

# Membership Handbook



*Royal Regiment*

SPHS MARCHING  
PALADINS

**2021-2022**

Dear South Plantation High School Band & Color Guard Members, Parents, and Guardians,

We would like to take this time to welcome you into our family. The purpose of this handbook is for you to become familiar with the procedures and expectations of each member of our organization. We hope to help instill a sense of pride and understanding of the traditions we have here at South Plantation. By joining this organization, you have now exposed yourself to an array of opportunities to grow as both an individual and as a musician.

During the fall season, our program primarily features our marching band. This ensemble performs during the halftime show during home and away football games, parades, competitions, charitable events and consistently receives top ratings at the annual District FBA Marching Performance Assessment.

Winter welcomes our concert season which features our Concert Band, Jazz Ensemble, Pit Orchestra and Winter Guard. We host an annual Performing Arts Prism Concert that features all elements of our performing arts program in a continuous 360 concert in December. Our concert season continues into the Spring, where we perform at many FBA sponsored events. Our students have shown a great deal of success at State and District Performance Assessments, as well as State and District Solo and Ensemble events. South Plantation also offers one of the few student pit orchestras in the county that provides music for the school musicals each year.

Altogether, the South Plantation High School Band Program consists of hard-working students, a supportive administration, and dedicated staff members and directors. We maintain a great working professional relationship with many organizations throughout the county and school. We assure you the rewards gained from membership within our program are immeasurable.

This handbook is intended to provide a convenient source of information for members, parents, guardians, staff members, and administration. We have tried to cover all aspects and offerings that we provide within our program. All students, parents, and guardians **MUST READ** this handbook in its entirety, then sign and return the participation contract provided on the last page. All members will be expected to understand and abide by all rules, procedures, and regulations set forth in this handbook. We must work together in order to achieve success and enjoy the experiences we create together as an organization and as a family.

Sincerely,

Monique Green  
Director of Bands  
South Plantation High School

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## **INTRODUCTION**

The South Plantation High School Music Department is dedicated to providing outstanding musical experiences and opportunities to its students while helping them grow into responsible, mature adults. To make these experiences successful, we require discipline, organization, and commitment to the program. Being a part of the band is to be an honor and students will be expected to help serve as role models for the school and other organizations within it. As a result of our high expectations, discipline, leadership, and social opportunities, the students can develop valuable life skills such as a positive self-image, time management skills, confidence, poise, responsibility, and loyalty as well as the musical abilities needed to be a successful musician.

Our goals for the program include:

- To provide a comprehensive knowledge of music through the performance, creation, and promotion of music.
- To provide an environment that promotes and encourages life-long learning and personal, as well as professional, growth.
- To create an environment that provides all students with a sense of community and loyalty to an organization bigger than themselves.
- To provide an opportunity for students to develop as disciplined, organized, and mature adults.
- To allow students to express themselves in a different, creative manner through the means of music.

The importance of **discipline, attitude, loyalty, and respect** within a program such as ours is significant. Every member is a key person in obtaining success in the challenges we face and the goals we set for ourselves as an organization. Each member has to display each of these characteristics at the highest level and dedicate many hours of their time to build the program and maintain the standards established by previous members. Through this, students will also gain lifelong friendships and life skills that they will carry with them throughout their entire lives.

## **ELIGIBILITY**

State Law and the Broward County School Board require that each student participating in a competition or Festival/Evaluation must maintain a GPA of 2.0 or higher the previous grading period or at the time of participation in order to participate in that Music Performance Assessment or Competition. SB 92 revises provisions relating to the grade point average required for 9<sup>th</sup> & 10<sup>th</sup> grade student participation in interscholastic extracurricular student activities and requiring a contract to be executed upon a student's falling below the required cumulative GPA.

## **PROGRAM OFFERINGS**

The Performing Arts Department at South Plantation High School is one of the strongest and most active organizations on campus. We provide a large array of opportunities for our students both within the classroom and through extracurricular activities.

Marching Band – The Marching Band is an extracurricular performing ensemble that meets after school and requires director approval for participation. This group is only active during the fall season and participates in weekly football games and various local parades. Rehearsals are held during the evening hours usually twice a week with games on Friday. The marching band also participates in the FBA Marching Band Performance Assessment and various competitions throughout the season.

Concert Band – The Concert Band is a co-curricular performing ensemble that meets both during school hours and after school for rehearsals and performances. Membership in this ensemble requires director approval. After school activities are not optional and are included within the student's class grade per State Standards. Honors credits are also available for students within the concert band willing to fulfill additional requirements such as Solo and Ensemble, honor band auditions, etc.

Pit Orchestra – The Pit Orchestra performs with the drama department in their annual musical productions. Pit Orchestra, depending on demand, is either director selection or an audition-only ensemble. This group has a rigorous rehearsal schedule and requires a commitment at the highest level.

Color Guard/Winter Guard – Membership in this group is by audition. This ensemble is a visual and dance group that performs with the Marching Band as well as separately for various auxiliary events in the Spring. Members are instructed by professional staff in the skills of dance, flag, sabre, and rifle technique. This group rehearses in the evening hours usually twice a week.

Jazz Ensemble – This unique performance opportunity explores the world of jazz, emphasizing solo playing and improvisation techniques. This ensemble rehearses immediately after school usually twice a week and requires performances several times throughout the year.

Programs availability may change depending on student enrollment or budget requirements.

**FAIR SHARE**

The Broward County School System provides basic financial support for the music programs in the county, but most of the responsibility for meeting the needs of the program rest on the shoulders of its members and parents. The SPHS Band and Color Guard program has always believed that all students should have the opportunity to participate because music is for everyone. At the same time, we must balance the financial burden of running a program as successful and enriching as this. **No one will be denied participation because of financial hardship, but everyone is asked to help.**

The Fair Share amount for the 2021-22 school year is \$350.00. This Fair Share does not include Solo and Ensemble fees. Fair Share is due by August 9<sup>th</sup> unless a payment plan is submitted. Any money not paid by March 9<sup>th</sup> will be submitted to the school as an obligation unless an alternative payment plan has been arranged. The Fair Share breakdown is as follows:

Clinicians	\$80.00
Drill Music & Props	\$80.00
Uniform Rental & Maintenance	\$40.00
Travel & Transportation	\$50.00
Repairs	\$40.00
Competition/Festival Registration	\$40.00
Band Camp (s) & Events	\$20.00
Show Shirt "Our Thank You"	-
<b>Total:</b>	<b>\$350.00</b>

Program needs may change as the season takes place. If needed, there is a possibility that funds can be redirected from one category to another to meet the needs of the program.

The following items can be purchased separately from the Booster Store

Dri fit shirt

\*Black Under Armor / Body tights (limited)

\*Dinkles / Jazz Shoes (limited)

\*Gloves (musicians black / guard tan)

Cap

We expect and need all parents to give at least 24 hours of service each semester, while many give much more. Please note, however, that volunteering does not relieve parents or students of the fair share responsibilities. Students and parents who have financial difficulties will need to speak to the directors or the Treasurer. Fundraisers and payment plans will be available to ensure that ALL STUDENTS who wish to participate in the South Plantation High School Band program will be given the opportunity to do so.

## **STUDENT ACCOUNTS**

Accounts are provided to members of the program to facilitate the payment of trip fees, honor ensemble fees, banquet tickets, and even the fair share. Certain fundraising activities allow for a percentage of the profits to be distributed into student accounts. Students who do not participate in these fundraising events do not reap the benefits of the Student Account system.

The Director reserves the right to debit a student account for any monies owed by that student. All remaining money at the end of the school year will automatically roll over into the next school year. If the student drops out or graduates from the program, the money remains in the program, or he/she may request a transfer to a sibling who may be continuing in the program. Funds cannot be transferred to non-family members. Please remember that money collected in the name of the program belongs to the program if you do not use it. All students will receive access to their individual account via Charms software.

## **CALENDAR**

The official calendar will be maintained on the SPHS band website. Please check this site for additions and changes and put all dates in your planner for easy referral. If you would like to be synced to the calendar, please email: [sphsbandparents@gmail.com](mailto:sphsbandparents@gmail.com) Grading is partially based on attendance at events listed in this official calendar, so be sure you check it often. If you don't have internet access, ask us for a printed copy.

## **WEB SITE**

The official web site of the South Plantation High School Band Program is **[www.sphsband.net](http://www.sphsband.net)**. We have worked hard to make this a comprehensive site that includes the latest news, accomplishments, a calendar of upcoming events, pictures, documents, audio, and more. Please visit the web site and register your e-mail with us so we can get news out to you as soon as possible.

## **PRIVATE LESSONS**

Private lessons are the key to developing an outstanding musical organization. Students who study their instrument privately with a professional show rapid improvement in individual musicianship. As these students improve, their excitement toward practicing increases, and they continue to improve and become a stronger contributor to the overall success of the program. The Director will assist you if you need help finding a private instructor.

## **OFFICE INFORMATION**

Students are not to be in the office without permission of the Director. All rehearsal times are published well in advance; parents should not need a phone call to verify that we have dismissed on time. If there are any questions regarding the program, please do not hesitate to call our office at (754) 323-1968 and leave a message on voice mail for the Director. Your call will be returned as soon as possible.

## ATTENDANCE POLICY

Attendance at Rehearsals and Performances are 100% **REQUIRED** and **NECESSARY** for the program to be successful. All scheduled rehearsals and those announced with at least two weeks' notice are mandatory and graded components of the requirements for class grades. Only by prearranged plans may a rehearsal or performance be missed (this includes all sectionals, full ensembles, and special rehearsals). Other absences will be reviewed and dealt with according to circumstances surrounding that absence. All rehearsals and performances held after normal school hours are considered an extension of the school day and are treated as part of the class requirements. After school rehearsals and performances for Band are co-curricular as per the Broward County School Board and the DOE approved Florida School Music Association. They are NOT extra-curricular and cannot be considered as such to avoid its responsibilities. Please note that it is impossible to really "make up" a performance or rehearsal if missed. Make-up work is provided only to help "protect your grade," but no performance or rehearsal absence can truly be made up in terms of what it does to affect the CHEMISTRY of the TEAM. Just because you "know your part" does not justify any reason to miss a rehearsal or performance.

Punctuality is also an important issue for the South Plantation High School Band. We suggest always planning to arrive 15 minutes earlier than necessary to ensure that you will not be late. Remember our motto: Early is On Time, On Time is Late, Late is Unthinkable! If we are leaving the school for a performance and you are late by even one minute, you may affect everyone else on the TEAM in a negative way. PUNCTUALITY is a key word in this program. Always be early!

Unexcused absences during marching season may result in loss of your marching spot (placed on alternate status). We also are not tolerant of the ever-popular "three-hour illness." We understand that rehearsals, no matter which group, are not always easy, and that there will be times when these rehearsals conflict with homework, preparation for a test, social and personal time. Striving for perfection is the enduring legacy of our program. You must make every effort to be there with no excuses.

SPECIAL NOTE: If you are going to miss a rehearsal, Marching or Concert Band, Color Guard, or Jazz Band, excused or unexcused, or are going to be late, you **MUST** call the Band Office (754-323-1968) and let us know. There is a practical reason for this: You are a part of our family, and we like to know that you are always safe. Additionally, if you are going to be absent from a rehearsal or performance, you will need to complete an Absence Request Form and return it to the director or secretary. This form must be in our hands no later than two weeks prior to the absence, or the absence will automatically count as unexcused.



Please note that Doctor and/or Dentist appointments are NOT EXCUSED. We rehearse on a limited basis, and that rehearsal time is valuable to us as a TEAM. Please demonstrate your loyalty and understanding of this policy to the program by arranging your appointments AROUND rehearsals. Everyone will appreciate it.

### Excused Absences

- Death in the family
- Religious holiday
- Serious injury
- Wedding/Family Event
- Sick from school (not just staying home due to test or missed assignments – still need to call – we don't know why you are absent from school)
- Receiving a Nobel Prize for Music
- Receiving an Oscar for Best Soundtrack



### Unexcused Absences

- Doctor/Dentist Appointment
- Homework/Studying for a test
- Driving Exam
- Couldn't get a ride (Call us, we'll get you a ride.)
- Work (Post your band schedule at work so that they do not schedule you. Employers are not allowed to interfere with school.)
- Club Meetings
- Detention

Means of Communication: Students must make direct contact with the Director in order to excuse an emergency absence. That means they **must speak with the Director**. Voicemail, text messages, e-mails, etc. will not be considered acceptable forms of communication. Both the Director's office number and direct message via the Band app/Remind app will be provided to assist with the communication. If the student does decide to text message or email, they need to make sure they receive a **confirmation message** that it has been received. If you do not have this, it will not be excused.

## **REHEARSAL PROCEDURES**

We all look forward to the performance, but the SUPERIOR RATING or 1ST PLACE is achieved during the rehearsal. Rehearsals are mandatory for producing any fine organization; they are not called “for the fun of it,” but rather to perfect aspects of our program, be they Marching or Concert Band or Color Guard. All members will follow these basic procedures during all types of rehearsals:

- EARLY IS ON TIME, ON TIME IS LATE, LATE IS UNTHINKABLE! You are expected to be on time to each rehearsal. Tardiness will result in you not receiving full credit for that rehearsal, even if you are only a few minutes tardy. Excused tardies are certainly allowed, provided you have called ahead in emergency situations or provided prior notice.
- Students may become an alternate in Marching Band, may not be allowed to perform, or in extreme cases may be removed from the program if their participation, attitude, attendance, or behavior is not in the best interest of the program. If you are an alternate, you are still expected to attend all rehearsals and performances of the Marching Band and must pay fair share fees. (Excessive tardiness for marching band may result in the loss of your spot.)
- You must wear appropriate apparel for marching band rehearsals. Jeans are discouraged and flip-flops are NOT ALLOWED. We suggest dark colored shorts, a light-colored t-shirt, and sturdy sneakers that support your feet.
- No unauthorized playing of instruments outside the Band Room or going to and from the Practice Field. There are other classes and clubs at SPHS, and we must be considerate of others. Limit all playing to the Band Room or the Practice Field.
- Everyone who is participating in the Marching Band is expected to have a “dot book.” This is a small notebook in which you will store all information regarding your marching positions. This dot book must be kept up to date and brought to EVERY rehearsal. The dot book is an invaluable tool in helping clean our marching drill, especially since we do not rehearse as much as other programs.
- Your instrument, equipment, and other necessary equipment (such as pencils, drill charts, dot books, etc.) are required at all rehearsals unless otherwise instructed.
- Gum, food or drinks are never allowed in the Band Room or on the practice field during rehearsals. The only exception is water, provided it does not disrupt rehearsal. It is your responsibility to make sure that others follow this rule as well. Keep the Band Room clean and free of pests!
- All Broward County and School policies and rules are in effect during each rehearsal of the SPHS Band and Color Guard. Failure to follow the rules could result in school disciplinary action, including detentions, referrals, suspension, and even expulsion.

## **MARCHING BAND PERFORMANCE PROCEDURES**

- Football Games are PERFORMANCES! You must always act appropriately.
- All members are REQUIRED to travel together to and from all performances. If your parent wishes to take you home after a performance we have traveled to by bus, they will need to furnish the Director with a signed note to that effect, and they must find the Director before they leave to verify the pickup.
- All School and County Student Conduct Policies will be in effect during all functions.
- Public display of affection while with the program should be discreet and reserved and are not allowed in any regard while in uniform.
- When traveling with or representing the SPHS Band & Color Guard, always remain a proud, mature example of advanced musicianship. Careless actions can ruin travel opportunities for years to come.
- Band shirts are required under Band uniforms for every performance.
- Assigned buses will be boarded in an orderly fashion when instructed to do so.
- Before unloading from the buses, you must be in full uniform. After unloading, line up in formation quietly without playing instruments or talking.
- While entering the stadium, the Band will remain in line, quiet, marching to cadence or tap. Move to assigned seats, remain standing, facing forward in files at attention, until instructed to sit. Remain in your assigned sections unless given permission to move about.
- Do not play unless directed to do so. Have a good time, but please follow the rules. This is not personal practice time.
- Guests and relatives of Band members are not allowed in the Band Area unless they are chaperones.
- Always stay in FULL UNIFORM unless otherwise directed by Chaperones or Director.
- Water will be provided before half time and during the 3rd quarter. You may not accept food or drink from outsiders (including parents) for any reason (except medical).
- All Band and Color Guard members must be accompanied when leaving the Band area for any reason.
- Music folios and music lyres are required at all rehearsals/games. Music checks will be made.

- Be prepared to play at any time during the game. We are there to help support the team and the best way to accomplish that is to play appropriate music.
- When returning to school on buses, uniforms must remain on until dismissal at school.
- When entering the Band Room after a football game, there is to be complete silence and focus.
- Leave the Band Room neat and free from hangers and trash before leaving for the night.
- Uniforms/hats are to be hung and placed in the proper storage areas before leaving.
- Always remember to take items home (shoes, socks, caps). Do not leave them in your locker!
- Do not leave band shoes in the Band Room. They will become the property of the Band.
- Normal conversations in low voices are permitted on the buses. No singing, loud talking, chanting, or screaming is permitted.
- Chaperones are agents of the school and are due all consideration and respect from each member. Anyone being disrespectful to chaperones in any manner will be referred to the appropriate Administrator.

## **CONCERT BAND PERFORMANCE PROCEDURES**

- All members are REQUIRED to travel together to and from all performances. If your parent wishes to take you home after a performance we have traveled to by bus, they will need to furnish the Director with a signed note to that effect, and they must find the Director before they leave to verify the pickup.
- All School and County Student Conduct Policies will be in effect during all functions.
- Public displays of affection while with the program should be discreet and reserved and are not allowed in any regard while in uniform.
- Assigned buses will be boarded in an orderly fashion when instructed to do so.
- Before unloading from buses, you must be in full uniform. After unloading, line up in formation quietly, without playing of instruments or talking.
- Do not play unless directed to do so.
- Always stay in FULL UNIFORM unless otherwise directed by Chaperones or the Director.
- All Band members must be accompanied by a Chaperone when leaving the group for any reason.
- When returning to the school on buses, uniforms must remain on until dismissal at school.
- Leave the Band and Locker Rooms neat and free from hangers and trash before leaving for the night.
- Music folders, mutes, instruments, and all other necessary equipment are required at all performances. Absence of these may affect your grade for the performance.
- Uniforms, including bow ties and cummerbunds, must be hung and placed in the correct locations before leaving.
- Normal conversations in low voices are permitted on the buses. No singing, loud talking, chanting, or screaming is permitted.
- Shoes, socks, undershirts, and other articles of clothing belonging to the individual must remain in their possession or taken home. If anything is left out in the Band or Locker Rooms, it will be disposed of.
- When watching another ensemble's performance, students are expected to act in a respectful and mature manner. Slouching, talking, or using a cell phone is strictly prohibited.
- No student is to leave a performance until dismissed by the Band Director.

## LEADERSHIP

### Band Leadership Positions and Responsibilities

Band Captain – Oversees all officers and reports directly to the Band Director. While on the field, the Band Captain works with the Drum Major(s) by being an **exemplary** marcher and musician. After marching season, the Band Captain assists the Band Director with planning, recruiting, and the general well-being of the program.

Color Guard Captain – Oversees all Color Guard members and reports directly to both the Band Director and Color Guard Instructor. This person will run the Color Guard from a disciplinary and artistic perspective. After marching season, the Color Guard Captain assists with all Winter Guard functions and the general well-being of the program, including planning, fundraising, and recruiting.

Drum Major(s) – The most important position in the marching band is that of the Drum Major. This person is the leader on the field. The drum major exemplifies the spirit, dignity, and bearing of the entire band, and therefore should possess these qualities to the highest degree.

Section Leader – This is the person who will run each section, from a disciplinary, marching, and musical perspective. Ideally, this person is an upperclassman who has demonstrated leadership skills in the past; however, sophomores who have demonstrated leadership, maturity, and responsibility will also be eligible. To be considered, you must have exemplary attendance and behavior records.

Librarian – Responsible for the issue and maintenance of music and the music library. This position will require additional hours after school.

Secretary/Attendance Officer – Responsible for a variety of tasks involving the use of the band's computers, such as typing documents, maintaining the band/orchestra database, and running important errands. As this position will have access to sensitive documents, the applicant must be of the highest caliber, must demonstrate appropriate computer skills, should have reliable and flexible transportation, and must above all else be a trustworthy individual.

Historian – Keeps written records of band activities for the entire year, takes pictures and/or videos of special events, and oversees the Band Slideshow and Scrapbook.

**Please note: ALL LEADERSHIP POSITIONS are positions of authority. It is expected that members of all positions always provide an outstanding example for the rest of the program and maintain order and discipline during rehearsals, football games, and various performances.**

**IMPORTANT: Any member in poor financial standing with the Band Program WILL NOT be considered for a leadership position.**

## **AWARDS AND HONORS**

The Annual Awards Banquet will be held in late Spring. Awards and recognitions will be made for the many outstanding achievements within the Band & Color Guard program. Awards provide a basis for maintaining the quality and high standards of our program. Most awards will be presented based on participation in ALL aspects of the program, including attendance.

## **HONOR BANDS, FESTIVALS, AND ADDITIONAL ACTIVITIES**

All-State Band & Orchestra – Auditions held in September. All-State groups perform in early January. Student cost involved. Students who make All-State are the hardest working and most dedicated students in a program. Through much practice, they earn the right to be considered among the best high school players in the State of Florida.

Festival of Winds, Tri-State, UM Honor Band – Students apply through the Director. Each band is filled by recommendation. Festival of Winds (Tampa, sponsored by USF) and the UM Honor Band (Coral Gables, sponsored by UM) usually allow all classes, while Tri-State (encompassing students from the states of Alabama, Georgia, and Florida and sponsored by FSU in Tallahassee) allows only Juniors and Seniors. Student cost involved.

FBA Marching Band Performance Assessment – Held in late October. This is the biggest event during marching season.

All County Honors Ensembles – Audition Only. All-County groups include Band, Jazz Band, and Orchestra. These honor groups are generally held in November & January.

District Solo & Ensemble Performance Assessment – All members are eligible. The event is held in mid-February. Student cost involved. Students performing a solo must secure an accompanist; for more information, see the Director.

District Concert Music Performance Assessment – Evaluation of the band by judges in concert performance and sight-reading, typically held in mid-March.

State Solo & Ensemble Performance Assessment – Must earn a Superior rating at the District level performing a Grade 5 or higher. Usually held in late March/April. Student cost involved (accompanist, entry fee, and travel).

## **Band Parent Boosters- SPHS Band Parents, Inc.**

The Band & Guard program is supported by the parents in the form of a Booster Organization. All parents of enrolled students are entitled to be members of the Band Parents and are highly encouraged and warmly welcomed to join. According to our bylaws, the purpose of the Boosters is...

*To raise funds, support all activities and enhance the music education of the South Plantation High School Band and Color Guard, and to involve and keep informed the parents and community of activities and to solicit their support.*

The Parents and the families of the students play a large role in supporting the group throughout the school year. Fundraising is a core goal but chaperoning and assisting the band in performance and competitive events is also an important and much-needed contribution. Because of Broward County rules, the Boosters is an organization separate from the High School but sanctioned and supported by the Administration and Staff.

Meetings are ideally held monthly throughout the year, to provide all of the information of upcoming events, as well as answer questions. The Boosters have a Board of Officers which consists of a President, Vice-President, Treasurer, Secretary, Color Guard Representative and Vice President of Fund Raising. Officers are elected from the Membership at the end of each school year.

Committees are formed during the year as needed, made up of volunteer Parents. These important groups include the following:

- a) Fund Raising Committee
- b) Uniform Committee
- c) Band Camp Committee
- d) Chaperone Committee
- e) Gift Wrap Booth (GWB) Committee
- f) Banquet Committee

If you have questions or interest in volunteering opportunities, please contact us at [sphsbandparents@gmail.com](mailto:sphsbandparents@gmail.com)



**PARTICIPATION CONTRACT**

This contract must be signed by both parent and student. By signing this form, you state that you have read and understood the policies outlined in this Handbook and will abide by them. Please read each section carefully so that you fully understand what is expected of you by the Director of the SPSHS Band and Color Guard Program.

**Parent**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Email Address (Please **PRINT** clearly): \_\_\_\_\_

**Student**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Email Address (Please **PRINT** clearly): \_\_\_\_\_

Date \_\_\_\_\_

Return this form signed by August 10th. In addition, please take the time to register as a volunteer at [GetInvolvedInEducation.com](http://GetInvolvedInEducation.com).

Musically Yours,

Monique Green  
Director of Bands  
South Plantation High School