

PACE HIGH BAND

2023-2024

STUDENT HANDBOOK



Pace High School Bands

Wind Ensemble, Symphonic Band & Concert Bands

The Pride of the Red, White & Blue Marching Band

Jazz Ensemble I and II

Pace Indoor Guard & Pace Indoor Percussion

Dear Students and Parents:

The absolute best time to become a member of the Pace High Band program is NOW! Your decision to become a member is guaranteed to have a positive effect on you for the remainder of your life.

Our organization is built upon a “Tradition of Excellence”. As a part of this great tradition, you will have many responsibilities and obligations to meet and uphold. You will be expected to attend ALL rehearsals and performances, practice individually, and conduct yourself in an appropriate manner both inside and outside of the band room. “Be Your Best” is one of our mottos.

The purpose of this handbook is to furnish everyone with a working knowledge of what is expected in *most* situations as a member of the Pace High School Band program. Please carefully review this entire document and sign the Band Student Contract (separate sheet). **The contract needs to be signed and submitted no later than August 1st, 2023.**

We are looking forward to another successful year within the Pace High School Band program! Please join us!

Sincerely,

Phillip Michanowicz

Phillip Michanowicz
Director of Bands

Victoria Donahoo

Victoria Donahoo
Associate Director of Bands

BAND MISSION STATEMENT

Our band takes great pride in everything we do. Our mission statement, which was written by the student leadership in the 1999-2000 school year, is quoted, followed, respected, and recited by the Pace Band at all rehearsals and performances. All students in the band need to memorize it, and, at least within the band program, live by it!

***“As members of the Pace High Patriot Band,
We pledge to be unified,
Have trust and respect for one another,
Communicate effectively and regularly,
Participate in all band events through our attendance
and personal sacrifice,
While keeping in mind our responsibility to maintain
professional standards,
and take PRIDE in all that we do.”***

CHARMS BAND MANAGEMENT - 2023-2024

Our full band calendar, finances, news items, documents, and contact information can be found and updated through our online band management system “CHARMS”.

- CHARMS is an online tool that is used to effectively manage and organize the “behind the scenes” activity that keeps our band program running.
- No actual program will need to be downloaded to your actual home computer. Everything is stored online!
- As dates become known, they will be added to the calendar, which is a “living document”, and available in an up-to-the-minute state on CHARMS.
- Any dates that may be added to the calendar will only be done so with ample planning time kept in mind.
- **This is YOUR responsibility.** Log-in early, frequently, and keep your log-in information in a safe place. ***If you have forgotten your password, email pacehsbands@gmail.com for a password reset.***

How do I log in to CHARMS?

It’s easy! Follow these simple steps!

1. Visit our band website, www.pacehsband.com
2. Click the “Resources” tab and scroll down to “CHARMS/Calendar/Online Payments”.
3. On this page, you can access the CHARMS login page by clicking the CHARMS logo. You can access your personal and financial information by clicking this logo as well (individual student password needed).

(If prompted) Our school code is: **pacehsband**

4. You can also access our Band Calendar by clicking on the band logo at the bottom of the page. Bookmark this page, since we are constantly updating and adding events.

Sync Calendar with your phone

You have the ability to sync our entire band calendar directly to your mobile device. THIS IS HIGHLY RECOMMENDED!

iPhone

1. Go into the Settings application
2. Touch "Mail, Contacts, Calendars"
3. Under Accounts, touch "Add Account"
4. On the Add Account screen, touch "Other"
5. Under Calendars, touch "Add Subscribed Calendar"
6. For the Server value, enter the URL of the public calendar:
<https://www.charmsoffice.com/charms/calsynct.asp?s=PaceHSBand>
7. Touch "Next" in the upper right corner
8. It will verify the server then show a subscription page. Change the description if you like.
9. Touch "Save" to save the subscription

Android

To sync with Android devices, you will need to use your Google account and have a Google calendar created.

In your Google calendar on a computer:

1. Under "Other Calendars" click the Add link
2. Select "Add by URL"
3. Enter the following URL:
<https://www.charmsoffice.com/charms/calsynct.asp?s=PaceHSBand>
4. Click "Add Calendar"
5. Google will begin to sync your calendar and it will appear on the screen
6. Click "Settings"
7. Change the long name of the new calendar to something you will remember such as "Charms Calendar"
8. Your phone should automatically be set to sync with your Google calendar.
9. On your phone: Click on "Calendar", then bring up the settings for the calendar. Click on Calendar Sync. You should see your google account listed already. Make sure Auto-Sync is checked.

If you have additional questions about using CHARMS at home, please email us!
pacehsbands@gmail.com

ENSEMBLES

Classes in this department will likely include content of a sacred and/or patriotic origin.

Marching Band

The marching band is the most active and visible part of the Pace High School band program. **All students in the band program participate in the marching band.** This includes wind instruments, percussion* and color guard. **Students must be enrolled in a band, percussion or guard class during the entire school year to maintain their membership.**

**Battery Percussion: Snare, Tenors, Bass; Front Ensemble: Mallet instruments, auxiliary percussion, cymbals, keyboards, bass, etc.*

Any student interested in enrolling in our Band HONORS course track should contact the Band Directors ASAP at the beginning of each school year. Certain qualifications are necessary before this will be permitted.

Wind Ensemble

The Wind Ensemble is the premier performing ensemble at Pace. Placement in this group is determined by audition and is limited to very strict instrumentation. Private lessons are encouraged for students wishing to perform with this ensemble. Morning and afternoon/evening rehearsals are to be expected in addition to class time.

Symphonic Band

The Symphonic Band has developed into an ensemble that rivals many “top” wind ensembles at other schools. Placement in this group is determined by audition. Morning and afternoon/evening rehearsals are to be expected in addition to class time.

Concert Band

The Concert Band functions as a band that enables students to develop higher levels of musicianship on their instrument, as deemed necessary through audition results. This class will stress the basics as well as work on appropriate levels of literature. Morning and afternoon/evening rehearsals are to be expected in addition to class time.

Jazz Ensembles and Combos

Anyone who plays trumpet, saxophone, trombone, percussion, bass, piano, or guitar are eligible for membership in these ensembles, providing they meet the minimum playing requirements necessary to be in the band program. Jazz Ensembles rehearse during the school day, and membership in this ensemble is *in addition to* your required concert ensemble class. Questions regarding our Jazz program should be directed to the Band Directors at pacehsbands@gmail.com

Color Guard

Membership in the Guard is determined by audition. The Color Guard is the only visual ensemble associated with the Pace High Band program. All color guard students are required to enroll in our color guard class which meets during the school day. Questions regarding our color guard program should be directed to Mrs. Rebecca Belveal at belvealrebecca@yahoo.com.

Indoor Color Guard (Varsity and Junior Varsity Ensembles)

This unit is made up of select members of the Guard. Members are chosen based on an audition. All preparation for this group is done during and after school hours. The Pace High Indoor Guard is recognized as a leader in its class, consistently placing among the best at the local, regional, and national events. All trips/performances will be essential for every student enrolled in this ensemble. Depending on the year, these ensembles MAY travel to Dayton, OH to compete at the WGI World Championships. ** Also see section on Indoor Unit Attendance.*

Indoor Percussion

This unit is made up of select members of the Percussion and Winds sections. Members are chosen based on audition. All preparation for this group is done outside the school day. All trips/performances will be essential for every student enrolled in this ensemble. Depending on the year, this ensemble MAY travel to Dayton, OH to compete at the WGI World Championships. ** Also see section on Indoor Unit Attendance.* Questions regarding our Indoor Percussion program should be directed to Mr. Garrett Lambert at garrettlambjams@yahoo.com.

****Indoor Unit Attendance*** – ALL attendance policies for the band program will remain in effect for each Indoor unit. Keep in mind that participation in these ensembles is completely optional, and anyone who feels as though they are unable to fully commit to the set rehearsal/performance schedule should discuss this matter with the Indoor unit Director PRIOR to auditions/first rehearsals.

ATTENDANCE POLICIES

Our band program is competitive on a regional and national level. In order to maintain this very high standard, our band students are expected to attend frequent “outside of school” rehearsals and sectionals.

General Rehearsal and Performance Attendance Policy – Excused absences will include only the following: sickness, death in the family, and any other severe situation. ***All absences will be reviewed on a case-by-case basis, and determined excused or unexcused.*** Email a band director or appropriate staff member in advance to report foreseen absences/tardies from rehearsals/sectionals.

Unexcused and ignored absences will result in a grade deduction and will affect future performance participation.

Rehearsals

After-school and evening rehearsals/sectionals have been scheduled weekly, and additional rehearsals may be scheduled on a “when-necessary” basis. Regardless of the ensemble (marching or concert bands), your attendance will always be **mandatory**. You will be given ample notice when and if additional rehearsals outside of the regular schedule are called.

Marching Band Rehearsals during the school year will take place on:

*Monday Afternoons 3:30-4:30pm (Alternate brass/woodwinds only for these rehearsals)**

Tuesday Evenings 6:00-9:00pm

Thursday Evenings 5:00-9:00pm

Concert Ensemble Rehearsals/Sectionals typically begin three to four weeks before an upcoming performance.

Concert Band – Usually Monday afternoon or evenings

Symphonic Band – Usually Tuesday evenings

Wind Ensemble – Usually Thursday evenings

“DRESS REHEARSAL” POLICY

An absence from a rehearsal immediately before any performance, excused or unexcused, will prohibit the absent student from full participation in the performance, unless otherwise approved by the Director of Bands. This policy is meant to protect students who may have missed important changes and edits to the drill/music, and we do not desire for any student to be caught unprepared in a performance setting.

Sectionals

Morning or afternoon sectionals for both marching and/or concert ensembles may be scheduled throughout the year. Any missed concert ensemble sectional will need to be made up with the director of that particular ensemble. Please make every attempt to attend these extra sectionals.

Performances

All performances listed on the calendar are MANDATORY. An absence from a performance without prior approval from the Band Directors, or a doctor’s excuse, will not be permitted and your grade will be affected. This includes games, parades, concerts, pep rallies, etc.

Missing a performance, including football games, can jeopardize your membership in the band program. Missing an adjudicated performance, concert, or competition of any kind, serves as grounds for possible termination from the band program.

REQUIRED PERFORMANCES

ALL performances are required of EVERYONE in the Pace High School Band program. There is NO make-up assignment that can be offered as a substitute for the experience of participating in a live performance. Offering quality performance and aesthetic experiences to the students is solely unique to the performing arts.

Football Games

The band typically attends all regular season football games. We will not attend regular season games scheduled out of state unless they are in very close proximity to Santa Rosa County, and may not attend every in-state regular season game if taking place on a Thursday night, or if the game location is too far from Pace. Every football game is considered a performance for us, so we enjoy going to away games and having the opportunity to perform in different venues.

Your attendance is absolutely MANDATORY at each and every game. Unexcused absences will affect future performance opportunities.

Football playoff games are always a possibility. We will update the CHARMS calendar with any necessary playoff information as soon as it is received.

Football Game Rainout Procedure

If a game/performance is rained out or postponed for any reason, the band WILL plan to attend the game/performance on the date that it has been rescheduled, unless otherwise decided by the directors/school administration.

Marching Music Performance Assessment (MPA)/Competitions

During the fall, the marching band participates in our state sanctioned Marching Music Performance Assessment, as well as many local, regional, and sometimes national competitions. Nearly all of these performances will occur on a Saturday, and will typically be preceded with a morning rehearsal.

Parades and Community Performances

To give back to the community, the band marches in a number of parades during the school year. This includes the Milton Veterans Day Parade, Pace Christmas Parade, and any other possible requested community performances.

Concert/Jazz Band Music Performance Assessment (MPA)

In February and March, the Wind Ensemble, Symphonic, Concert, and Jazz Bands will participate in the *FBA District 1 Concert and Jazz Music Performance Assessments*. This performance meets state requirements for evaluation. Any of these ensembles may choose to participate in their *State Music Performance Assessment*, typically held in April.

Fall/Winter/Spring Concerts

As with all performances, student attendance is mandatory for any concert that is given in the fall, winter, or spring. Performance locations will vary from year to year since we do not have an adequate performance venue on campus. Additional concert performances/tours MAY be scheduled for any of our concert or jazz ensembles. Students will be notified well in advance of any upcoming performance dates.

Student Check-out Procedures

Students who wish to check out after a band event with a parent should notify the Band Directors **well in advance** through a written note or email. Please contact us at pacehsbands@gmail.com

Legally, the Band Directors are not permitted to allow any student to check out early without prior notification from a parent. Please respect this policy, which is in the best interest and safety of the student involved.

Of course emergency situations do arise, and the Band Directors should be seen by a parent immediately if you are experiencing an EMERGENCY circumstance.

EXTRA PERFORMANCE OPPORTUNITIES

All-State Band Auditions

Each year, our best student musicians elect to audition for the Florida All-State Bands. If selected they will represent our school at the Florida Music Educators Association State Clinic/Conference held annually in Tampa, FL for four days in January. These students are chosen based on a recorded audition held each September. This audition is not required, but highly recommended for serious musicians. Any student who is selected for an All-State Ensemble will be financially responsible for their own transportation and housing to and from Tampa, FL.

Santa Rosa All-County Band/Additional Honor Band Experiences

Students in Wind Ensemble and Symphonic Band (including percussion) are required to audition for the annual Santa Rosa County All-County Band in late November. Students in the other concert ensembles are strongly encouraged to audition as well. The best musicians from around the county are chosen to form a local honor ensemble that rehearses and performs in late January of each year.

Students are also strongly encouraged to audition (through a mailed submission or a live audition) for additional local honor bands in the region. Travel and housing expenses for these events will be the responsibility of the student/parents, and not of the Pace Band program.

District and State Solo & Ensemble Contest

Any of our students have the option to participate in our annual District Solo & Ensemble Contest each year. This event provides an opportunity to perform solos and/or in small ensembles for evaluation by a judge who is recognized as an expert in the field. Those who are judged to be at the highest level (superior) receive a medal from the Florida Bandmasters Association. Each soloist must locate their own accompanist and arrange their own fee/payments with that person. Select students who qualify for the State Solo & Ensemble Contest have the option of attending this event, which is typically held in late March. Travel and registration fees are the responsibility of the student for this event.

Concerto Competition

Students who have prepared appropriate solo literature will have the option to perform at our annual Concerto Competition. Each year, we bring in music educators, professors, and professional musicians to provide constructive feedback to ALL of our performers. There is no cost to participate in our Concerto Competition. This event is highly recommended for any serious musician.

EQUIPMENT EXPECTATIONS

School-Owned Instruments

We are fortunate to have an inventory of school-owned instruments that are available for students to check out from the band. While there is no rental fee associated with this check out, **any repair or damage that is beyond routine maintenance and wear /tear will be the financial responsibility of the student. This policy includes LOSS.**

Instruments will be checked out to students, with preference given to the students in the highest chair. Instrument distribution may also be further altered, however only at the discretion of a director.

Instrument check out and check in dates will be announced well in advance.

Instrument Lockers

We are also fortunate to have instrument storage lockers in the band room. During the summer, all students will be issued a locker for their instrument/instruments. **ALL STUDENTS SHOULD PURCHASE A PLAIN BLACK COMBINATION LOCK FOR THEIR LOCKER.** Upon first use, the locker combo will need to be reported to the band directors. **If you do not keep a lock on your locker, no measures will be taken in the event that a theft occurs.**

Remember that it is YOUR responsibility to treat your instrument locker with absolute respect and care. Please leave your locker in the same condition that it was issued to you. Band Directors, as well as any School Resource Officer or Dean possess the authority to search your locker at any given time. Items such as food, drinks, or anything that would be considered “contraband” are not permitted to be stored in each student locker.

UNIFORM EXPECTATIONS - MARCHING BAND

INCLUDED IN YOUR BAND FAIR SHARE CONTRIBUTION:

Uniform Rental/Cleaning – This amount is included in your Band Fair Share Contribution and is to cover the cost of cleaning, proper maintenance, extra parts, and wear/tear put on the uniform from each student’s use.

Jacket/Pants/Gauntlets – Specific instructions on how to correctly put on and care for the uniform and all of its parts will be provided in class. Uniform pants/jackets remain on their assigned racks and must be picked up before each wearing and returned neatly and properly hung.

Uniform Cleaning - Uniforms are cleaned on an “as needed” basis as determined by the Uniform Coordinators and band directors. Parents/Students are not responsible for having to take the uniforms to be cleaned. This amount is included in your Band Fair Share Contribution.

Band T-shirt - This cost is figured into your Fair Share Contribution, however a student will not receive their shirt until they have made a \$15 payment. The band t-shirt is **always** worn under our Friday night uniform, as well as other selection occasions.

NOT INCLUDED IN YOUR BAND FAIR SHARE CONTRIBUTION:

Competition Jacket - Students will be wearing a customized competition top this fall season. The cost is figured into your annual Fair Share Contribution.

Band Shoes/Gloves – Band shoes and gloves will be the financial responsibility of each student and parent. Shoes/gloves are kept at home, are the responsibility of each student, and should be brought to the band room, CLEAN, each time they are needed. Details on how to purchase these items can be found in the Band Financial Spreadsheet and on our website at <http://www.pacehsband.com/additional-expenses.html>

Concert Black Attire - All students are required to purchase concert black attire for all concert performances. Men’s Concert Attire consists of a white shirt, black pants, black jacket, black bow tie, and black cummerbund. Women’s Concert attire consists of a black dress and black dress shoes. Hair should be of a “natural color” for all adjudicated concert performances. Details on how to purchase these items can be found in the Band Financial Spreadsheet and on our website at <http://www.pacehsband.com/additional-expenses.html>

Friday Night Marching Band Uniform

- Bib Pants (compression/athletic shorts underneath)/Patriot Uniform Jacket/Gauntlets
- White Gloves (winds)
- Black LONG socks
- Clean Black Band Shoes
- 2022 Marching Band t-shirt

Competition Marching Band Uniform

- Custom Performance Top/Bib Pants only
- White Gloves (winds)
- Black LONG socks
- Clean Black Band Shoes
- Under armor (details depend on several factors – will be discussed later)
- Compression shorts and athletic shorts underneath bib pants

Gentlemen

- Hair will need to be of a “natural color”
- Young men with long hair must either pull it back in a hair tie or put up in a bun
- Clean smooth shaves are expected when wearing the uniform

Ladies

- Hair will need to be of a “natural color”
- Hair must be braided and stuffed into the hat or collar as much as possible
- NO MAKEUP OR JEWELRY IS PERMITTED when in uniform

FUNDRAISING

Band Booster Fundraiser

- Organized and run by the Band Parent Booster Organization
- Profits go directly towards meeting our annual Band Booster Expense Budget.
 - *Example: Football Concessions, Yard Sale, Festivals, etc.*

Band Student Fundraiser

- Organized and run solely by Band Director
- Profits go directly to the band (may or may not be credited to individual accounts)
 - *Example: Candy Bar, Florida Citrus, Waffle House Pie, Yankee Candle, etc.*

ALL students are strongly encouraged to participate in all fundraisers throughout the year.

ALL students are strongly encouraged to seek out donations from relatives, friends, and even local businesses. We have a Band Sponsorship Form Letter that you are encouraged to utilize on our website:

<http://www.pacehsband.com/fundraising.html>

Why fundraise?

- Fundraising allows individual students to earn money that will cover their annual Band Fair Share Contribution.
- Fundraising helps keep the annual Band Fair Share Contribution low.
- Fundraising allows our band to continue to compete at state, regional, and national competitions. If we do not fundraise, this will not continue.