of PCA (Donna Wilson), c) the magnet director (Joseph Eberlin). The letter must be turned in within forty-eight hours of the missed lesson. Failure to do so will result in the reimbursement of the \$30.00 to the PCA program.

Private lessons are to be taken very seriously. This is a fantastic opportunity for each student enrolled in PCA. The ability of our students to all take lessons with an expert on his or her instrument should really separate Richland Northeast from other schools who do not have this great program.

Students are to practice and prepare for each lesson. The lesson itself is not practice time. The lesson provides feedback and instruction for individual practice time. If we do not practice, we do not get better as individuals, and thus the band program as a whole does not improve.

Requirements for PCA Diploma:

1. Student must participate in Wind Ensemble each year of enrollment and attend all performances.
2. Student must make satisfactory progress in each private lesson.
3. Student must audition for Region Band.
4. Student must participate in the Solo and Ensemble Festival.
5. Student must be enrolled in one year of AP Music Theory.
6. Student must participate in all offered PCA Recitals. Students are responsible for paying the accompanist the \$40 fee. This includes at least two rehearsals and one performance. Students are allowed to secure their own accompanist if he/she does not wish to use the accompanist provided.

2011-2012 PCA HANDBOOK FORM

Richland Northeast High School

DUE: FRIDAY AUGUST 26th, 2011

*I have read this 2011-2012 PCA Handbook and I fully understand all the information given. Furthermore, I agree to abide by all the policies and procedures outlined in this PCA Handbook.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

**Please detach this sheet and return.*