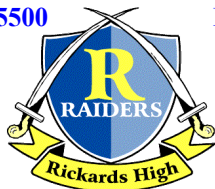


## **JAMES S. RICKARDS HIGH SCHOOL**

3013 Jim Lee Road  
Tallahassee, Florida 32301

**Tel: (850) 414-5500**

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**Dr. Deborah Barnes, AP – Curriculum**  
**Mr. Sam Striplin, AP–Administration/Discipline**  
**Mr. Chris Cowart, AP– Facilities/Attendance**  
**Mr. Andrew Thomas, Dean of Students**  
**Ms. Claudette Farmer, Athletic Director**

**Dr. Joe Williams, IB Coordinator**  
**Mrs. Melissa Cooper, AP Coordinator**  
**Mr. Earl Hankerson, AVID/CTE Coordinator**  
**Mrs. Victoria Williams, IB Dean**  
**Dr. Bryan Koller, Assistant Athletic Director**

### **Mr. Douglas Cook, Principal**

Greetings Parents,

My name is Emmerson Young III and I humbly serve as Director of Bands at James S. Rickards High School. This document serves as a comprehensive “How To...” all things band here at James S. Rickards high school. This document also serves as an agreement of acknowledgement and understanding of the contents of this document between the following parties: Student, Parental Guardian/Parent, and Director/Band Staff. Please see the last page of this document to acknowledge and sign. Membership within the James S. Rickards band program is contingent on the signing and return of the signature page.

Best,  
Emmerson Young III  
Band Director

## **Performing Music Ensembles**

### **Marching Raider Band (M.R.B)**

With the goal of establishing and maintaining band culture and school spirit, the Marching Raider Band (M.R.B) is the flagship ensemble of the James S. Rickards Band program. Marching Band participation is required for all students wishing to participate in other ensembles. Members of this ensemble endeavor to refine their musicality and physicality, discipline, build esprit de corps, and strive to embody the band's Good Word P.R.I.D.E: Perseverance, Respect, Integrity, Determination, and Excellence. This ensemble performs at Varsity football games, basketball games, pep-rallies, parades, and Marching Band Music Performance Assessment (MPA). Ensemble rehearsals occur after school.

### **Symphonic Raider Band**

Membership within this ensemble is determined by audition and/or director placement. Students will work to refine music performance fundamentals all while engaging in the performance of challenging but rewarding musical literature. The Symphonic Raider Band ensemble is a class and rehearses after-school. The Symphonic Raider Band performs in seasonal concerts, and Concert Band Music Performance Assessment (MPA).

### **Swingin' Raider Jazz Band**

The Swinging Raider Jazz Band and Combo is an audition and/or director placement ensemble. The band performs traditional swing, be-bop, funk, Latin arrangements, and original compositions. Students will work to refine music performance fundamentals within the jazz idiom and perform quality literature. Normal rehearsals commence with the conclusion of the normal marching band season.

### **Marching and Music Expectations**

All band members will be expected to be able to execute all Marching Band techniques at any point in the season. This includes marching and playing, dancing and playing, dance and flag technique. All music is expected to be memorized in a timely fashion from which it was provided to each student. At any point in time, the director or assistant director may assess any member of the band on anything previously listed and decide whether student is performing up to the standard. If student is not up to standard, he/she will be removed from his/her field position. The student is expected to take necessary steps to be musically and physically up to the standard to demonstrate to band staff.

**Chain of Command**

Band Staff

Drum Major

Band President

Sectional Leader

**Student Committees**

Equipment/Hydration

Uniform

Media & Communications

Recruitment/Show Planning

## Rules and Expectations

**Membership within the James S. Rickards band program is a full-year commitment.** Instrumentalists must complete the entirety of the Marching Band season and Concert/Jazz band season to maintain membership within the Rickards band program. Auxiliary members must complete the entirety of the Marching Band season and Solo & Ensemble season to maintain membership within the Rickards band program.

### Attendance

**Attendance is mandatory to all rehearsals and performances unless otherwise noted.** Each band member will be given a calendar of all band activities when received, please be aware of the performance dates, and plan accordingly.

Excused Absences Include:

- Extreme personal illness with Doctor's Note
- Family Health emergencies verified by family
- Academic Extra-Curricular School conflicts approved by the Band Director in advance
- Required Religious observances with advanced notice

The Band Director should know about any conflicts at least one week prior to the event in question. The best method of communication would be via e-mail, Remind or through phone contact, preferably by the parent or guardian of the student. *Note:* Even if the director is informed about the conflict with ample time, it does not guarantee that the absence will be excused.

The opportunity for performance of any kind is contingent on the student's attendance of the rehearsal in preparation of the performance and execution of performance techniques.

Rehearsals and performances make up a sizable portion of each student's grade. Since band is a performance – based class, unexcused absences from rehearsals and performances will lower a student's grade. A calendar of events is available on the website and updated as soon as dates are available. Vacations, hair appointments and other personal events should not be scheduled on rehearsal and performance dates.

Director and/or band staff members reserve the right to prohibit the performance opportunity of all students who are unable to adhere to the protocol established in the above paragraphs. Consequences for repeat offenders of the established protocol include but are not limited to performance opportunity loss, demotion/removal of leadership position, dismissal from the James S. Rickards band program without eligibility to return the following school year.

If a student quits the Rickards high school band program before the completion of a school year and/or does not fulfill his/her commitments to the Band Program, under no circumstances will the student be allowed to return to the program at any future time. Being a part of the Rickards High School Band program is an honor and a privilege. Each student should fully execute their commitment.

### **Student Code of Conduct**

All students within the band are subject to the Leon County schools student code of conduct. Band staff will act in accordance with Leon County school policy while also adhering to the band's disciplinary protocol. Student violation of the rules and expectations within the Leon County school student code of conduct can result in permanent or temporary removal from the Rickards band program at the discretion of the Band Director.

### **Band Disciplinary Protocol (Strike System)**

**Major infractions:** One (1) major infraction can result in the permanent or temporary removal of the student from the Rickards band program (at the discretion of the Band Director), parent contact, and referral issuance.

Examples of major infractions include but are not limited to:

- disrespect towards band staff or instructional personnel
- disruption or obstruction of the orderly educational process
- defacement or destruction of school property
- interference with, or intimidation of, school personnel by threat or actual force or violence or creating a hostile environment that includes harassment
- interference with, or intimidation of other students, by threat or actual force or violence
- behavior that is inappropriate or detrimental to the welfare or safety of other students including fighting on school grounds or on a school bus, at a school bus stop or while participating in a school-sponsored function or activity

**Minor infractions:** Three (3) minor infractions equate to one (1) major infraction which can in-turn result in the temporary or permanent removal of the student from the Rickards band program (at the discretion of the Band Director). Every infraction will result in parent contact.

Examples of minor infractions include but are not limited to:

- tardiness (without advanced notice)
- unexcused absence
- improper performance or rehearsal attire
- improper use and/or care of band equipment
- refusal to adhere to the band chain of command

### **Grading Policy**

Grading will be based on the following criteria:

- Assessments: 70%
- Classwork/Homework: 20%
- Approaches to Learning: 10%

### **Uniform Policy**

1. Uniform must be worn in its entirety or not worn at all. No crocs or unapproved footwear should be worn with rehearsal or performance attire unless prior approval from the band director.
2. Black socks must be worn with the instrumental attire
3. No piercings or jewelry should be worn by instrumentalists during performances
4. All jewelry worn by auxiliary must be in compliance with the squad uniform
5. Natural, nude, or pearl short color nails only
6. Natural color hair only
7. All hair must be tucked in the uniform hat or braided down neatly.
8. Only prescriptive lenses, no sunglasses during performances (preferably no transition lenses)
9. No black part of uniform jacket or pants should be showing (button inside for proper length)
10. Uniforms and instruments must be turned in after every performance unless otherwise notified by the band director.
11. Do not wear performance attire outside of performances (This includes shirts, shoes, hats, shorts, and warm-up suits).

### **Concert Band Attire**

All-black business professional dress is concert band attire. The uniform dress code above does apply to the concert attire with one exception. Appropriate jewelry may be worn.

### **Marching Band Rehearsal Dress Code**

#### **What to Wear:**

- Shorts or Sweatpants - No jeans
- T-shirts - light colored; tank tops; and sleeveless shirts. No sports bras unless covered by a shirt and No bikini tops. Bringing an extra t-shirt to change into is highly recommended due to rain and/or sweat.
- Athletic Shoes and Socks - No Sandals, flip-flops, crocs.
- Hats - highly recommended.
- Sunglasses - highly recommended.
- Sunscreen

#### **Things to Bring:**

- Music Binder
- Pencils - Sharpened with eraser.
- Water Jug - no caffeine or carbonated or high sugar drinks, as these will dehydrate you.
- Instrument - You can't practice without it
- Behavior and Manners!

**Football Game Protocol**

- After dressing into the marching uniforms, all members will be inspected by their sectional leader(s) and prepare for run-through and dismissal to performance.
- The Raider Band will march in two single file lines into the stadium before the game to a drum line cadence. Do not allow spectators to break the rank of the Raider Band. Ask them politely to wait until all members have passed.
- Band members will file into the stands into their appropriate sections and remain at attention until instructions are given by the Drum Major(s).
- Non-band members (including parents) are not allowed in the band section of the stands.
- Band members are not permitted to bring refreshments into the stands.
- The band plays their field show as half-time entertainment. Usually, the visiting school band performs first. After half-time, the students are normally given a break from performance, but must be back in the stands by the end of the 3rd quarter.
- Band member conduct should be professional for the duration of the game. Individual playing or beating of percussion equipment is not permitted. All students must maintain performance posture and etiquette.
- Raider band members are expected to treat opposing spectators, band members, and parents with respect.
- After the completion of the game, the Raider Band will perform the Alma Mater for the football team and crowd.
- At games the Raider Band will then line up and load the buses, ride back to the band room, turn- in their uniforms, get final announcements and dismiss as a group.
- All instruments, music, uniforms, and equipment must be put away properly before leaving.
- Students are not allowed to leave from football games until formal dismissal unless the director receives a written request from the parent or guardian of the student prior to the game.
- Our appearance and behavior are important to the overall image of James S. Rickards high school and the Rickards Raider Band program. Please adhere to uniform guidelines and instructions from student leaders and staff.

### **Battle of the Bands, Festivals, and Field Trips Protocol**

- Report time for all Battle of the Bands and festivals will be posted in the Band Room and on the band website as soon as they become available.
- After dressing into marching uniforms, all members will be inspected by their Section Leader(s) and wait to be dismissed to assigned buses.
- Complete uniform is to be worn in public and/or in performance settings. You are representing Rickards High School and the Rickards Raider Band program.
- On buses, electronics are not permitted without headphones. During performance or while in performance settings, use of electronics are not permitted.
- Members may not change buses without permission.
- Any member who needs to depart a performance with his/her parent or guardian must submit a written request from their parent or guardian before departure. The parent or guardian must be present when the band member is picked up.
- Rickards Raider Band members and parents will receive an itinerary of activities prior to all major trips.
- Conduct of Rickards Raider Band members in public venues should be subdued and courteous. On overnight trips, members may not leave their rooms after the designated curfew issued by the Band Director or Band Staff. The Leon County Schools District Code of Conduct applies to all trips away from school, as well as on campus.
- Chaperones and Officers are to be obeyed and treated with courtesy and respect. They are delegates of the Band Director and Band Staff
- After returning to James S. Rickards high school, members will dress out of uniforms and return them to the uniform room. Students utilizing Rickards Raider Band instruments and equipment must return all instruments and equipment to the proper storage places.



### **Student Eligibility**

Each student must have an overall GPA of 2.0 to perform in the band program. Any student who is given ISS will not perform in the next 1-3 band performances (at the discretion of the director). A student who receives OSS will not be allowed to perform in the next 1-8 band performances (at the discretion of the director). Please also refer to the student handbook for details on these policies.

A student who receives ISS or OSS may be taken out of any honor ensemble, such as All-County Band, All State Band, Tri- Band, Jazz Band, Solo and Ensemble, Marching MPA, and Concert MPA at any time before the event's completion. These ensembles are for the Raider Band Students who show great character, musical excellence, commitment, and respect for the student code of conduct.

Any leadership member who receives ISS more than once will be suspended for one year. Non- leadership members who receive ISS on more than one occasion will not be permitted to audition for any leadership position for the following year. Any leadership member who receives OSS will be immediately removed from the leadership permanently and will not receive the option of auditioning for leadership in any future year. Any non-leadership member who receives OSS will never be permitted to be on leadership (All at the director's discretion).

### **Financial Responsibilities**

Marching band is a co-curricular activity, which receives very little funding from the school system. All Marching Raider Band instrumentalists are responsible for \$300 band dues. Auxiliary members of the marching Raider Band are responsible for \$100 band dues. These funds help defray the costs of operating the band program, which include music, marching drill, instructors, transportation, food, and equipment.

Also, student musicians who rent school owned instruments are charged \$40 for instrument rental and maintenance for the duration of one academic school year. Student musicians will also be required to purchase any additional equipment required for their instrument, i.e. mallets, sticks, reeds, etc. Members of the Auxiliary will be charged for their uniform, plus additional items, such as gloves and shoes. Any senior with remaining balances on May 1st will not be able to receive diploma.

**Fee breakdown**

Florida School Music Association (FSMA) Dues -\$10  
Florida Bandmasters Association (FBA) Dues -\$10  
Florida Music Educators Association (FMEA) Dues -\$15  
Sheet music fair share- \$20  
Marching, Solo and Ensemble and Concert MPA-\$25  
Clinicians Fair Share- \$45  
Spats and Gloves-\$25  
Uniform cleaning - \$45  
Show Production - \$20  
Pre-Game Meal - \$20  
Accessories - \$65  
Total- \$300  
Instrument Rental fee \$40 (for students renting school owned instruments)

**Student/Guardian/Parent Responsibility** (for students using instruments and equipment property James S. Rickards high school)

- **Storage:** All equipment and materials must be kept in their proper storage location when not in use.
- **Maintenance:** Minor repair (any damage outside of normal wear and tear) is the ongoing responsibility of the student who uses the instrument.
- **Damage:** Equipment is to be used, not abused. Damages caused by fire, theft, accident, or abuse will be charged to the student.

**For your convenience we have developed a payment schedule:**

<b>Payments</b>	<b>Amount</b>	<b>Due Date</b>
1 <sup>st</sup> Payment	\$150.00	August 1
2 <sup>nd</sup> Payment	\$150.00	August 15

*We never want finances to be a reason why the child cannot be a part of the Rickards Raider band program.  
Parents of any student with financial difficulty must contact the director in advance to make financial arrangements.*

## **Personal Storage and Student Dismissal Protocol**

### **Student Personal Item Storage**

All members of the James S. Rickards high school band program are eligible for a personal band locker in the band room. Students are strongly recommended to claim a personal band locker for safe secure storage of their personal items. Students should not share a band locker with another band member. A student locker contract is available at the end of this document for the student to complete and return to Mr. Young.

### **Student Dismissal and Pick-up Protocol**

For the safety of all members of the James S. Rickards high school band program, student members will be dismissed as a group after every rehearsal or performance. Students and parents will be informed of the designated pick-up area before the conclusion of all performances. When performances occur on the James S. Rickards high school campus, student members must wait in the band room until the parent or guardian arrives to pick-up the student. Parents and guardians picking up their student must sign-out with a band staff member before departing with the student. Band members must be picked-up from the Black-Top (student parking lot behind the band room). Lastly, all band members should be picked up no later than 30 minutes after the performance and or rehearsal concludes.



## **Bullying and Harassment**

The James S. Rickards High School Band will not tolerate bullying and harassment of any kind. Any behavior that applies to the definition of bullying or harassment should be reported to the school and school protocol will be followed.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students, including: unwanted and repeated written verbal, or physical behavior, this includes any threatening, insulting, or dehumanizing gesture that is severe or pervasive enough to create intimidating, hostile or offensive educational environment; cause discomfort or humiliation; or unreasonably interferes with the individual's school performance or participation.

Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, written, verbal or physical conduct directed against a student.

Bullying and Harassment includes cyber stalking which means to engage in a course of conduct to communicate, or to cause to be communicated, words, images or languages by or using electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person serving no legitimate purpose, as defined by Florida Statute 784.048 (1)(d). Cases of cyber stalking will be reported to law enforcement.

# James S. Rickards High School

## Band Membership Contract

Please fill out, sign, and return to Mr. Young for official enrollment.

This contract certifies that the undersigned student and parent have read all information contained in this packet and understand its contents and the responsibilities of a full year of band membership.

**STUDENT NAME:** \_\_\_\_\_

**INSTRUMENT/SUBSECTION:** \_\_\_\_\_

**Student Email:** \_\_\_\_\_

**Are there any health-related concerns that we may need to know (asthma, allergies, etc.)**

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**PARENT INFORMATION:**

**NAME:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**ADDRESS:**

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**HOME #:** \_\_\_\_\_ **WORK #:** \_\_\_\_\_ **CELL#:** \_\_\_\_\_

**When is the best time to call you to discuss band business?**

\_\_\_ **ANYTIME!!!!** \_\_\_ **A.M.** \_\_\_ **P.M.**

**PLEASE CHECK ONE OR MORE OF THE FOLLOWING:**

**As a JSRHS Band Parent, I am willing to help with the following:**

\_\_\_ **Chaperone trips (football games, parades, solo and ensemble, performances, etc.)**

\_\_\_ **Concessions**

\_\_\_ **Fund Raising Activities**

# James S. Rickards High School Band

## LOCKER CONTRACT

By signing this declaration, I understand and agree that the use of any RHS Band locker assigned to me or chosen by me is subject to the following conditions:

1. Only students officially assigned to a locker have the right to use the locker.
2. All lockers are the property of the school and are assigned to students for their use for approved purposes only. All lockers are subject to periodic inspection.
3. The Band director and Leon County School District officials may, without prior warning, search property assigned for the student's use, including assigned lockers.
4. Security of a locker is the responsibility of the student/s assigned to the locker.
5. Student/s assigned to a locker may NOT switch lockers without the prior approval and signature of the band director.
6. It is the responsibility of the assigned student/s to keep the locker clean and orderly.
7. If the lock is broken, lost, stolen or damaged in any way after or during the student's term of use, the students will be assessed a \$20 charge to pay for that lock.

DO NOT KEEP VALUABLES in the locker (including money, jewelry, electronic equipment, etc.)

DO NOT KEEP CONTRABAND items, including weapons, illegal drugs, or alcohol, tobacco products, or pornographic materials in the locker.

DO NOT KEEP overdue books or misappropriated school materials in the assigned locker.

DO NOT DEFACE, damage, or otherwise misuse the locker. The student will be expected to pay for damages done to an assigned locker.

Note: This contract is valid for the entire time the student is enrolled in the Rickards High School Band program.

Print Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Band Locker Number: \_\_\_\_\_

Lock Serial: \_\_\_\_\_