



NORTHRIDGE
TUSCALOOSA

Band Handbook

Rick Ardovino, Director of Bands

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Policies for all Members

The following are a concise list of all regulations that all students involved with the Northridge High School Band program must follow:

General Rules

1. Respect others and yourself always.
2. Early is on time, on time is late, and late is unacceptable. Arrive early so that you may have your instrument, materials, or equipment ready in time for rehearsal.
3. Always perform to the best of your ability.
4. Adhere to all Northridge High School and Tuscaloosa City School policies.
5. Use of any alcohol or other illegal substance is strictly prohibited.
6. Chewing gum in the band room or during band activities is prohibited.
7. No food or drink allowed in the band room at any time.
8. The use of foul language, including but not limited to offensive words, phrases, or unkind statements and/or actions towards other band members is prohibited.
9. Phones are not allowed during rehearsal.

Attendance

1. Attendance for ALL band practices/events/performances/competitions is mandatory. Any absences must be approved by the band director two weeks in advance or disciplinary action will be taken.
2. Absences will only be excused in cases of sudden unexpected illnesses or family emergency. Any illness related absence should be accompanied by a doctor's note or it will be counted as unexcused.
3. All practices and performances are mandatory and any unexcused absence from a practice or performance may result in being placed in a non-performing status for the season or receiving a failing grade for the class.
4. Any other extenuating circumstances should be discussed with the band director.
5. Leaving events early or arriving late are counted as a tardy (see disciplinary policies)
6. If a student has any unexcused absences in each week, they will not be performing that week. This includes pep rallies, games, and competitions.
7. Excused absences will require an additional individual pass-off before the student is allowed to perform again.
8. If a student is disallowed from participating, they are still required to attend the event as a non-performer.

Rehearsal and Performance Dates

1. All rehearsal and performance dates (including band camp, after school practices, and football performance games) are available on the band app. All dates are subject to change or cancellation. You will be notified by your student, Facebook, or Remind 101 as soon as possible for any changes.
2. Specific itineraries for events, such as football games or parades, will be provided.

Pass-Offs

During the school year/marching season, all students will be asked to pass off sections of the performance for their section leader, captain, coach, sponsor, or the band director. These pass-offs are required and if a student does not complete them, they will not be allowed to perform. Pass offs are done individually and alone, exceptions will not be made. Leaders must pass off to the director or Drum Major.

Behavior

Students in the band program are expected to act as representatives of our school and program in and outside of band related activities. Any student that does not follow the rules and regulations set in our handbook or any instructions given by the band director, chaperones, or coaches, is subject to removal from the program.

Instrument Rental

Students may rent out an instrument for the duration of the academic year for an additional fee. The student may pay \$100 to rent out an instrument from our band. All damage sustained to the instrument will be billed to the student it is rented to.

Performance Appearance

During performances, our program is expected to be in uniform; therefore, all students must follow these regulations.

1. Hair color must meet TCS Code of Conduct guidelines.
2. Nails may only be clear colored.
3. No large or distracting jewelry.
4. Excessive visible body piercings are not to be worn during performances.
5. Any visible tattoos should be covered.

Concert Attire

Students are expected to wear provided tuxedo & dress during Concert band, Symphonic band, or Jazz Band performances.

Unacceptable attire includes T-shirts, jeans, tennis shoes or work boots, spaghetti straps, miniskirts, etc.

All students are to adhere to school dress code during concerts.

Leadership Team

- Student leaders will be expected to follow the criteria provided by the director to apply.
- Students are selected based on their interviews, try-out, and band director/sponsor recommendation.
- The band director analyzes the band program year-round and has sole discretion to decide which students will be on the leadership team.
- Students must reapply for a position each year. Having made the leadership team in a previous year does NOT guarantee a position the following year.
- Students on the leadership team are NOT rule-makers, nor are they to give disciplinary action.
- Laps are not considered disciplinary actions, and leaders are allowed and informed to when to give them.

- All disciplinary action will be handled by the band director and staff.
- Leadership team members are required to attend leadership camp, to be determined each year. Failure to attend will result in the student's position being revoked.
- Leaders are to act as model students, meaning they are the first two do the hard work before expecting others to do it first.
- Students trying out for a leadership position should do so to support the band, not as a pursuit of power over the program.
- Leaders do NOT make decisions about or changes to the show or music, unless asked to do so by the Band Director. Any leader that does this without permission will be immediately removed from their role as a leader.
- Leaders need recommendation form from all their teachers and an administrator.
- Leaders are required to have all music passed off before band camp starts.
- Failure to follow these rules will result in dismissal from their leadership positions.

TRAVEL POLICIES

Students in the band will travel throughout the year. When students embark on various trips, they will be expected to follow additional guidelines as described below.

Bus and Motor Coach Policy

1. Students and parents must sign the "Travel Agreement Form" available in the band room or on the band app.
2. Students must use the provided transportation when departing to and from each event unless approved by the band director.
3. All buses will be checked for attendance and will be assigned chaperones. All students are expected to treat chaperones with respect. Any disrespect will not be tolerated and will be subject to disciplinary action.
4. Band members, chaperones, directors, and staff are the only individuals allowed to ride the provided transportation.
5. All band members and chaperones are expected to follow the rules and regulations of our school transportation policy in addition to those policies laid out by any other third-party transportation company.

Required Materials

Students are expected to come to class, or rehearsal prepared with music, instruments, and all necessary supplies.

--Brass Instrument Supplies

- Proper mouthpiece.
- Slide grease, valve oil (or slide cream and water bottle for trombones), cleaning cloth.
- Other recommended supplies include a cleaning snake, mouthpiece brush, straight mute and cup mute.
- Method book for supplemental practice material.
- Pencil

--Woodwind Instrument Supplies

- Proper mouthpiece and ligature for that instrument.
- Key oil, bore oil and cork grease (where applicable), cleaning cloth and swab.
- Reed instruments should always have a minimum of four functional reeds and a reed case for storage.

- Neck straps for all saxophones, tuning rods for flutes.
- Other recommended supplies include small screwdriver(s), reed knife.
- Method book for supplemental practice material.
- Pencil

--Percussion Instrument Supplies

- Mallet bag with concert snare sticks, medium timpani mallets, yarn marimba mallets, and hard mallets suitable for xylophone or bells.
- Drum key
- Other recommended supplies include a larger variety of timpani and marimba mallets, pitch pipe, practice pad.
- Method book for supplemental practice material.
- Pencil

DISCIPLINE POLICIES

Attendance

1. Tardiness to rehearsal is unacceptable. Students with truancy issues will be subject to the same disciplinary actions listed in the TCS Code of Conduct.
2. After school practices are graded and required for all members of the band. Students that do not attend required after school rehearsals for any unexcused reason will be dealt with on an individual basis. Consequences include demerits, removal from performances, or removal from the program.
3. The band director has sole discretion to determine the necessary consequences for attendance violations.
4. Sitting out of practice/rehearsal due to continuous health concerns will require a doctor's letter to be excused. Otherwise, these instances will be counted as an absence or early leave from practice.
5. Doctors' excuses asking students to miss for extended periods of time must include specific dates, times, and specify a return date.
6. All attendance policies under "general rules" apply here as well.

Defiance/Use of Foul Language/Other Minor Offenses

Punishment for these offenses will result in demerits, removal from performances, office referral, or additional work assignments.

1. Foul language, hate speech, hurtful statements, or otherwise rude behavior towards others is prohibited.
2. Gossiping or bullying is strictly prohibited.
3. Students may, under NO circumstances, speak rudely or belligerently to the band director, coaches, sponsors, or chaperones.
4. For other minor offenses, students will be dealt with on an individual basis.

Major Offenses/Use of Alcohol or Illegal Substances

Major offenses will NOT be tolerated. Any of the following offenses are considered "major" and will result in immediate and permanent removal from the program.

1. Consistent rude behavior to a band director, staff member, or chaperone.

2. Use of alcohol or other illegal substances.
3. Use or possession of a weapon (knives, guns, etc.).
4. Refusal to follow instruction is prohibited - this includes refusal to help clean after a game.
5. Inappropriate/public displays of affection.
6. Use or possession of a vape.

In addition to the above offenses, any offenses listed in the TCS Student Code of Conduct also apply to the band program and will be addressed as specified in the Code of Conduct. Demerits from the band handbook list may also be issued for these offenses. Final decisions regarding punishments are left to the sole discretion of the Band Director.

Parent Expectations

1. Parents will bring their students to all scheduled rehearsals and performance events in a timely fashion.
2. Parents will ensure that the student's instrument is kept in pristine working condition with all necessary repairs and equipment.
3. Parents will support student achievement in The NHS Band & Visual Ensemble by observing and encouraging home practice.
4. Parents will ensure that all student band forms are completed as required on time.
5. Parents will support student achievement through attendance at concerts and performance events as often as possible.
6. Parents will communicate with the Director of Bands regularly to relay pertinent information regarding the student band experience and home concerns.
7. Parents will support the success of all NHS Band & Visual students through participation in the booster organization.
8. Parents will volunteer to help during performances and other events as often as possible.
9. Parents will refrain from gossip about students, faculty, coaches, or other parents in person or online.
10. Parents must refrain from making negative posts or statements about our program, sports teams, or other bands online.
11. Respect decisions made by the director and understand that decisions are made for the well-being of all students.
12. Understand that practices are closed and private.
13. Parents may not enter the school or practice field unless chaperoning or having set up an appointment with the director.

Marching Band

The following policies are an extension of the policies previously listed and will apply specifically to marching band.

Appearance

1. Students are required to wear t shirts and shorts during practices. Tank tops, spaghetti straps, jeans, and excessively short shorts are not allowed, and the student will be sent home with an unexcused absence if worn.
2. NHS show shirts must be worn during games, other black or similar looking t-shirts are not allowed and will result in disciplinary action.
3. When attending a school event as a band member, students must appear in full uniform (no partial uniforms are allowed). Full uniform includes hat, jacket, pants, gloves, specified marching shoes, tall black socks, and any other additional items for the specific performance.
4. Students must keep their uniform hung and protected in a garment bag when not in use.
5. Students must turn in all uniform pieces at the end of the season. Any pieces that are missing, damaged, or permanently stained will be billed directly to the student.
6. Students must wear long hair inside of the hat in a ponytail, bun, etc. Visual Ensemble must wear hair as specified for the performance.
7. Students that do not have all parts of their uniform will not be allowed to perform.
8. Students may not remove jackets during games unless instructed.
9. Students must always adhere to the NHS dress code.

Behavior

1. Students should be on their best behavior in the stands.
2. No eating while in uniform, and only water should be drunk while in the marching uniform.
3. Students may not allow members outside the band program into the band section of the stands or band room, this includes non-chaperone family.
4. Touch only your own equipment, unless told to do so by the director.
5. If an issue needs to be reported, seek help while following the chain of command:
 1. Section Leader
 2. Band Captain
 3. Drum Major
 4. Auxiliary Sponsor/Coach
 5. Band Director

Required Materials

- A binder for their sets and music
- A large water bottle (sodas and disposable plastic water bottles will no longer be allowed on the band field).
- All previously stated requirements for instruments (see previous “Required Materials” heading).
- Students need to know how to care for their instrument and how to diagnose problems with their equipment.

- Students are required to stay clean and hygienic. This includes smell. Please ask an adult if you do not have access to hygienic products (deodorant, toothbrush, etc.) and we will do our best to assist.
- All Students must bring water in a refillable jug. Any student caught drinking soda or any other beverage will be asked to sit out and will be counted as absent.

Band Camp Pass-offs

Members of the marching band are required to memorize their music and routines and perform them as a pass-off to be allowed to perform. This is mandatory for all members. See “Pass-offs” on page 3 for further clarification.

Visual Ensemble (Guard and Majorettes)

- All members of the Visual Ensemble, including guard, majorette, and dance line, are a part of the Band and therefore are expected to follow the same rules and regulations that are listed in this band handbook.
- Visual Ensemble members must follow and respect all rules and instructions given by coaches, auxiliary sponsors, and the band director.
- Visual Ensemble will be required to appear in full uniform during performances, which will be detailed by sponsors and coaches. Visual Ensemble attire requirements typically include, but are not limited to costume, jazz shoes, boots, makeup, and show-specified jewelry only.
- All members of the Visual Ensemble are expected to keep up with their own equipment for every performance.
- Making the team does not guarantee you a spot the following year.
- Visual tryout requirements will be provided in the band room during tryout season.

Required Materials for Visual Ensemble

- Water in a refillable jug
- Binders for sets/choreography
- Makeup (for performances)
- Flag bag
- Equipment (Flags, Batons, etc.)

Eligibility

To be eligible for the Marching Band, the following criteria must be met:

- Students must have all forms signed and turned in by the specified deadline.
- Students must be enrolled in a band class both halves of the year during the school day.
- All prior outstanding fees or other balances must be paid in full before the first current school year band payment is due. Visual ensemble must be caught up on all payments to be eligible to try-out.
- Any student who was dismissed from any band ensemble due to behavior problems, accumulation of excessive demerits, will not be allowed to audition for one full calendar year. Example: a student removed their freshman year would not participate again until their junior year.
- Upon sign-up, students’ names will be reviewed for disciplinary history and approved by administrators before they are allowed to participate.

Demerits

In addition to the prior stated disciplinary policies, Band and visual ensemble members are subject to a demerit system. An accumulation of 10 demerits will result in removal from the marching band and ineligibility to try out for an entire academic calendar year. Demerits are not removable and will remain on the students record until the next year. Each demerit also requires the student to run a minimum of two laps (coach/director's discretion). Students removed for any level 10 offence or class III violation will be permanently removed from all band programs and will not be allowed to return for any following year.

1 Demerit:

- Late for practice
- Improper uniform
- Chewing gum or eating in uniform
- Disrespect to student leader/refusal to follow leader instructions.
- Disrespect to a peer.
- Using a phone, headphones, or other electronic device during rehearsal, unless told to do so by the band director.

2 Demerits:

- Late for performance
- Inappropriate behavior/Profane language (coach's discretion)
- Leaving practice early
- Leaving a performance early
- Unexcused absence from practice
- Violation of school rules (write ups, etc.)

5 Demerits:

- Unexcused absence from performance
- Public Display of Affection
- Inappropriate post to social media
- Disrespect to coach, choreographer, or other adult
- Gossiping about another team member

10 Demerits:

- Drinking alcoholic beverages or using drugs, at any time
- Possession or use of a weapon
- Sexual acts
- Possession or use of a vaporizer(vape), Juul, or other device made for the purpose of inhaling narcotics or other substances.

In addition to these rules, all school rules listed in the TCS Code of Conduct apply. Any action by a student resulting in an out of school suspension will also result in removal from the program. Students must retain a passing grade in all classes to continue to be a member as well. Decisions regarding the assignment of demerits and the resulting punishments are left to the sole discretion of the band director and sponsors. Decisions regarding assignment of demerits and the resulting punishments are final.

The acknowledgement of this handbook acts as your agreement to all decisions made regarding the assignment of demerits and their resulting punishments.

Financial Obligations

At Northridge High School Mr. Ardivino and the staff strive to provide our students with the lowest possible cost while providing the highest quality experience. This can only be possible if students and parents understand and are willing to participate.

Marching Band

On the band website and in the band room, you will find a financial agreement form that lists in detail the payment obligations for the year and how funds are disbursed. Refunds will not be given for any reason. Students that are removed from the program are still billed for the whole season. Students that are disallowed from performing in the half-time show or at games or competitions will not be given a discount or refund.

All participants of the Marching Band must fill out a financial agreement form from the band website.

Fundraisers

In addition to the aforementioned costs, all parents/students are required to participate in 40 hours of volunteer work in the seatback program for UA. This is the only way to ensure costs stay low. If they are not able to participate, an extra \$200 must be added to cover expenses.

Instrument Rentals

Rentals are limited and not always guaranteed to be the highest quality. Students should consider getting their own instrument if they want the best quality of performance. For instrument purchasing suggestions, please contact Mr. Ardivino.

Additional Information

Contact

For any further questions or concerns, you can email the band director by using the contact form on the website, or by simply emailing him at eardivino@tusc.k12.al.us. You can also call the school and ask for the band room (this option is only available during school hours, when the school is open).

Forms

The following forms should be signed and returned to the band director. Due dates are listed online or on the forms.

1. Band Handbook Agreement Form
2. Travel Form
3. Financial Agreement Form

Band Handbook Agreement Form

We, both the parent/guardian and student, acknowledge and agree to abide by the terms, rules, regulations, and costs that are stated in the Band Handbook. We have thoroughly read this handbook and have no questions about any content. Furthermore, should we have any questions or concerns at any time, we agree to contact the band director immediately.

Student Name (printed): _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____