

NORTHWESTERN
STATE
UNIVERSITY

"THE SPIRIT OF NORTHWESTERN"

2008-2009

Handbook of

Policies and Procedures

26th EDITION

TABLE OF CONTENTS

About the “Spirit of Northwestern”	3
Mission Statement	3
Band Staff	4
Website	5
Announcements	5
Facilities	5
Attendance Requirements	6
Grading Procedures	6
Marching Band Rehearsals	7
How to Keep One’s Scholarship	8
Public Appearance and Travel	8
Uniforms	10
Social Fee	12
Use of University Instruments and Equipment	12

"THE SPIRIT OF NORTHWESTERN"

Through the years, the "Spirit of Northwestern" marching band has grown from 50 to over 300 members. Not only has the Demon Band grown in size but it has grown in reputation as well. You are now a member of one of the most exciting and best college bands in the United States.

The Demon Band is a success because of the desire of all students to excel in performance both on and off the field. There is a genuine "family" atmosphere that has always existed in the "SON". Each person is an important member of this family.

Each member of the "SON" will be held responsible for the information which is contained on the following pages. This information is crucial to the operating success of the band. Read the information carefully and feel free to discuss any questions with the Directors.

As a member of the "SON" you must realize that there is no substitute for EXCELLENCE!!!

The directors and staff look forward to working with you to make this the finest year ever for the Northwestern State University Bands.

2008 - 2009 Band Personnel

Director of Bands

Bill Brent
brent@nsula.edu

Associate Director of Bands Director of the *Spirit of Northwestern*

Kevin Richardson
richardsonk@nsula.edu

Associate Director of Bands

Ken Green
greenk@nsula.edu

Color Guard Coordinator

James Thomas

Administrative Assistant

Ladell Conley
conley@nsula.edu

Ensembles Secretary

Melissa Korn
kornm@nsula.edu

Drum Majors

Brittany Cook
Cameron Mayfield
Charles Potts

“SON” WEB SITE

www.nsula.edu/demonband

Every member must register at the band’s website to receive announcements via e-mail.

BAND ANNOUNCEMENTS

www.nsula.edu/demonband

Band members are required to go to the NSU Band Web site on a regular basis (at least before every rehearsal or performance). Announcements for the band will be posted on the web site weekly. The Directors may post information and directions on a daily basis, so make sure you check the website regularly. Band announcements will be posted on the CAPA Office Bulletin Board located outside Room 110. Band members are responsible for all information that is posted in the announcements.

BAND FACILITIES

The NSU Band Room is one of the most frequently used rooms in the CAPA Facility. Over 300 students visit this room on almost a daily basis during the academic year. Band members are expected to help keep the room clean and to throw away trash, etc. Lockers are provided for instrument storage and band members are expected to use the lockers that are assigned to them.

Music stands and chairs **SHOULD NOT** be removed from the Band Room at any time for any reason.

ATTENDANCE REQUIREMENTS AND GRADING PROCEDURE

Discipline is a vital part of any organization. Hence, the directors have established the following rules and regulations in order that band members have a clear understanding of exactly what is expected of them. Adherence to all policies is required. Failure to comply will result in grade reduction and possible loss of scholarship.

1. Grades are assigned by the directors on the basis of attendance at required functions (i.e. performances and rehearsals), attitude and level of performance.
2. The grade may be lowered for each unexcused absence according to the following:

No unexcused absences.....	A
1 unexcused absence.....	B
2 or more unexcused absences.....	F
Up to 2 excused absences.....	A
3 excused absences.....	B
4 excused absences.....	C
5 or more excused absences.....	F
Unexcused absence from performance.....	F
3. Three tardies will be equivalent to one unexcused absence.
4. Excused absences and tardies should be kept at an absolute minimum and avoided when possible. A maximum of two excused absences will be allowed without the grade being lowered.
5. All requests to be excused from band functions must be submitted on an absence card to the directors in advance of the rehearsal or performance for which the excuse is made. Absence or tardy excuse cards are located in the CAPA Office area (Room 110). After completing the card, the information should be placed in the appropriate box in the office.
6. In cases of severe emergency, excuse cards may be submitted no later than 7 days after the date of the absence or tardy.
7. No band members will be excused from band functions to take examinations without prior consent of the directors.

8. To notify the directors of an absence, call 357-6722. If there is no answer, please leave a message on the voice mail.
9. When absences or tardies are deemed excessive by the directors, the student's standing as a performing member of the "SON" will be re-evaluated.

MARCHING BAND REHEARSALS

1. Normal Marching Band rehearsals are MWF 3:00–4:50 p.m.
2. A typical rehearsal is as such:

2:55 p.m.	Drum Major blows whistle signaling all to fall into "block band" formation (hint: be early)
3:00 p.m.	Stretching (Section Leaders check attendance)
3:03 p.m.	Marching Fundamentals
3:08 p.m.	Move to "concert set" (arcs around the ladder)
3:10 p.m.	Playing Warm-Up/Music Rehearsals (as needed)
3:20 p.m.	Drill Learning/Show Preparation, etc.
4:45 p.m.	"Around the Ladder" (special announcements, etc.)
4:50 p.m.	Dismissal

(schedule within rehearsal times subject to change)
3. A band member is tardy if he/she is not in his/her assigned spot with all necessary materials at the 3:00 p.m. "Call to Attention".
4. Any band member arriving more than 15 minutes late MUST report to a director upon arrival.
5. Rehearsals on game/performance days are subject to the same tardy/attendance policies as the MWF regular rehearsals.
6. It is the policy and belief of the "SON" directors not to waste time. They expect "maximum effort in minimal time". To do this and, thus, achieve the best performance possible, please adhere to the following guidelines regarding punctuality:

To be *early* is to be on time.
To be *on time* is to be late.
To be *late* is to be left behind!

HOW TO KEEP ONE'S SCHOLARSHIP

A 2.0 GPA (per semester) must be maintained to receive a band scholarship or out-of-state fee waiver. You must **pass** 12 academic hours per semester (24 for the fall and spring semesters combined). Courses taken in the summer sessions do not apply toward keeping a band scholarship or out-of-state fee waiver.

As noted above, any band member who is tardy or absent an excessive number of times (as deemed by the directors) from rehearsals or performances will not receive any scholarship money or out-of-state fee waiver. If a scholarship or fee waiver has been received, the student will be billed for it.

PUBLIC APPEARANCES AND TRAVEL

The "Spirit of Northwestern" serves as the University's principal good-will ambassador and the excellent reputation of the past must be preserved and promoted in the future. The following guidelines are designed to establish a code of traditional conduct while in public or traveling.

1. The uniform is worn properly at all times, unless the directors designate a temporary flexible code due to unusual weather. Members should never wear a partial uniform unless permission is given. "Do-rags", hats, bows, bandanas and fraternity hats are **PROHIBITED** from being worn while in uniform. The official "SON" t-shirt must be worn under the band jacket. Failure to comply will result in the member not being allowed to remove the band jacket. Only NSU apparel is permitted with the uniform (i.e. hats, show gear, etc.).
2. Upon arrival at the destination, all members should remain on the busses until a staff member has signaled for unloading.
3. Members must remain in their stadium seating assignment until dismissed by the directors or drum majors. Restroom breaks are permitted under the following conditions:
 - A. The section leader is notified.
 - B. Members must travel in pairs.
 - C. Food and drink are not purchased or consumed.
 - D. Restroom breaks are limited to 5 minutes.
4. Members who become ill should report to a staff member immediately.

5. Any member missing the scheduled transportation is responsible for their own access to the dress rehearsal, the performance and the return home.
6. Smoking, chewing tobacco or consumption of alcoholic beverages while in uniform is **prohibited**.
7. Refrain from the use of foul or profane language while in uniform or while representing the "SON".
8. The playing of instruments in the stands is **prohibited** unless directed from the conductor's area.
9. When playing in the stand, all members must play when instructed to do so. It is each member's responsibility to be ready to play at a moment's notice. Have your music in order and easily accessible. In order to always be informed, keep an eye and an ear to the conductor's area at all times. Pass along information quickly (i.e. "Fight Song one!").
10. As a representative of the University, the band member must conduct himself or herself with the highest degree of integrity.
11. Cell phones are not permitted for use during a performance or while in the stands.

UNIFORMS

The “Spirit of Northwestern” marching band has two official uniforms.

Summer Band Uniform

The SUMMER BAND UNIFORM consists of the following items:

- Band Polo-shirt
- Purple Shorts
- White band shoes
- White “NSU” socks
- Band Visor

The Polo-shirt, shorts, and visor will be provided by the University.

The purple shorts are a uniform item and must be checked in after every game. The white socks and white band shoes must be provided by the individual band member.

The summer uniform is usually worn for performances in August and September and is issued prior to each performance. As a general rule, the uniform is required to be “checked-in” immediately after each performance, or by a date that is announced by the directors.

Formal Band Uniform

- Band jacket
- Band pants
- Cape
- Band hat with plume
- White gloves
- White band shoes
- Tall white socks (no skin showing while seated)

Prior to each performance, the uniform will be issued to students and is usually required to be “checked-in” immediately after each performance.

The uniform must be placed on the hanger in order of: Cape, Pants, Jacket prior to checking it in with the uniform staff.

Plumes will be issued one hour prior to line up on the day of the performance and will be collected immediately after the performance. The “NSU” socks, shoes and gloves are sold to band members by the Eta Pi Chapter of Tau Beta Sigma.

Ponchos

Official “NSU Band Ponchos” will be issued to band members when required due to inclement weather. Ponchos are the property of Northwestern State University and should be returned immediately after the performance to the NSU Band Room.

UNIFORM CHECK-OUT POLICY

1. Band members will check out and return their uniform to the Uniform Room at the designated times.
2. Band members failing to turn their uniform in on time will have a \$25 Hold placed on their NSU Student Account with each occurrence.
3. A list of band members failing to abide by the above guidelines will be posted each Monday following the use of the band uniform. Band members have until 12:00 noon on Tuesday to protest the records of the uniform manager by leaving a message for Mr. Brent or Mr. Richardson at 357-4522.
4. The complete uniform includes: hat, coat, cape, pants, name tag, plume, garment bag and poncho (when applicable).
5. **Uniform replacement costs:**
Coat: \$125; Pants: \$100; Cape: \$75; Shorts: \$50; Hat: \$50;
Plume: \$25; Poncho: \$25; Garment Bag: \$25; Hanger: \$10;
Name Tag: \$5.00.

IMPORTANT!!!!

STUDENTS WHO FAIL TO RETURN (CHECK-IN) THEIR UNIFORM AT THE REQUIRED TIME WILL HAVE A HOLD PLACED ON THEIR STUDENT ACCOUNT. EACH “HOLD” WILL AMOUNT TO A FINE OF \$25 AND MUST BE PAID BEFORE THE HOLD WILL BE REMOVED. STUDENTS WHO HAVE ACADEMIC “HOLDS” ARE NOT ALLOWED TO REGISTER FOR CLASSES OR TO RECEIVE OFFICIAL NORTHWESTERN TRANSCRIPTS.

SOCIAL FEE

A \$25.00 Social Fee is assessed each band member. This fee provides each band member with a band shirt as well as refreshments for parties, etc. The Social Fee is due at the first rehearsal of the fall semester. The Social Fee is non-refundable. **Band members who do not pay their Social Fee will have a “hold” placed on their student account.**

USE OF UNIVERSITY INSTRUMENTS AND EQUIPMENT

Northwestern State University is fortunate to be able to provide many of the “larger” type instruments for students who participate in the band program. Students will be issued an instrument on a semester to semester basis. The following regulations pertain to the use of University property:

1. The instrument will be issued in standard playing condition with a case.
2. Students are responsible for the instrument and must return the instrument in standard playing condition with the case. If the instrument is damaged, the student is responsible for paying for the repairs.
3. Should the instrument be lost or stolen, the student is responsible for paying the University. The insurance deductible fee is currently \$1000 (subject to change). Should the instrument not be valued at more than \$1000, the student is responsible for replacement value of the instrument.

IMPORTANT!!!!

STUDENTS WHO FAIL TO RETURN (CHECK-IN) THEIR INSTRUMENT AT THE REQUIRED TIME WILL HAVE A HOLD PLACED ON THEIR STUDENT ACCOUNT. EACH “HOLD” WILL AMOUNT TO A FINE OF \$25 AND MUST BE PAID BEFORE THE HOLD WILL BE REMOVED. STUDENTS WHO HAVE ACADEMIC “HOLDS” ARE NOT ALLOWED TO REGISTER FOR CLASSES OR TO RECEIVE OFFICIAL NORTHWESTERN TRANSCRIPTS.