



**Brookwood High  
School  
Band Handbook**

Rick Ardovino, Director of Bands

Auxiliary Sponsors:

Capri Day

Lisa Bentley

Updated as of May 2021

Brookwood High School Bands  
12250 George Richmond Parkway  
Brookwood, AL 35444  
(205) 342-2777

Dear Students and Parents,

Thank you for being a part of our band program at Brookwood High School. I want to personally welcome you, either as a returning member or as a brand-new member of our family. Please know that you are a very appreciated addition to our esteemed organization.

Brookwood High School has a long-standing tradition of excellence and our band is known throughout the state for its excellence and well-behaved students. We stay strongly involved with and support our community by playing at football games, performing in parades, and letting the world hear our music.

To the parents, I ask you to please be an active and involved member of our program. As a band parent, you have many opportunities to volunteer as a chaperone, field crew, or member of the booster team. Please keep yourself updated at all times by referring to our website, or Facebook page for consistent information.

I am very proud to call myself the director of our esteemed organization and soon, you will see first-hand why our students shout, "PRIDE."

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Ardovino". The signature is fluid and cursive, with a large initial "R" and "A".

Rick Ardovino  
Director of Bands  
Brookwood High School  
ejardovino@tcss.net

## TABLE OF CONTENTS

Policies for All Members	4
Travel Policies	6
Required Materials	7
Discipline Policies	8
The Crimson Star Band	9
Eligibility/Tryouts	10
Marching Band Disciplinary Policies	11
Financial Obligations	12
Additional Information	13
Forms	14

## Policies for all Members

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

### General Rules

1. Respect others and yourself at all times.
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. Perform to the best of your ability at all times.
4. Adhere to all Brookwood High School and Tuscaloosa County School System Board of Education 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.

### Attendance

1. Attendance for ALL band practices/events/performances is mandatory. Any absences must be approved by the band director two weeks in advance or disciplinary action will be taken. Absences must be approved by use of an absence request form (in the bandroom)
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)

## Rehearsal and Performance Dates

1. All rehearsal and performance dates (including band camp, after school practices, and football performance games) are available on our website. All dates are subject to change or cancellation. You will be notified by your student, the website, 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 online as well as on our website or Facebook.

## 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.

## 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. Any and 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 TCSS Code of Conduct guidelines.
2. Nails must not be vibrant colors while visible.
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 concert black during Concert band, Symphonic band, or Jazz Band performances. This includes modest nice black clothing, such as dresses, tuxedos, slacks, or button up shirts.

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 listed on the band website in order to apply. Students are selected based on their interviews and on 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 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.

All disciplinary action will be handled by the band director and staff.

## TRAVEL POLICIES

Students will travel throughout the year with the Crimson Star Band, Symphonic Band, Concert Band, and Jazz Ensemble. 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” listed in the band handbook.
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. (These can be found in the TCSS student handbook.)

## Required Materials

Students are expected to come to class or rehearsal prepared with music, instrument, 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 have a minimum of four functional reeds at all times and a reed guard for reed 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 not acceptable. Students with excessive tardies will be subject to the same disciplinary actions listed in the TCSS Code of Conduct.
2. 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 as a whole.
3. The band director has sole discretion to determine the necessary consequences for attendance violations.

### 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 complete 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.

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





## The Crimson Star Band

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

### Appearance

1. When in public, students must appear in full uniform or no uniform at all (no partial uniforms are allowed). Full uniform includes hat, jacket, pants, specified marching shoes, tall black socks, and any other additional items for the specific performance (ex: skull masks for percussionists in 2019).
2. Students must keep their uniform hung and protected in a garment bag when not in use.
3. 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.
4. Students must wear long hair inside of the hat in a ponytail, bun, etc. Visual Ensemble must wear hair as specified for the performance.
5. Students that do not have all parts of their uniform will not be allowed to perform.
6. Students may not remove jackets during games unless instructed.

### 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.

### 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).

## IMPORTANT

All Students must wear shorts during rehearsals and **MUST** bring water in a refillable jug. Any student who lacks one of these or is caught drinking soda will be asked to sit out and will be counted as absent.

## Visual Ensemble

All members of the Visual Ensemble, including guard, majorette, and dance line, are a part of the Crimson Star 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.

All members of the Visual Ensemble are expected to keep up with their own equipment for every performance.

## Required Materials for Visual Ensemble

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

## Eligibility/Tryouts

### Eligibility

In order to be eligible to participate and try out for the Marching Band, the following criteria must be met.

- Students must have all forms signed and turned in by the specified deadline

- All prior outstanding fees or other balances must be paid in full before the first current school year band payment is due.
- Any student who was dismissed from any band ensemble due to behavior problems, accumulation of excessive demerits, and/or class III violations will not be allowed to audition for one full calendar year.

## Marching Band Disciplinary Policies

### Demerits

In addition to the prior stated disciplinary policies, Crimson Star Band 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.

• Late for practice .....	1
• Improper uniform .....	1
• Chewing gum or eating in uniform .....	1
• Late for performance .....	2
• Inappropriate behavior/Profane language (coach's discretion) .....	2
• Leaving practice early .....	2
• Leaving a performance early .....	2
• Unexcused absence from practice.....	2
• Violation of school rules (write ups, etc.) .....	2
• Unexcused absence from performance.....	5
• Public Display of Affection .....	5
• Inappropriate post to social media .....	5
• Disrespect to coach, choreographer, or other adult .....	5
• Gossiping about another team member .....	5
• Drinking alcoholic beverages or using drugs, at any time .....	10
• Possession or use of a weapon .....	10
• Sexual acts .....	10

In addition to these rules, all school rules listed in the TCSS 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 any and all decisions made regarding the assignment of demerits and their resulting punishments.

Since marching band is a physical activity, students may work off their demerits by running laps at a 2:1 ratio. For example, a student may run two laps around the band practice field to remove one demerit. Depending on the severity of the offense, the band director may elect for a demerit to be permanent. When a student accumulates 10 demerits, they are unable to be removed and the student will face immediate dismissal from the program.

## Financial Obligations

### Marching Band

On the band website under the “Forms” tab, you will find a financial agreement form that lists in detail the financial obligations for the year and how funds are disbursed.

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

### Amounts to be paid without Optional Items:

Amounts owed for the current season will be listed on the current year’s financial agreement form.

### Optional Items (if you have them from the previous year)

(If you are a new member, or otherwise do not have these, they are NOT optional!)

- Crimson Star Band Shirt - \$25
- Shorts – \$25
- Flip Folder – \$20
- Crimson Star Bag (Embroidered with Student’s Initials) - \$35
- Crimson Star Jacket (Embroidered with Student name and instrument) - \$45

NOTE: If a student wishes to bring a bag or jacket to a game or competition, it MUST be the ones listed above.

## Student Provided Expenses

- Binders (for marching music and drill charts)
- Mallets, sticks, drum key, etc. (Front ensemble and drum line)
- Make-up (Visual Ensemble)
- Batons (Majorettes)

Instrument rentals are VERY 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. Ardovino at [ejardovino@tcss.net](mailto:ejardovino@tcss.net)

## Additional Information

### Website

We have a band website! Please pay a visit to [www.brookwoodhighschoolband.com](http://www.brookwoodhighschoolband.com) to find all necessary forms, the latest news and itineraries, and the band calendar with all known upcoming events listed. From this point on, this website will be your primary source of BHS band 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 [ejardovino@tcss.net](mailto:ejardovino@tcss.net). You can also call the school by dialing [\(205\) 342-2777](tel:2053422777), then 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 (Handbook)
2. Medical Information Form (Website)
3. Travel Authorization Form (Website)
4. Financial Agreement Form (Website)

## Band Handbook Agreement Form

We, both the parent/guardian and student, acknowledge and agree to abide by the terms, rules, regulations, and fees 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: \_\_\_\_\_