

**WILLIAM T. DWYER
HIGH SCHOOL
2019-201:
BAND HANDBOOK**



Allen Lamp, Band Director

Joe DePasquale, Principal

IF YOU HAVE ANY QUESTIONS ABOUT THIS HANDBOOK,
PLEASE CALL THE BAND OFFICE.

COMMUNICATION IS THE KEY TO SUCCESS

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www.dwyerband.org

P-ROFESSIONALISM

R-ESPECT

I-NTEGRITY

D-ISCIPLINE

E-XCELLENCE

HOW TO DEMONSTRATE PRIDE

- Be the first, never the last, to rehearsals
- Be prepared with all your equipment for rehearsal
- Show your enthusiasm for learning and music everyday
- Maintain awareness of the Instructor at all times
- If you experience a setback, analyze it and make a plan to improve and succeed the next time
- Demonstrate class at all times, be humble in your success
- Prepare for your next rehearsal!
- We will only be as good as your attitude and your contribution

PREFACE

This handbook provides band members, parents and other interested persons with information concerning the various phases, activities and policies of the band program at W.T. Dwyer High School.

The policies, rules, traditions and guidelines set forth are in place to provide a quality band experience for all students. Knowledge of the contents of this handbook will provide each student and parent with an understanding of how he/she may best contribute to the continued development and maintenance of excellence within the W.T. Dwyer High School Band program.

School rules and policies are enforced at all times when a student is directly or indirectly involved in any activity sponsored by or in the name of W.T. Dwyer High School.

The Band Director has authority to suspend or amend any band program at any time deemed necessary in the best interest of the overall band program.

The W.T. Dwyer High School Band and its Director are members of the Florida School Music Association and the Florida Bandmasters Association and the band organization operates within the guidelines and policies of these two organizations.

W.T. DWYER BAND OBJECTIVES

1. Educational: To develop interested and discriminating listeners, provide a well-rounded musical education, prepare students for musical activities beyond high school and enhance and promote overall academic achievement.
2. Cultural: To foster the continued development of music appreciation and understanding through the study and performance of the best musical literature and repertoire.
3. Service: To lend color and atmosphere to certain school and community affairs while promoting and enhancing the dignity and reputation of W.T. Dwyer High School at all times.
4. Citizenship: To develop the ability to function as a responsible member of the group. To enhance the students ability to interact with others in a positive manner and to develop the ability to function as a responsible member of the community.
5. Recreational: To provide all students with the opportunities for worthy use of leisure time, an emotional outlet, and wholesome, worthwhile social experiences.

BAND BOOSTERS

The parents and interested members of the community, with the agreement and support of the school district, have organized the Band Boosters. This group enjoys a unique relationship with W.T. Dwyer High School as an affiliate extension support group for the band program. The success of the boosters is due to the active participation of the students, parents, school and community. By definition, the role of the booster organization is to “boost” the band program in a positive manner through the presentation of a “united front” in support of the students, other parent volunteers and the band Director(s).

Some of the specific objectives of the boosters include:

1. Purchase and maintain uniforms
2. Provide funds to purchase and repair instruments and equipment
3. Provide funds to purchase music and supplies
4. Furnish chaperones for band events
5. Organize and implement fundraising activities
6. Encourage new parent involvement
7. Support and advocate music programs in public schools
8. Band Boosters are not custodians!! They are not required to clean up after the students

SEE BOOSTER BY-LAWS FOR MORE INFORMATION

BAND BOOSTERS BOARD OF DIRECTORS

Allen Lamp	Band Director	561-625-7879 (band room) allen.lamp@palmbeachschools.org
Mary Vadas	President	561-723-3189 (c) vadas2813@bellsouth.net
Patrice Best	Vice-President	609-335-7637 (c) patricebest@comcast.net
Kate Shingledecker	Secretary	561-635-0001(c) kate.shingle@gmail.com
Melissa Henriques	Treasurer	772-349-4297 (c) melissadwyerband@gmail.com

STUDENT EXPECTATIONS

Each band member is expected to do the following:

- Attend all rehearsals and performances
- Be prepared for all rehearsals and performances
- Be on time for all rehearsals, performances and classes
- Understand and use this handbook
- Maintain practice journals (3 hours a week)
- Keep facilities clean and neat
- Show respect for your equipment and others
- Fulfill fair share obligation. Fundraising opportunities are provided
- Demonstrate PRIDE
- Clean up after yourself

BASIC RULES

- All students must abide by the Palm Beach County Schools Code of Student Conduct, W.T. Dwyer High School Rules and the regulations laid out in this handbook.
- Any extreme disciplinary infraction may result in suspension from band activities or the removal from the band program.
- Any equipment that is not specifically assigned to you and areas that are not assigned for you to be in are off limits.
- DO NOT use your band locker for anything not band related.
- DO NOT disrupt other classes that are held in the band room during the school day. The band room is off limits for lunch, unless otherwise arranged by the Director.
- NO gum, candy soda or other sugary foods are allowed during rehearsals or performances.
- Eating is not allowed during rehearsals or performances.
- For security reasons, the band room is off limits to all non-band personnel.
- The band room is open from 7:15 am-7:40 am to drop off instruments.

REQUIREMENTS

An information packet must be completed for each student to participate in band. All forms must include the student number and signatures. **The medical form must be notarized.** Students cannot participate in band activities unless all forms are completed.

THE IMPORTANCE OF GOOD CONDUCT

Because of the nature of the organization, the conduct of all members of the band must be exemplary in the areas of citizenship, adherence to the rules, and traditions of the band and school. Band members are constantly on display and each member must always be aware of the importance of the impression they make on others. Any infraction or incident casts a direct reflection on the band and school as a whole, and may well undo the good work of many dedicated students.

STADIUM CONDUCT

The band will march into each game in an orderly and dignified manner.

UNIFORMS MUST STAY ON AT ALL TIMES!!! Hats, gloves and gauntlets may be removed at the direction of THE DIRECTOR!!!

Students will sit only in their assigned seats.

There will be no individual playing. We play as a BAND!!

While in the stands, students may not eat or drink (other than that provided by the band) at any time.

Students may go to the bathroom with the Director's permission and only if accompanied by a chaperone.

Students are to give their attention to the conductor at all times. Be ready to play at ANY TIME!!!

Everyone will remain in the bleachers formation until dismissed to march back to the band room.

CELL PHONES

DO NOT BRING CELL PHONES OUT TO THE STADIUM!!!

DISCIPLINE

Level I - Warning/ Push ups/ Running/ Sit ups Issued by the Band Director

- Excessive moving at attention
- Excessive talking at attention or when receiving instruction
- Consistent lack of effort or cooperation
- General misconduct
- Visible cell phone (first time)

Level II - Administrative Referral

The following is a list of actions, behavior and infractions that will result in consequence of an “administrative referral”. Students receiving the consequence will be officially written up and referred to the school administration for appropriate consequences and action. Such actions may include but are not limited to:

- Insubordination
- General misconduct of a serious nature
- Disruption of rehearsal, performance or class activity
- Gross disrespect
- Defiance of authority
- Gross rudeness, crass remarks/ behaviors or profanity
- Abuse / damage of instruments, uniforms, equipment, accessories or band facility
- Harassment, hazing, threats
- Fighting or arguing
- Tobacco, alcohol or drugs
- Theft
- Misconduct on trips
- Will disobedience
- Objectionable or inappropriate items at band or on trips
- Endangerment of others
- Violation of band facilities rules
- Repeated violation or Level 1 Rules

Some infractions from the above list may constitute dismissal from the band program upon the first occurrence such as but not limited to: theft, alcohol, drugs reckless endangerment or other illegal acts.

TRAVEL

All students are required to travel to and from all events with the band.

Exceptions are listed below.

1. Cars may not be driven to any band activity unless school transportation is not provided.
2. Students may be picked up at the conclusion of an off campus /away activity by the parent or legal guardian only when a parent or legal guardian has filed the appropriate official school form in advance of the activity.
3. The parent or legal guardian must appear in person to the Director prior to the student's release at the conclusion of the event. The Director may ask for proper photo ID for verification.
4. No student may be released to, nor ride home with a boyfriend, girlfriend or other student. Any exceptions to this require advance approval from a W.T. Dwyer High School administrator. Official school forms are required to be on file.
5. No student will be released until the group is formally dismissed except with special prior arrangements being made with the Director.

Rules and Regulations for Overnight Trips

If there is a severe infraction of the rules that follow, parents and the Principal will be contacted, and at the Director's discretion a student may be sent home at the expense of the parent.

1. Students will follow the tour itinerary at all times. There will be no individual sight-seeing or non-attendance during a scheduled activity.
2. There will be no use of cigarettes.
3. There will be no use of illegal substances.
4. There will be no use of alcohol.
5. Male and female students are not permitted to visit each other's room.
6. Students will abide by the curfew assigned each night, according to the evening's activities. Students must contact a chaperone to leave the room after curfew, if a need arises.
7. No student will leave the hotel, without exception, unless accompanied by a chaperone.
8. Students are expected to be on time for all activities.
9. Students are to behave in a courteous, respectful, and responsible manner. Refrain from language and actions that might bring discredit upon themselves and/or their school.
10. Student's attire during the trip will be determined by the type of activity, but must always be modest as not to attract attention. Everything must be to the knee or longer. No midriffs or tank tops or you will be made to change.
11. Hotel property and other hotel guests must be respected at all times. Students

must adhere to the hotel's policies concerning this matter.

12. Accidents, injuries and illnesses must be reported to a chaperone or the Director immediately.

13. Individuals responsible for damages to any property or furnishings will be responsible for its repair or replacement.

14. No local or long-distance phone calls may be made from student rooms; use of the phones in the hotel lobby or in the chaperones room is permitted as well as cell phone usage.

When you sign in agreement with this Band Handbook, you agree to abide by the above stated Rules and Regulations for Overnight Trips. Violation of these rules could affect student's standings in honor societies, school organizations, athletic teams and participation in graduation ceremonies.

FINANCIAL OBLIGATION

The W.T. Dwyer High School Marching Band, Color Guard and Winter Guard are extra-curricular activities. There is a minimum amount of money needed for this program to run and succeed. The financial commitment required from each member is call "Fair Share." Fundraisers are organized by the Band Booster organization to raise monies that can be applied to a student's individual "Fair Share" Account. Any Fair Share balance that is not covered by fundraisers must still be paid. You must adhere to the payment schedule presented on each student's Financial Statement provided by the Band Treasurer.

1. Fair Share payments must current prior to a performance or the student will not be allowed to perform until the Fair Share is up to date!!!
2. Students are STILL required to attend and serve the band in other ways, but will not participate in any PERFORMANCE until the Fair Share is up to date!
3. If the student does not perform, there will be an alternate WRITTEN assignment to make up the points. See UNEXCUSED ABSENCE section below.
4. Students WILL be on OBLIGATION for unpaid Fair Share beginning at the start of the second Semester. Failure to pay this OBLIGATION may affect the student's ability to attend school events, check out textbooks, pick up report cards, or participate in graduation.
5. Fair Share payments are non-refundable.

When you sign in agreement with this Band Handbook, you agree with all of the above statements regarding Fair Share and Obligation and understand that failure to adhere to the payment schedule will result in the consequences listed above.

PHOTOGRAPHS

The W.T. Dwyer High School may use band photos in print publications (Football Program) and/or on the school website (Edline.net, dwyerband.org). If a student's name or individual photo should **not** be included in print and/or on the school's website, contact Mr. Lamp at 561-625-7879 or allen.lamp@palmbeachschools.org. **When you sign in agreement with this Band Handbook, you agree for your student photo to be published as described herein.**

ATTENDANCE POLICY

Attendance is taken by the Band Captain at every rehearsal and performance. All are **mandatory**. Everyone starts out with 100 points. Late arrival is a 2 point deduction, and 5 points are deducted for an absence.

REHEARSALS: All rehearsals are **mandatory**. Minimum expectation is 100%. Any missed rehearsal requires the student to complete the Make up Assignment upon return to class. This will require access to the internet and can be arranged for a student without internet access at home to complete the assignment during lunch in the Media Center.

In the event that you miss a rehearsal there is no real way to make up for the time that you missed. The following is the procedure for those who miss a rehearsal.

- Present Mr. Lamp with proof of Excused/Unexcused absence.
- See Mr. Lamp for make up assignment sheet, password and user name.
- Follow instructions on the sheet
- Complete the assignment within 1 day for an unexcused absence and 2 days for excused absences.
 - Assignments completed on time for students with excused absences will be counted for full credit.
 - Assignments completed on time for students with unexcused absences will be counted for 60% credit
 - No late assignments will be accepted. (Computer date stamps assignments when completed.

PERFORMANCES: All performances are **mandatory**. The minimum expectation is 100%. There are very few acceptable reasons or circumstances for missing a performance. Every student is a vital member of the team effort and absences not only affect the person missing, but also those around him/her causing a drop in performance level for all. If a student does not participate in a performance, there will be an alternate written assignment to make up points.

EXCUSED: Approved absences with prior notice will be excused. Follow same procedure above with excused absences.

UNEXCUSED: All constitute a grade of “F” for the grading period.

EXTENUATING CIRCUMSTANCES: Absences of an unexpected nature are deemed “emergency” and will be evaluated on a case-by-case basis with the Director and parents. To be considered as an emergency, the situation needs to be verified by the student’s parent or guardian by phone prior to missing the event, if possible. If that is not possible, notification by phone as soon as it is convenient to do so. Please note that unless there is a contact or official notification of the “emergency” the grade will go in as a zero. Unfortunately we cannot take a student’s word for verification. If the student is 18, they are still required to present outside verification (doctors note, etc.) concerning absence.

Students must maintain eligibility under the Florida Music Association and the Florida department of Education policies.

PARTICIPATION IN OTHER SCHOOL ACTIVITIES

Sports and other clubs: W.T. Dwyer Band prides itself in that we are able to allow participation in many other campus activities. With prior notice and cooperation of the Club/Sports Director, we can come to arrangements with just about any conflict for REHEARSAL/PRACTICES. However since Band is a curricular activity students may not be excused for a PERFORMANCE due to the above type of conflict.

OTHER NOTIFICATIONS ABOUT ATTENDANCE

Non-emergency appointments, meetings, birthdays, driver’s license appointments, vacations during the school year, outings, community affairs, and other such events, will not be excused.

Dual Enrollment / College Courses / Charter School: School policy dictates that W.T. Dwyer School Activities come BEFORE Dual Enrollment and OJT work.

Work is not an excuse for missing any band activity. Please do not ask! This includes OJT!!!

Participation in outside musical organizations such as youth orchestras, community bands, and the like, are encouraged. However, students will not be excused from W.T. Dwyer Band rehearsals or performances.

ACTIVITIES OF THE BAND

DWYER PANTHER MARCHING BAND

Personnel

- All Band 2-5 enrolled students

Activities

- Uniform Fitting
- Pre-Band Camp
- Band Camp
- After school rehearsals
- Football games, Pep Rallies, Parades
- Marching Festivals (FBA and others)
- Community service/Fundraising performances

CONCERT BAND

Personnel

- All Band 2-5 enrolled students

Activities

- Winter Concert
- Spring Concert
- FBA District and State Festivals
- After school rehearsals
- Community service/Fundraising performances

BEGINNING BAND

Personnel

- All Band 1 enrolled students

Activities

- Winter Concert (Possible)
- Spring Concert (Possible)
- Occasional after school rehearsals

JAZZ ENSEMBLE

Personnel

- Membership is open to all students enrolled in Band II or higher or select non band students to fill instrumentation needs.

Activities

- Winter Concert
- Spring Concert
- FBA District and State Festivals
- Spaghetti Dinner & Silent Auction
- Community service/Fundraising performances
- Graduation performance

THE COLOR GUARD

Personnel

- Members selected by audition

Activities

- Winter Concert
- Spring Concert
- Pre-Band Camp
- Band Camp
- After school rehearsals
- Football games, Pep Rallies, Parades
- Marching Festivals (FBA and others)
- Winter Guard Festivals (FBA and others)
- Public service/Fundraising performances

MARCHING BAND – PHYSICAL EDUCATION

Marching Band is strenuous physical activity and is counted as a physical education credit. Since we include Marching Band as a part of our curriculum at Dwyer, students receive a PE credit for a year's participation in band. It counts as a PE credit for the "Team Sports" class.

SEE YOUR GUIDANCE COUNSELOR IF YOU HAVE ANY QUESTIONS.

SCHOOL OWNED INSTRUMENTS AND EQUIPMENT

Each student who uses school-owned instruments/equipment is completely responsible for the care of the instrument/equipment. Lost or damaged items shall be replaced at the student's expense. Before school-owned items are checked-out, a check-out form must be filled out and filed with the Director. Students must return any school-owned item at the Director's request.

LOCKERS

Personal lockers and locks will be issued at the beginning of the school year. These lockers must be kept neat. Personal items may be stored as long as the locker is kept organized. Decorations inside the locker are permitted as long as they can be COMPLETELY removed. NO stickers of any kind are allowed.

Lockers should be locked at all times. These lockers are designed specifically for instrument storage and will not withstand excess weight. Please do not sit in the lockers as the parts will be extremely difficult and expensive to replace. Damage to lockers will be paid for by the student.

UNIFORMS

Uniform presentation is a very important part of band. It is important that members present themselves with dignity and treat their uniforms as a visual extension of their performance. An inspection of all uniforms, rehearsal dress, shoes, instruments and equipment will be conducted prior to each performance or rehearsal. Students who have dirty, missing or incomplete items may be subject to a grade cut for that event and will be restricted from performances if inspection violations warrant.

Any Uniform or equipment that is left in the band room improperly stored or lost is the financial responsibility of the student.

Marching band members are assigned uniforms and hats before school starts. Each student who uses a school-owned uniform is responsible for any loss of damage to his/her uniform. Replacement cost is \$450.00.

Any items not stored at school are the responsibility of the student who must keep them cleaned, in good repair and ready for performance.

Marching band and guard students have the opportunity to order warm-ups, baseball caps, marching shoes, Guard uniforms, gloves, etc. before school starts. Black socks are required. Such accessories are the financial responsibility of the student and are not to be stored at school. Lost or damaged items due to student neglect shall be replaced at the student's expense. Any student who fails to properly care for or properly put away any uniform item may be issued demerits as appropriate.

Concert band members must wear a white shirt and black jacket, pants, socks and shoes. Girls may wear a black skirt or dress.

Jazz band members are required to wear black shirt, pants, socks and shoes with a red tie.

It is the responsibility of each student to bring everything they need to each performance.

ALTERATION OF UNIFORMS

Occasionally uniforms need to be fitted to the student they have been assigned. More specifically, the length of the pants.

NO MATERIAL MAY BE CUT FROM THE UNIFORM!!!

Turn the material under and tack it up for the correct pant length.

BAND LEADERSHIP

OFFICERS

Drum Major

Captain

Librarian

Equipment Managers (2)

Guard Captain

Percussion Captain

OFFICER RESPONSIBILITIES

Drum Major

- Take charge of the marching band during rehearsals and performances, especially if the director is not present.
- Assist the director during outside rehearsals.
- Assist the director with administrative work.
- Work with the band captain to maintain positive student/officer relations.
- Place the band program high on their priority list.
- Promotes positive school spirit.
- Delegate jobs to band members for disciplinary matters.

Band Captain

- Schedules all officer meetings, and is in charge of the proceedings of the meetings, including content, officer relations, and attendance.
- Attends all band booster meetings to represent the band student body.
- Assists the director with administrative work and some indoor rehearsals.
- In charge of delegating jobs to all other officers, makes sure all assigned jobs are completed.
- The liaison between the band members and the director.
- Promotes the guard in the school and at large.

Librarian

- Record events and happenings of the bands.
- Compile a yearly scrapbook.
- In charge of organization, distribution and collection of music.
- Assists the band captain.
- Maintain a clean and orderly music library.
- Update music filing system on a regular basis.
- Responsible for music collection, transporting and distribution on all performing trips.

Equipment Managers

- In charge of equipment truck and lockers.
- Assists with the data input and collection of the band contracts.
- Assists the band captain.
- Responsible for up keep of storage room in band room.
- Load and unload the equipment truck.

Guard Captain/Percussion Captain

- Take charge when the director/sponsor is not present.
- Assist the sponsor/director whenever needed.
- In charge of motivating the squad and keeping them on task.
- The liaison between the students and sponsor/director.
- Promote the guard and/or percussion in the school and at large.

Guard Co-Captain

- Assists the sponsor and Captain with various duties and tasks, including record keeping and equipment usage.
 - In charge of demerit/merit record keeping.
 - In charge of equipment distribution and storage of ALL auxiliaries.
 - Work with the auxiliary's captains and the directors.
 - Take charge with the director/sponsor is not present.
 - Assist the sponsor/director whenever needed.
 - In charge of all equipment inventory and checkout lists.
- Promote the guard in the school and at large.

Final Word About Officers

All officers may be asked to perform other duties not listed. They must learn how to delegate jobs to band personnel; this is the key to being a successful officer. It is up to the officers to set the example of a role model. It is an honor and a privilege to have been selected as an officer, and they are expected to fulfill their duties. In the rare event that an officer fails to uphold the responsibilities and standards listed, he or she may be demoted and/or replaced.

All officers are responsible to help load and unload the equipment truck, to make sure the room is clean and in order after each and every function. This would mean rehearsals, football games, competitions, parades, and concerts here at school.

Officers are to make sure all equipment gets back to the band room after a performance in the school auditorium.



BAND HANDBOOK AGREEMENT

I, the undersigned student, accept membership in the W.T. Dwyer High School Band. I understand that I am responsible for all policies as set forth in this booklet. I fully agree to carry out my responsibilities to the best of my ability. I understand that these guidelines will be handled at the Director's discretion and the Director has the final approval in all situations.

Student Name (print)

Student Signature

I, the undersigned parent/guardian have read and understand the policies set forth in the Band Handbook published online at www.dwyerband.org. I also grant full permission for my child to be an active member of the W.T. Dwyer High School Band. My signature below constituted consent for my child to be transported in vehicles authorized by the school to participate on all trips and activities in which the band is engaged during the 2017-2018 school year. I shall not hold the school or teacher responsible in case of an accident as I feel assured that the maximum attention will be given to all safety precautions.

I understand that a medical release form must be signed and notarized before my child can participate in any Panther Band activity. This gives the director permission to have my child treated for injuries if they occur and I cannot be contacted.

I understand my child's financial obligation (fair share) to the program is a requirement of membership. This financial obligation can be paid outright or through fundraising. If I cannot pay it outright I will encourage and assist my child with fundraising. Failure to meet my child's financial obligation will result in their being placed on the obligation list with the school until the balance is paid in full.

Parent Guardian Name

Parent Guardian Signature

_____/_____/_____
Date

Parent/Guardian Name

Parent/Guardian Signature

_____/_____/_____
Date