

POLYTECH BANDS

MARCHING BAND
COLOR GUARD
CONCERT BAND
JAZZ BAND
PEP BAND
SMALL ENSEMBLES
HONOR ENSEMBLES

STUDENT HANDBOOK

2003-2004



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INTRODUCTION

The POLYTECH Band program began just over 10 years ago. Your current Principal, Mr. Curry, was teaching JROTC at that time. He had an idea to start a band here at POLYTECH. He had musical background as a pianist, so all he needed was a group of instrumentalists to join his band. A few years later, the District hired a full time band director. In 1994, wearing black pants and white sweatshirts, the first fully established POLYTECH Marching Band was formed.

Struggling with issues of rehearsal times and a budget, the band almost folded shortly after forming. Fortunately for the program, a strong Band Booster organization had developed a loud voice in support of the band. Working with the administration of POLYTECH, the Boosters saved the band from having a short-lived history.

Now, the POLYTECH Band Program is as strong as it has ever been. The Bands have performed many concerts, participated in field show competitions, and traveled to locations in Virginia, South Carolina, and Tennessee for adjudicated performances.

It is because of the history of the POLYTECH Band Program that you should feel privileged to become a member. It is very difficult to maintain a band in a vocational-technical school, but POLYTECH has managed to have a successful band program.

For the success to continue, you must give 100% effort to the POLYTECH Band Program and to yourself as an instrumentalist. A certain amount of **practice** time must be done at home in addition to **rehearsal** time.

PRACTICE – individual work on one’s instrument, done at home, to improve his or her technical abilities on that instrument.

REHEARSAL – the time dedicated **as a performing ensemble** to making the **whole** perform better; making music sound like more than just black ink on paper.

THE WHOLE IS GREATER THAN THE SUM OF ITS PARTS. – *Steve Gregson*

Everyone plays an important role in a performing ensemble. Every part is equally as important, whether it be the melody, the harmony, or a beat in the percussion. Practice time is given to better the **individual parts**, but it is the rehearsal that brings the **whole** together as a performing musical ensemble.

PERFORMING ENSEMBLES

POLYTECH Marching Band (Fall Semester – 0 credit)

PREREQUISITE: prior experience in band, audition, or approval of director

Involving band students in grades 9 – 12, the Marching Band is an *extracurricular* ensemble organized before the school year and continuing for the duration of the football season. Consisting of instrumentalists and Color Guard members, the Marching Band provides entertainment for home football games and local parades. Other performances include various band festivals, pep rallies, and community functions. Major trips and special appearances are included.

All members are expected to attend after school rehearsals and performances.

The Marching Band rehearses Tuesdays 3:15PM – 5:15PM, Wednesdays 3:15 – 5:15PM, Thursdays 5:30PM – 7:30PM, and Friday 3:15PM – 5:15PM. There may be occasional Saturday rehearsals the same day as a competition.

ALL REHEARSALS AND PERFORMANCES ARE MANDATORY. ANY UNEXCUSED ABSENCE MAY RESULT IN BEING “BENCHED” FOR THE NEXT PERFORMANCE OR REMOVED FROM THE BAND.

Why Thursday 5:30PM – 7:30PM? There are several band members involved in sports or other activities that meet after school. This rehearsal will allow the entire band to meet without any other school-related conflict.

WEATHER – We will rehearse in the rain, cold, snow, sleet, etc. PLEASE BE PREPARED FOR THE WEATHER!!! The Band Director will not be held responsible for anyone catching the sniffles because he/she forgot his/her rain jacket. We will not rehearse in serious weather conditions (i.e. torrential downpours, thunderstorms, tornadoes, hurricanes, etc.).

TUTORING – Occasionally, some students are in need of after school tutoring. Try to go to the Monday and Thursday sessions as much as possible. If you need to attend Tuesday or Wednesday sessions, try to keep it to a minimum or spilt the time half and half. If you abuse tutoring as an excuse, you will be removed from Marching Band:

1. Saying you are going, but do not attend.
2. Attending on a regular basis during Marching Band season but not after Marching Band has ended.
3. Attending tutoring for a particular subject area but not taking a course in the subject area during the Fall Semester.
4. Any other reason that may seem suspicious.

FRIDAYS – Friday rehearsals will depend on the football schedule. If we need to leave at 4PM for an away game, obviously we will not rehearse. Most home games, we will have a light rehearsal. Dinner will be provided when needed upon availability.

YOU ARE NOT TO LEAVE SCHOOL GROUNDS AFTER A FRIDAY REHEARSAL. ANYONE CAUGHT DOING SO WILL BE PUNISHED ACCORDINGLY.

ACCEPTABLE NUMBER OF ABSENCES

THE ONLY ACCEPTABLE ABSENCES ARE **EXCUSED** ABSENCES. **UNEXCUSED** ABSENCES WILL RESULT IN APPROPRIATE DISCIPLINARY ACTION. The following list is for the **entire** Marching Band season.

SUMMER CAMP	2 excused absences
BAND CAMP	0 excused absences
AFTER SCHOOL REHEARSALS	3 excused absences
FOOTBALL GAMES	1 excused absence
COMPETITIONS	0 excused absences

Please arrange all activities (vacation, doctor appointments, etc.) around our schedule. It can be and has been done! You made the commitment to be in the Marching Band and are expected to put forth 100% effort. **WORK IS NOT AN EXCUSE!** Employers must work around school functions. **“I DIDN’T HAVE A RIDE” IS NOT AN EXCUSE!** You can always find a ride if you ask.

ACCEPTABLE EXCUSED ABSENCES

POLYTECH Student Handbook

1. Illness with a parent’s note submitted
2. Contagious disease within the home of the pupil
3. Death in the immediate family or of a close friend
4. Legal business
5. Observance of a religious holiday
6. Remedial health treatment
7. Suspensions
8. Pregnancy

POLYTECH Band Program

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2. Contagious disease within the home of the pupil
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UNIFORMS

When students are in uniform, they are in **full** uniform unless otherwise instructed by the Band Director. When wearing a POLYTECH Marching Band uniform, you are representing yourself, POLYTECH Marching Band, the POLYTECH Band Director, the POLYTECH Band Booster, POLYTECH High School, and the POLYTECH community. Please behave appropriately when in uniform!

Uniforms will be stored safely and **neatly** in the band room. **Band Boosters** will hand out the uniforms for performances. **STUDENTS, NOT BAND BOOSTERS, ARE RESPONSIBLE FOR PROPERLY HANGING THEIR UNIFORM IN THE PROVIDED GARMENT BAG BEFORE RETURNING IT TO THE STORAGE AREA.** PLEASE wipe off any dirt, mud, grime, etc. that may attach itself to your band shoes *before* you put them away!!!

A complete Band Uniform consists of:

- Jacket with Sash
- Pants
- Shako hat with plume
- Black** Socks
- Black** Band Shoes

A complete Color Guard Uniform consists of:

- Jacket
- Pants
- Black** socks
- Black** Band shoes

EVERY MEMBER OF THE MARCHING BAND is required to have a band t-shirt (included in the band fees), a pair of black pants (in addition to the uniform), **black** socks, and **black** band shoes. For any game at the beginning of the season when it is too hot for the full uniform, the entire band will wear the Band T-Shirt, **black** pants (**NO** black jeans), **black** socks and **black** band shoes.

THERE WILL BE **NO EARRINGS, WATCHES, OR JEWELRY OF ANY KIND WORN WHILE IN UNIFORM.** IF YOU HAVE **LONG HAIR**, IT MUST BE NEATLY WORN UP UNDER YOUR BAND HAT IN A "BUN." YOU **MUST WEAR A T-SHIRT** (Band T-Shirt, or a **plain white** t-shirt) UNDER YOUR UNIFORM JACKET. **NO SLEEVELESS SHIRTS WILL BE PERMITTED UNDER YOUR JACKET!!!** JEANS ARE **NOT** TO BE WORN UNDER UNIFORM PANTS

EVERYONE MUST BE IN FULL UNIFORM AT ALL TIMES, UNLESS OTHERWISE INSTRUCTED BY THE BAND DIRECTOR. The purpose of everyone looking the same is so the spectators can focus on the Marching Band as a **whole** instead of how each individual may look.

ADDITIONAL GUIDELINES WILL BE GIVEN WHEN UNIFORMS ARE DISTRIBUTED.

EQUIPMENT

NOTE: THIS SECTION APPLIES TO ALL ENSEMBLES!!!

YOU ARE RESPONSIBLE FOR **YOUR OWN** EQUIPMENT! IF YOU LEAVE YOUR STUFF OUT AND SOMEONE ELSE HAS TO PUT IT AWAY, YOU WILL PERFORM WITHOUT IT AT THE NEXT PERFORMANCE.

YOU are responsible for having the following equipment at **every** rehearsal and performance from the first day of Summer Camp until the last day of Marching Band Season:

1. Flag/Instrument (including **reeds, sticks, neck straps, etc.**)
2. Any materials needed for instrument maintenance (oils, grease, etc.)
3. Music
4. Flip folder
5. Lyre
6. Drill sheets
7. Pencil

If you have equipment owned by the school, you are to treat it as if you worked in the hot sun all summer and saved just enough to purchase it. If ANYONE abuses *any* equipment owned by the school (whether it is signed out to you or not), he/she will be disciplined accordingly. If you are caught mistreating equipment owned by another student, you will also be disciplined accordingly. Band equipment is not cheap to own or repair...ask your parents!

It is **YOUR** responsibility to keep other students from playing **your** instrument. If something should happen to **your** instrument (personal or school owned), **you** will be financially responsible for any damages.

Again, **YOU** are responsible for your own equipment, whether you own it or it has been signed out to you. **YOU** must care for it. **YOU** must load and unload it from the trailer. **YOU** must *neatly* place it back in its proper home in the band room. If someone else has to take care of **your** equipment due to **your** negligence, **you** will perform without it at the next performance.

BAND CAMP

SCHEDULE

ROOKIE CAMP

Tuesday, July 15, 2003, 8AM – 12PM

Thursday, July 17, 2003, 8AM – 12PM

SUMMER CAMP

Monday, Wednesday, and Friday, July 21, 23, and 25, 2003, 7AM – 12PM

Monday, Wednesday, and Friday, July 28, 30, and August 1, 2003, 7AM – 12PM

BAND CAMP

Monday – Friday, August 4 – 8, 2003, 7AM – 4PM

Monday – Friday, August 11 – 15, 2003, 7AM – 4PM

Tuesday, August 19, 2003, 5:30PM – 8:30PM

Thursday, August 21, 2003, 5:30PM – 8:30PM

In addition to the equipment listed on the previous page, you might want to consider bringing the following to band camp:

- Extra instrument accessories (reeds, sticks, oil/grease, etc.)
- Comfortable sneakers (SANDLES AND FLIP FLOPS ARE NOT PERMITTED)
- Light colored clothing
- Sun screen (to be applied BEFORE you start to burn)
- Chap Stick
- Sun Glasses
- Hat
- Prescription Drugs (to be handled by the Band Director)
- Binder to hold music, drill, etc.
- LARGE WATER BOTTLES!!!!

DO NOT BRING EXPENSIVE BELONGINGS (jewelry, CD players, etc.) The Band Director, Band Boosters, and POLYTECH High School will **NOT** be held responsible for damage, loss, or theft of such items.

Preparation for Band Camp

How to Prepare

You are athletes in training, so you need to treat your body to proper nutrition, sleep, and hydration during the intense training at Band Camp. If your body is starved of these necessities, your performance and health will suffer. You could experience problems such as heat exhaustion, fainting, decreased concentration, and weakness.

Hydration

Start drinking fluids days before Band Camp begins, especially if the weather is hot. Water, fruit juice, and Gatorade are always a good choice. Soda does **NOT** hydrate the body. In some cases, soda can dehydrate the body. During Band Camp, you will have breaks to rest and replenish lost fluids. **BRING A LARGE WATER BOTTLE TO BAND CAMP!**

Exercise

Marching while playing an instrument takes a lot of endurance. Your body needs to be in good cardiovascular shape. Get in condition **BEFORE** Band Camp starts to maintain good performance. Walking, swimming, biking, and hiking are just an example of ways to increase your heart rate. Before Band Camp starts, start getting conditioned to work in the heat of the summer. Living in an air-conditioned comfort all summer doing nothing will make the adjustment to Band Camp in July and August very difficult and possibly dangerous.

Diet

YOU MUST EAT BREAKFAST BEFORE COMING TO BAND CAMP EACH MORNING. Your body will need the nutrition and calories in order to work effectively.

Sleep

GET PLENTY OF SLEEP. Your body will need to rest and replenish the energy used during the day.

Dehydration and Heat Exhaustion are two serious conditions that can be prevented by following the above preparation guidelines. **Dehydration** occurs when your body does not have the fluids needed to maintain normal bodily functions. Early symptoms are dry mouth, headache, and/or lightheadedness. Thirst may or may not be present. **Heat Exhaustion** occurs when your body is overheating and cannot cool itself properly. Symptoms include increased body temperature, absence of perspiration, nausea, fainting, weakness, and possibly thirst. **THESE CONDITIONS CAN BE VERY SERIOUS, but can be avoided. If you are experiencing any of the above symptoms during Band Camp, PLEASE seek immediate assistance.**

PLEASE PREPARE YOURSELF MENTALLY AND PHYSICALLY FOR BAND CAMP. Everyone needs to be able to perform at his or her maximum level. Band Camp is the foundation of the Marching Band season. By exercising over the summer, getting plenty of rest, eating well, and drinking plenty of fluids **before and during** Band Camp, you will be prepared to put forth 100% during Band Camp.

Concert Band (Fall and Spring Semesters – .75 credit)

PREREQUISITE: prior experience in band, audition, or approval of director

Involving band students in grades 9 – 12, the Concert Band is a *graded* course that meets in the morning before the school day begins both semesters. The concert band performs a broad variety of music designed to develop technical skills as well as musicianship. Rehearsals are Monday through Friday 7:45AM – 8:20AM. Major trips and special appearances are included.

All members are required to attend after school rehearsals and performances.

Everyone will be expected to audition for the Concert Band during the first two weeks of the Fall Semester. The audition will consist of a prepared piece (etude, excerpt from a band piece, etc.), scales, and sight-reading. The primary purpose for auditioning is for seat placement.

Rehearsals begin at 7:45AM and go until the beginning of First Period (8:20AM). 7:45AM START MEANS **SEATED** AND READY TO GO AT 7:45AM. Most bands have at least 45 minutes to rehearse. We only have 35 minutes... every second is important!!! There may be additional after school rehearsals and possibly Saturday rehearsals (in extenuating circumstances). **ALL MEMEBERS ARE REQUIRED TO ATTEND ALL REHEARSALS.** The only excused absences that will be accepted are those defined by the POLYTECH Student Handbook.

If your **bus** does not arrive at POLYTECH early enough for you to be on time, find another mode of transportation. This can be done through a parent, relative, friend, etc. If you eat **breakfast** provided by the POLYTECH cafeteria, make sure you eat early enough to be on time for rehearsals.

CONCERT DRESS

As with marching band, a uniform dress in Concert Band is important. It makes the band look better, and it prevents spectators from focusing on individuals instead of the band as a **whole**. Concert Dress for ALL will be:

- **White** tux shirt
- **Black** bow tie
- **Black** pants
- **Black** socks
- **Black** shoes
- **Black** cummerbund (provided by Band Boosters, included in fees)

Proper Concert Dress falls under the “Participation” category of the Concert Grade.

GRADING

Grades will come from two primary sources: (1) participation and attendance of rehearsals and (2) participation and attendance of performances.

Rehearsals – Each rehearsal is worth a total of 5 points. The point breakdown is as follows:

- 1 point for coming to rehearsal*
- 1 point for being on time
- 3 points for participation**

The participation points include, but are not limited to, displaying proper rehearsal etiquette (as defined in the **Rules and Regulations** section).

Excused Absences – will result in 4 out of 5 points for the day. *Full credit cannot be given if you are absent.

Unexcused Absences – will result in 0 out of 5 points for the day.

****NOTE** – Although there are only 3 points allotted for participation, it is possible to lose *all 5 points* for severe behavioral issues.

Performances – Each performance will be worth 100 points. The point breakdown is as follows:

- 30 points for coming to the Performance
- 10 points for being on time
- 60 points for participation*

The participation points include, but are not limited to, displaying proper performance etiquette (as defined in the **Rules and Regulations** section).

Excused Absences – will result in 0 out 100 points with an opportunity to make up the lost points by completing an assignment chosen by the Band Director.

Unexcused Absences – will result in 0 out of 100 points with **no** opportunity to make the lost points up.

***NOTE** – Although there are only 60 points allotted for participation, it is possible to lose *all 100 points* for severe behavioral issues.

Jazz Band (Fall and Spring Semesters – 0 credit)

PREREQUISITE: prior experience in band, audition, or approval of director

Involving band students in grades 9 – 12, the Jazz Band is an *extracurricular* ensemble that rehearses after school. The Jazz Band will start after the Marching Band season has ended. This ensemble is designed to promote the performance of jazz and related styles of music through rehearsing and performing such music. The Jazz Band performs in concerts and attends Jazz Festivals throughout the academic year.

All members are expected to attend after school rehearsals and performances.

The Jazz Band rehearses Tuesday's 3:15PM – 5:15PM and Thursday's 3:15PM – 5:15PM. There may be occasional Saturday rehearsals the same day as a festival.

ALL REHEARSALS AND PERFORMANCES ARE MANDATORY. ANY UNEXCUSED ABSENCE (as defined by the POLYTECH Student Handbook) MAY RESULT IN BEING REMOVED FROM THE BAND.

PERFORMANCE ATTIRE

Although still a serious form of the performing arts, Jazz does create a more laid back atmosphere. However, members should still dress respectfully. The guidelines for Jazz Band performance attire are:

GUYS

- Shirt and tie
- Dress or khaki pants
- Jackets encouraged, but optional
- Dress shoes

GALS

- Dress shirt or blouse
- Dress or khaki pants/skirt
- Dresses and Suits are acceptable
- Dress shoes

In other words, dress in your "Sunday's best" for performances.

NOTE – When performing in a concert with the Concert Band, the Jazz Band members will dress in Concert Band attire.

Pep Band (late Fall and early Spring Semesters – 0 credit)

PREREQUISITE: prior experience in band, audition, or approval of director

Involving band students in grades 9 – 12, the Pep Band is an *extracurricular* ensemble that performs at 4 selected home Boys' Basketball games and 4 selected home Girls' Basketball games. There may also be home playoff games in addition to the 8 selected games. The Band will travel to the Bob Carpenter Center for ALL State playoff games that POLYTECH may be involved in.

All members are expected to attend after school rehearsals and performances.

The Pep Band will rehearse the week before the first selected game Monday through Friday 3:15PM – 5:15PM, unless otherwise noted. There will also be after school rehearsals the day of the selected games.

ALL REHEARSALS AND PERFORMANCES ARE MANDATORY. ANY UNEXCUSED ABSENCE (as defined by the POLYTECH Student Handbook) **MAY RESULT IN BEING REMOVED FROM THE BAND.**

PERFORMANCE ATTIRE

The primary purpose of the Pep Band is to promote school spirit. The dress must reflect that:

- Blue Jeans
- School-colored shirt (Red, Black or White)

If the interest is there, the members can design and purchase Pep Band T-Shirts to use as a uniform shirt.

Small and Honor Ensembles (Fall and Spring Semesters – 0 credit)

PREREQUISITE: prior experience in band, audition, or approval of director

Involving band students in grades 9 – 12, **Small Ensembles** will be formed from a select group of students. Some examples of Small Ensembles are Sax Quartet, Brass Quintet, etc. Rehearsals and Performances will be determined as these groups are formed.

All students are encouraged to audition for **Honor Ensembles:** *Kent County Honors Band, All-State Junior Band (grade 9) All-State Senior Band (grades 10-12), All-State Jazz Band, etc.*

RULES AND REGULATIONS **FOR ALL ENSEMBLES**

For any of the ensembles to be successful, we need guidelines to follow. With 100% cooperation, we can accomplish all our goals. There are 3 basic rules to follow while rehearsing or participating in a performance:

**ALWAYS BE 100% ATTENTIVE.
LISTEN TO AND FOLLOW DIRECTIONS.
RESPECT YOUR DIRECTOR, YOURSELF, AND OTHERS.**

These are very simple rules that can be followed by everyone. However, some may choose to ignore these rules. Because of the less dedicated members, we need consequences:

First offense:	Warning
Second offense:	0% Participation points and/or Parental contact
Third offense:	Discipline referral
Fourth offense:	Parent – Teacher conference
Fifth offense:	Removal from ensemble

The above are just for simple violations (Type I Offense) – talking, not participating fully, or any other distraction. If the violation is severe enough, we will skip down to referral or worse. Each level offense will include the previous level(s). A Parent – Teacher conference over a discipline issue is very elementary. We are in High School now. If a conference occurs over a discipline issue, you will be at high risk of being removed from the ensemble or the POLYTECH Band Program entirely.

Some examples of violations that will require disciplinary action are:

- Talking during a rehearsal or a performance
- Disrespect for the instructor(s)
- Disrespect for other students and/or their property
- Disrespect for school property
- Leaving the room without permission
- Possession/consumption of gum, candy or beverages without permission

The above are just a few examples. There are many more violations that deem appropriate punishment. You are all mature enough to know right from wrong.

GUIDELINES AND HINTS FOR A SUCCESSFUL YEAR

Some students do not know what proper rehearsal etiquette means. They may have never been in band before (but have learned how to play an instrument on their own). Some students were never taught this information in previous years in band. If you follow the guidelines and hints listed below, our time together as a **whole** Performing Ensemble will be a success!

REHEARSALS:

- ❖ Check the dry-erase board for announcements. I cannot remember to verbally announce everything!
- ❖ PLEASE have any accessories needed to properly operate your instrument. Percussionists will need to purchase a stick bag with the proper mallets. Single and Double reed instrumentalists need to have **at least 2** working reeds and cork grease. Brass instrumentalists need the proper lubricating material (valve oil, slide grease, etc.)
- ❖ BRING A PENCIL TO EVERY REHEARSAL!!! Even as a college music major, I could not remember everything from every rehearsal.
- ❖ PRACTICE YOUR PART AT HOME!!! (See the INTRODUCTION section.)
- ❖ If you warm up on your own, use proper warm-up techniques (long tones, scales, excerpts from band music, etc.). Refrain from showing off and trying to “out do” your neighbor. Trumpets and Percussionists are pros at this!
- ❖ When the director is in front of the band, everyone is to sit quietly and be 100% attentive.
- ❖ When the director is working with a particular section (flutes, trumpets, etc.), listen to what is being said. *You might just learn something!* You could also mentally “practice” your part by fingering through a few of the more difficult licks, marking accidentals, etc. **NO ONE SHOULD BE TALKING!!!**
- ❖ DO NOT eat or drink anything but water when playing your instrument. I will spare you the gross, sticky, moldy, disgusting details.
- ❖ CLEAN UP after yourself when rehearsal ends! Put your instrument in its proper home in the band room. Put ALL music away. Throw away any trash in your rehearsal area.
- ❖ PERCUSSIONISTS are responsible for keeping the percussion area neat! Put ALL equipment in its proper home in the band room at the end of rehearsals. Put ALL music away. Throw away any trash in the percussion area.
- ❖ DO NOT PLAY, TOUCH OR RELOCATE ANY INSTRUMENT EXCEPT YOUR OWN OR THE ONE YOU HAVE BEEN ASSIGNED TO!!! This is especially true for that “wanna-be” percussionist in the trombone section!

PERFORMANCES:

- ❖ Do any last minute practicing **2 weeks** before a performance. Do not wait until the night before! If you do not know it by then, chances are you are not going to know it the next day for the performance.
- ❖ Make sure your instrument is in 200% working condition **2 weeks** before a performance, **2 days** before a performance, **2 hours** before a performance, and **15 minutes** before a performance. Anything can happen at anytime!
- ❖ Find, clean, iron, hem, etc., your performance attire **at least 1 day** before a performance! A lack of planning on your part does not constitute an emergency for your parents!!!
- ❖ PLEASE be sure to have all accessories needed to properly operate your instrument (reeds, lubricants, sticks, etc.). **DOUBLE CHECK AT LEAST 3 DAYS BEFORE A PERFORMANCE!**
- ❖ Make the proper transportation arrangements **at least 2 weeks** in advance!
- ❖ **SHOW UP ON TIME!!!** The time given is the **on stage** time, not the “I’m getting my instrument now” time!
- ❖ Be sure you have **ALL** of your music! Make sure your instrument is in working condition and that you have all required accessories to operate your instrument properly! Do this **BEFORE** the on stage warm-up.
- ❖ The performance begins while warming up on stage! At that point, if there is **1** person in the audience, you are performing! **PLEASE ACT ACCORDINGLY!** (See the REHEARSALS section on the previous page.)
- ❖ Above all, **DO YOUR BEST AND ENJOY THE PERFORMANCE!!!**

If you follow these guidelines and hints and any more that may be addressed throughout the year, the POLYTECH Band Program will have the most successful year it has ever had!

BAND FEES

ALL STUDENTS WILL HAVE TO PAY BAND FEES. THERE ARE A LOT OF COSTS THAT WILL ACCUMULATE THROUGHOUT THE YEAR. THE BAND FEES MAKE COLLECTING MONEY EASY – YOU PAY FOR EVERYTHING AT ONCE. THE FEES INCLUDE UNIFORM CLEANINGS, TOB TRANSPORTATION, CUMMERBUNDS, AND OTHER COSTS (see next page for a more detailed breakdown).

IF YOU HAVE MONEY IN YOUR ACCOUNT, YOU MAY USE THAT TO PAY FOR YOUR FEES. YOU MUST INDICATE ON YOUR PAYMENT VOUCHURE HOW MUCH YOU WANT TO HAVE TRANSFERRED OUT OF YOUR ACCOUNT.

FOR **ALL FEES**, PLEASE USE THE PAYMENT VOUCHURES FOUND ON PAGE 23. PLEASE MAIL YOUR PAYMENT WITH YOUR VOUCHURE TO:

**POLYTECH High School Band
P.O. Box 97
Woodside, DE 19980**

PLEASE MAKE ALL CHECKS PAYABLE TO **POLYTECH BAND BOOSTER**.

MARCHING BAND FEES

MARCHING BAND MEMBERS FEES ARE **\$160 (\$185 IF YOU NEED MARCHING SHOES)**. AGAIN, FOR A DETAILED BREAKDOWN, SEE THE NEXT PAGE.

YOU CAN EITHER MAKE A FULL PAYMENT BY **JULY 11, 2003**, OR USE THE FOLLOWING PAYMENT BREAKDOWN:

1ST PAYMENT DUE **JULY 11, 2003 - \$60.00 (\$85.00 w/shoes)**
2ND PAYMENT DUE **AUGUST 8, 2003 - \$50.00**
3RD PAYMENT DUE **SEPTEMBER 5, 2003 - \$50.00**

CONCERT BAND FEES

ALL CONCERT BAND MEMBERS **NOT** IN MARCHING BAND MUST PAY A FEE OF **\$35**. THIS FEE WILL BE USED FOR CUMMERBUNDS AND ANY OTHER COSTS THAT ACCUMULATE OVER THE COURSE OF THE YEAR. CONCERT BAND FEES, PAID IN FULL, WILL BE DUE **SEPTEMBER 12, 2003**.

THERE WILL BE ABSOLUTELY NO EXTENSIONS ON DUE DATES UNLESS PRIOR ARRANGEMENTS HAVE BEEN DISCUSSED AND AGREED UPON BY THE BAND DIRECTOR AND THE BAND BOOSTER OFFICERS.

IF YOU PAY A PORTION OF YOUR FEES AND DO NOT PASS AN AUDITION, YOU WILL RECEIVE A 100% REFUND.

IF YOU QUIT BAND OR ARE REMOVED DUE TO A DISCIPLINE ISSUE, YOU WILL NOT RECEIVE A REFUND.

MARCHING BAND FEE BREAKDOWN

BAND BOOSTER MEMBERSHIP DUES	\$10.00
UNIFORM CLEANINGS (5)	\$37.00
MEALS (football games and parades)	\$40.00
BAND T-SHIRT	\$8.00
TRANSPORTATION (TOB competitions)	\$25.00
OTHER (cedar balls, snacks, transportation of trailer, bus transportation not covered above, etc.)	\$40.00
SUB-TOTAL	\$160.00
SHOES (if needed)	\$25.00
TOTAL	\$185.00

CONCERT BAND FEE BREAKDOWN

BAND BOOSTER MEMEBERSHIP DUES	\$10.00
FEE (cummerbund and other costs)	\$25.00
TOTAL	\$35.00

AWARDS SYSTEM

At the end of every academic year, the POLYTECH Band Boosters host the annual Band Awards Banquet. There are several awards received that night ranging from participation recognition to specific awards voted on by the band members and more. To receive a participation recognition award, you must follow these guidelines:

<u>First Year Certificate</u>	Awarded to first year members of the POLYTECH Band Program. You must have a successful membership of at least ONE Recognized Performing Ensemble during your time at POLYTECH High School.
<u>Letter</u>	Awarded to Second or Third year members of the POLYTECH Band Program. You must have a successful membership of at least THREE Recognized Performing Ensembles during your time at POLYTECH High School.
<u>Third Year Pin</u>	Awarded to Third year members of the POLYTECH Band Program who received their letter the previous year. You must have a successful membership of at least FIVE Recognized Performing Ensembles during your time at POLYTECH High School.
<u>Senior Award</u>	Presented to Seniors of the POLYTECH Band Program. You must have a successful membership of at least THREE Recognized Performing Ensembles during your time at POLYTECH High School.
<u>Participation Pins</u>	Awarded to all students who have received their letter. You will receive a pin specific to the Recognized Performing Ensembles of which you have at least TWO seasons of successful membership during your time at POLYTECH High School. After your first pin, you will receive one for each season following.

There are other awards presented the night of the Band Banquet. Those awards will be explained in detail as the Banquet approaches.

TENTATIVE SCHEDULE

THIS IS JUST A TENTATIVE SCHEDULE. A MORE DETAILED SCHEDULE WILL BE AVAILABLE AT THE BEGINNING OF THE 2003-2004 SCHOOL YEAR. ONE OF THE FOOTBALL GAMES LISTED BELOW WILL BE A BI-WEEK.

FRIDAY SEPTEMBER 5	HODGSON (H)*
FRIDAY SEPTEMBER 12	Lake Forest (A)*
SATURDAY SEPTEMBER 13	TOB – South Carroll HS, 6PM; Sykesville, MD
SATURDAY SEPTEMBER 20	Howard (A) – 10:00AM
FRIDAY SEPTEMBER 26	Smyrna (A)*
SATURDAY SEPTEMBER 27	TOB – Lake Forest HS, 7PM; Felton, DE
FRIDAY OCTOBER 3	MILFORD (H)*
SATURDAY OCTOBER 4	TOB – Kent Island HS, 1PM; Stevensville, MD TOB – Severna Park HS, 6PM; Sev. Park, MD
SUNDAY OCTOBER 5	TOB – Highlands Regional HS, 1PM; Blackwood, NJ
SATURDAY OCTOBER 11	TOB – Queen Anne County HS, TBA; Centerville, MD
FRIDAY OCTOBER 17	RISING SUN (Homecoming)
FRIDAY OCTOBER 24	Seaford (A)*
SATURDAY OCTOBER 25	TOB – Parkside HS, 6PM; Salisbury, MD
FRIDAY OCTOBER 31	INDIAN RIVER (H)*
SATURDAY NOVEMBER 1	TOB Chapter 9 Championship, TBA
FRIDAY NOVEMBER 7	WOODBRIIDGE (H)*
SUNDAY NOVEMBER 9	TOB ACC's – Scranton, PA
FRIDAY NOVEMBER 14	SUSSEX TECH (H)*
TUESDAY DECEMBER 16	Holiday Concert
TUESDAY MAY 11, 2004	Spring Concert
THURSDAY MAY 13, 2004	Band Banquet

AGAIN, THIS IS JUST A TENTATIVE SCHEDULE. PERFORMANCES WILL BE ADDED AND REMOVED. DATES WILL CHANGE. WHEN IN DOUBT, ASK!

*ALL FOOTBALL GAMES ARE AT 7:30PM UNLESS OTHERWISE NOTED. **REPORT TIMES WILL BE EARLIER THAN EVENT START TIMES!!!**

AGREEMENT/COMMITMENT FORM

I HAVE READ THIS PACKET IN ITS ENTIRETY. I AGREE TO ABIDE BY WHAT HAS BEEN OUTLINED IN THIS HANDBOOK. I WILL PUT FORTH 100% TO ATTEND ALL REHEARSALS AND PERFORMANCES. I WILL GIVE 100% EFFORT IN EVERYTHING I DO FOR THE POLYTECH BAND PROGRAM. I AM AWARE OF THE CONSEQUENCES IN THE EVENT THAT I MAY NOT FULLY ABIDE BY THE RULES, REGULATIONS, AND GUIDELINES SET FORTH IN THIS PACKET. I AM AWARE THAT SOME RULES, REGULATIONS, OR CONSEQUENCES MAY BE CHANGED OR ADDED THROUGHOUT THE YEAR. I AGREE TO ABIDE BY ANY CHANGES OR ADDITIONS THAT MAY COME ABOUT DURING THE YEAR.

(PRINT STUDENT NAME)

(STUDENT SIGNATURE)

(DATE)

(PARENT/GUARDIAN SIGNATURE)

(DATE)

(STREET ADDRESS)

(CITY)

(ZIP CODE)

(PHONE NUMBER)

I AM INTERESTED IN JOINING THE FOLLOWING ENSEMBLES:

MARCHING BAND

COLOR GUARD

CONCERT BAND

JAZZ BAND

PEP BAND

INDOOR COLOR GUARD

OTHER _____

I HAVE EXPERIENCE PLAYING THE FOLLOWING INSTRUMENTS (including guard):

1. _____

2. _____

3. _____

PLEASE MAIL THIS COMPLETED FORM TO THE ADDRESS BELOW **NO LATER THAN JUNE 25, 2003:**

POLYTECH High School Band
P.O. Box 97
Woodside, DE 19980

EQUIPMENT SIGN-OUT FORM

THIS FORM MUST BE FILLED OUT AND RETURNED WITH THE RENTAL FEE (\$25) BEFORE A STUDENT MAY USE A SCHOOL INSTRUMENT.

NAME _____ GRADE _____

HOMEROOM (if not in Concert Band) _____

INSTRUMENT _____

SERIAL NO. _____ POLYTECH ID NO. _____

INSTRUMENT CONDITION – BE SPECIFIC TO DESCRIBE ANY DAMAGE OR BLEMISHES TO THE INSTRUMENT. IF THE INSTRUMENT IS NOT IN THE SAME CONDITION WHEN RETURNED, **YOU** WILL BE FINANCIALLY RESPONSIBLE FOR REPAIRING ANY DAMAGES.

STUDENT SIGNATURE _____ (DATE)

PARENT/GUARDIAN NAME _____
(PLEASE PRINT NEATLY)

PARENT/GUARDIAN SIGNATURE _____ (DATE)

PLEASE MAKE ALL CHECKS PAYABLE TO POLYTECH BANDS.

EQUIPMENT/UNIFORM CONTRACT

THIS FORM MUST BE SIGNED AND RETURNED WITHIN 5 DAYS AFTER RECEIVING EQUIPMENT, UNIFORM, OR ANY OTHER SCHOOL OWNED ITEM.

I HEREBY CERTIFY THAT ANY UNIFORM, UNIFORM ITEMS, EQUIPMENT, OR ANY OTHER ITEM PROVIDED TO ME BY POLYTECH HIGH SCHOOL, POLYTECH HIGH SCHOOL BAND, OR POLYTECH HIGH SCHOOL BAND BOOSTERS WILL BE RETURNED UPON DEMAND AND THAT THE UNIFORM, UNIFORM ITEMS, EQUIPMENT, OR OTHER ITEMS ISSUED TO ME WILL BE RETURNED IN A CLEAN AND SERVICEABLE CONDITION. I HAVE CHECKED AND INDICATED MY REVIEW OF THOSE ITEMS ISSUED TO ME BY THE PROVIDER BY PLACING MY INITIALS NEXT TO MY NAME ON THE INVENTORY SHEET. I FURTHER SIGNIFY IN THE PLACE DESIGNATED BELOW THAT I HAVE REVIEWED AND ACCEPTED THOSE ITEMS NOTED ON THE INVENTORY SHEET AND AGREE THAT I WILL BE RESPONSIBLE FOR THOSE PARTICULAR ITEMS THAT I HAVE ACCEPTED AND FINANCIALLY RESPONSIBLE FOR ANY LOST OR DAMAGED ITEMS ISSUED TO ME.

STUDENT NAME _____
(PLEASE PRINT NEATLY)

STUDENT SIGNATURE _____ (DATE)

PARENT/GUARDIAN NAME _____
(PLEASE PRINT NEATLY)

PARENT/GUARDIAN SIGNATURE _____ (DATE)

BAND FEE PAYMENT VOUCHURES
MARCHING BAND FEES

PLEASE INCLUDE THE APPROPRIATE VOUCHURE WITH YOUR PAYMENT.
THERE WILL BE ABSOLUTELY NO EXTENSIONS ON DUE DATES UNLESS PRIOR ARRANGEMENTS HAVE BEEN DISCUSSED AND AGREED UPON BY THE BAND DIRECTOR AND THE BAND BOOSTER OFFICERS.

PLEASE MAKE ALL CHECKS PAYABLE TO POLYTECH BAND BOOSTERS.

Payment due date: September 5, 2003
Payment amount: \$50.00

STUDENT NAME _____
(PLEASE PRINT NEATLY)

_____ ATTACHED IS MY CHECK # _____ IN THE AMOUNT OF \$ _____.
_____ PLEASE TAKE THIS PAYMENT OUT OF MY STUDENT ACCOUNT.

PARENT/GUARDIAN NAME _____
(PLEASE PRINT NEATLY)
PARENT/GUARDIAN SIGNATURE _____
(DATE)

Payment due date: August 8, 2003
Payment amount: \$50.00

STUDENT NAME _____
(PLEASE PRINT NEATLY)

_____ ATTACHED IS MY CHECK # _____ IN THE AMOUNT OF \$ _____.
_____ PLEASE TAKE THIS PAYMENT OUT OF MY STUDENT ACCOUNT.

PARENT/GUARDIAN NAME _____
(PLEASE PRINT NEATLY)
PARENT/GUARDIAN SIGNATURE _____
(DATE)

Payment due date: July 11, 2003
Payment amount: \$60.00 (\$85.00 w/shoes)

STUDENT NAME _____
(PLEASE PRINT NEATLY)

_____ ATTACHED IS MY CHECK # _____ IN THE AMOUNT OF \$ _____.
_____ PLEASE TAKE THIS PAYMENT OUT OF MY STUDENT ACCOUNT.

PARENT/GUARDIAN NAME _____
(PLEASE PRINT NEATLY)
PARENT/GUARDIAN SIGNATURE _____
(DATE)

BAND T-SHIRT ORDER FORM

STUDENT NAME _____
(PLEASE PRINT NEATLY)

INCLUDED WITH YOUR MARCHING BAND FEES IS THE COST OF A BAND T-SHIRT. **EVERYONE** IS REQUIRED TO HAVE A BAND T-SHIRT, AS THEY WILL BE USED AS A UNIFORM TOP WHEN THE WEATHER IS TOO HOT FOR THE BAND UNIFORMS. PLEASE INDICATE WHAT SIZE YOU WOULD LIKE:

___ **S** ___ **M** ___ **L** ___ **XL** ___ **XXL**

YOU MAY ALSO ORDER ADDITIONAL T-SHIRTS AT A COST OF **\$8.00** EACH. PLEASE INDICATE HOW MANY EXTRA T-SHIRTS YOU WOULD LIKE AND THE SIZE(S).

EXTRA T-SHIRTS ___ x **\$8.00** ea. = \$_____ (total)

___ **S** ___ **M** ___ **L** ___ **XL** ___ **XXL**

LONG SLEEVE T-SHIRT

DURING THE LATE FALL, YOU MAY WANT A LONG SLEEVE T-SHIRT TO WEAR UNDER YOUR UNIFORM. YOU MAY PURCHASE LONG SLEEVE T-SHIRTS AT AN ADDITIONAL COST OF **\$15.00** EACH. **THIS IS NOT INCLUDED IN YOUR BAND FEES.** PLEASE INDICATE HOW MANY LONG SLEEVE T-SHIRTS YOU WOULD LIKE AND THE SIZE(S).

EXTRA T-SHIRTS ___ x **\$8.00** ea. = \$_____ (total)

___ **S** ___ **M** ___ **L** ___ **XL** ___ **XXL**

STUDENT SIGNATURE _____
(DATE)

PARENT/GUARDIAN NAME _____
(PLEASE PRINT NEATLY)

PARENT/GUARDIAN SIGNATURE _____
(DATE)

*PLEASE MAKE CHECKS PAYABLE TO **POLYTECH BAND BOOSTERS.***

*COMPLETE AND RETURN THIS FORM NO LATER THAN **AUGUST 4, 2003.***