

# **Rancho-Maze Concert and Marching Band Program (RMB)**

## **Code of Conduct**

***\*\*\*This must be read, understood, and signed by both student and parent BEFORE student will be allowed to participate in ANY Rancho Maze Band Booster Association-sponsored function or event.\*\*\****

The following is a list of expectations of members of the Rancho-Maze Concert Band and Marching Band, further referred to as "RMB", and shall apply retroactively to all other band-sponsored programs. This list is to be considered a living document and may be amended at any time deemed necessary by the Music Director.

### **Article I - Ongoing Expectations:**

1. Follow all school policies.
2. Follow the Code of Conduct.
3. Be prepared. Dress appropriately, as advised per performance. Bring correct sheet music. Bring all required equipment and/or instrument(s), tools, and applicable reeds, if necessary. Failure to do so during a concert or parade performance may be grounds for dismissal and loss of academic credit.
4. Show a maximum of effort in every repetition, every warm-up, every full run and every performance.
5. Be helpful to all members.
6. Attend all scheduled functions, including all rehearsals and performances.
7. Be on time to all rehearsals and performances (on time means arriving early enough to be ready to start rehearsal on time in the correct location and with the correct equipment).
8. Stay for the duration of the performance, event, or rehearsal as instructed per your Music Director or Event Protocol.
9. ALWAYS check-in and sign-out with RMB staff when events require you to do so. This is for your safety.
10. Be a positive example to all others and a positive ambassador of Rancho San Justo and Marguerite Maze Middle Schools, as well as the RMB Music Program.
11. Clean up after themselves. Leave anywhere that we used as clean or cleaner than how we found it.
12. Have a good, positive attitude.
13. Include all members, especially those that you do not know as well, in all activities possible.

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### **Article II - Rehearsal**

#### **Section A - Rehearsal Etiquette:**

1. Students are expected to arrive early enough to be able to begin rehearsing at the appropriate time. See item 7 above.
2. Students are expected to have all required equipment and apparel for each rehearsal.
  - a. Students must have music, all required instruments, and pencils at all rehearsals.
3. Students are expected to be attentive and focused upon entering the field or class for rehearsal.
4. All equipment is to be treated with the highest level of respect and care. Any abuse of band equipment, or any school facilities is strictly forbidden.
5. All members are expected to try their best on every repetition and every performance; the success of the program does not depend on anything as much as it does the effort of its members.
6. There is to be no background talking during rehearsal. Exception to this is during water breaks.
7. Music Director's, Drum Majors', and Section Leaders' directions are to be heard and followed the first time.
8. Phones or other mobile devices should never be used during rehearsal.
9. If your section is on a break, be considerate and remain quiet while others are still rehearsing.
10. Students may not leave the class, field, or rehearsal without having first received permission from the Music Director.

#### **Section B - Rehearsal Attendance:**

1. All members are expected to attend all rehearsals in their entirety.
  - a. New material is covered at each and every rehearsal. Students missing rehearsal time significantly decreases the effectiveness of the rehearsal and thereby decreases the potential for success for the band throughout the season.
2. All Marching Band absences, whether planned or not, should be forwarded to [Adam.Martinez@hesd.org](mailto:Adam.Martinez@hesd.org). Communicate in advance. Unexcused absences will not be tolerated.

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3. Absence from rehearsal does not excuse a member from the material covered at the missed rehearsal.

a. All missed material is expected to be made up/learned within a reasonable timeframe. Please request such materials as early as possible to avoid lapses in learning and prevent delay/disruption of the entire band's learning.

b. Significant absence, or significant disruption, will result in not being able to perform. The Music Director always has discretion to determine that a student is not prepared to perform.

4. Afterschool conflicts should be rescheduled to non-rehearsal days whenever possible.

### **Article III - Events / Performances**

#### **Section A - Event / Performance Etiquette:**

1. Students are expected to arrive early enough to be able to begin warming-up at the appropriate time. See Article I item 7 above.

2. Students are expected to have all required equipment, materials, and fully abide by the Dress Code for each Event / Performance.

3. Students are expected to be attentive and focused upon entering the facility.

4. All equipment is to be treated with the highest level of respect and care. Any abuse of band equipment, or any school or event facilities is strictly forbidden.

5. All members are expected to try their best on every repetition and every performance; the success of the program does not depend on anything as much as it does the effort of its members.

6. There is to be no background talking during warm-ups, practices, or performances. Exception to this is during water breaks.

7. Music and Colorguard Directors', Drum Majors', Section Leaders', Board Members, and Volunteers directions are to be heard and followed the first time.

8. Phones or other mobile devices should never be used at any time.

9. If your section is on a break, be considerate and remain quiet while others are still rehearsing or performing.

10. Students may not leave the student group without having first received permission from the Music or Colorguard Director.

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### **Section B - Event / Performance Attendance:**

1. All members are expected to attend all events / performances in their entirety as instructed by the Music Director, Colorguard Director, or Event Protocols.
2. All Event / Performance absences, whether planned or not, should be forwarded to [Adam.Martinez@hesd.org](mailto:Adam.Martinez@hesd.org). Communicate in advance. Unexcused absences will not be tolerated.
3. Conflicts should be rescheduled to non-rehearsal days whenever possible.

### **Article IV - Leadership:**

#### 1. Student Leaders:

- a. Student Leaders are expected to be the very best examples of all aspects of the RMB Code of Conduct.
- b. Student Leaders are expected to be positive at all times and to help others to be positive at all times.
- c. Former Student Leaders, or those who have been relieved of their leadership position, are expected to treat their replacements and this program with the utmost respect, and follow their respective instructions as would any member of this organization. Those failing to do so will face disciplinary action up to and potentially including complete removal from the program.

#### 2. All members:

- a. Student questions should be directed as follows:
  - i. If you have a question, ask your Section Leader.
  - ii. If the Section Leader doesn't know the answer, ask a Drum Major.
  - iii. If the Drum Major doesn't know the answer, THEN you may ask the Music Director.
- b. Student Leaders are to be respected at all times, regardless of their section.
  - i. Talking back to a Section Leader or Drum Major will not be tolerated. Concerns about student leaders should be addressed immediately with the Music Director.
  - ii. Treat what a Section Leader or Drum major tells you like what the Music Director has told you.
- c. All members are expected to be leaders at all times.

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### **Article V - Uniform Protocol:**

1. The uniform is to be kept properly stored at all times when not being worn.
2. Uniforms should be cleaned should they become dirty.
  - a. Inform uniform volunteers immediately when uniforms become dirty.
3. Shako are either worn, carried upright in the left hand (never by the chin strap or by the plume), or placed neatly upright on a stable surface.
  - a. Never pick up a shako by the plume
  - b. Never wiggle the shako side-to-side or back-and-forth with the plume attached.
4. Should jackets be removed, they must be properly hung and returned to uniform volunteers.
  - a. If jackets are removed, there must be an appropriate shirt worn underneath (as defined by the District's School Policies).
  - b. It is NEVER appropriate for a student to not have on a shirt underneath their uniform.
5. Members are to keep track of all uniform parts at all times. Know your uniform part numbers!
6. Following performances, all uniforms must be hung up properly or stored properly in the trailer or uniform room.
  - a. All students are expected to follow all instructions of the uniform volunteers.
7. Should there be any issue with your uniform, it is to be reported to the uniform volunteers immediately.
8. Follow ALL requirements as set forth by the Dress Code, any variations will be determined by the Music, Colorguard Directors, or functioning Board.

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### **Article VI - Harassment**

#### **Section A - Social Media:**

Any student who uses any social media, text messages, phone calling or other method to bully, harass, intimidate, insult or express any other negative sentiment toward this program, another student or group of students, staff member, parent or director will NEVER be considered for Drum Major, or Section Leader. Any current student in a leadership position who engages in the above activities will be immediately removed from their leadership position. Further, disciplinary action in line with the school and district policies are in effect.

#### **Section B - Verbal, Physical, Written, etc.:**

Any student who uses any method to bully, harass, intimidate, insult or express any other negative sentiment toward this program, another student or group of students, staff member, parent or director will NEVER be considered for Drum Major, or Section Leader. Any current student in a leadership position who engages in the above activities will be immediately removed from their leadership position. Further, disciplinary action in line with the school and district policies are in effect.

### **Article VII - Field Trip Expectations:**

#### **Section A - Eligibility:**

1. For a student to be eligible to attend field trips, a year-long band grade averaging a C or better, as well as a current term GPA of a 2.0 or higher is necessary, unless the field trip is strictly academic in nature.

#### **Section B - Field Trip Behavior:**

1. All students are required to follow all bus driver rules at all times.
  - a. Nothing should ever be thrown or stuck out of the window of a bus.
  - b. There is never to be any aggressive, abusive, or otherwise inappropriate language or physical contact used on the bus.
  - c. Bus must be completely cleaned up after every trip.
  - d. Dating couples may not be seated together.
2. Students should always travel in groups and in an organized fashion, and always as instructed.
3. Students should always be polite to all others.
4. Students should always maintain an appropriate voice level while on the bus and in public settings.

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5. We should always leave a place as clean or cleaner than we found it.
6. Any EdCode violation on any field trip will result in the student being immediately sent home (at the parent's expense), as well as disciplinary action from the school / district.
7. Aggressive, abusive, or otherwise inappropriate language or physical contact will not be tolerated.
8. Unless prior arrangements in writing have been made with the Music or Colorguard Directors before the event date, students must stay for the duration of the performance, event, or field trip as instructed per your Music Director, Colorguard Director, or Event Protocol.
9. Phones or other mobile devices should never be out or used during field trips.

### **Section C - Performance Site Behavior:**

1. Listen to the Music Director, Colorguard Director, staff, and volunteers at all times.
2. Follow all directions the first time given.
3. Stay in 2's at all times when traveling from one location to another, and always with permission.
4. Always move as a unit, either in a full band unit or in section units as advised by the Music Director, Colorguard Director, staff, or volunteers.
5. Be respectful of all other competitors and performers at all times.
6. Behave in a professional manner at all times.
7. Maintain quiet during other performances.
8. Phones or other mobile devices should never be used at any point during an event or performance.
9. Be in uniform or follow uniform protocol.
  - a. Follow directions of what should be worn (Consult your Event Protocol & Dress Code).
  - b. Have a proper shirt underneath your uniform, when instructed to wear Class A Uniforms.
  - c. Keep track of uniform parts at all times, when instructed to wear Class A Uniforms.

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### **Article VIII - Instrument requirements:**

1. All instruments and equipment are only to be used by the person assigned to use them.
2. Brass instruments are to be kept clean, oiled and greased at all times.
  - a. Slide grease and valve oil are not provided
  - b. These items can be purchased either on Amazon, or through Mr. Zeff
    - i. Blue Juice is the recommended valve oil
3. Woodwind instruments are to be kept dry, swabbed after each and every use, with corks appropriately greased.
  - a. Multiple reeds must accompany all reed players at all times.
  - b. Cork grease is needed as well.
  - c. Reeds and cork grease can be bought on Amazon or through Mr. Zeff
    1. D'Addario or Vandoren Reeds are the recommended brands for reeds
4. Percussion equipment is only for the use of percussionists assigned to use that specific instrument.
  - a. Percussionists need a practice pad, and three types of sticks
    1. 5A or 5B snare drumsticks
    2. Medium hardness yarn mallets
    3. Medium hardness rubber mallets.
      - a. Vic Firth drum pads and sticks are recommended
      - b. Adams yarn and rubber mallets are recommended
  - b. All items can be purchased on Amazon, or through Mr. Zeff.
5. Battery equipment is to be put away properly at the end of each use.
  - a. This includes drum, harness, stand and sticks/mallets and small percussion.
6. Mallet instruments, keyboards and all other appropriate percussion equipment is to be covered whenever not in use.
7. Use instruments and equipment only for its intended purpose. This includes riding wheeled items, using mallets on other items/surfaces or instruments, etc.
8. Respect the instruments and equipment by placing and moving them in the safest and most careful way possible (Wheels on pavement and avoiding large cracks/ holes, avoid setting items in puddles, etc.)
9. Damage to any school/booster-owned instrument is to be reported to the Music Director immediately.
10. All equipment is to be treated with the highest level of respect and care. Any abuse of band equipment, or any school facilities is strictly forbidden.



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### **Article IX - Consequences for infractions:**

It should be expected that any difference between student behavior and the above expectations will be addressed. Should the behavior not immediately and permanently improve, students will be held out of performances and competitions at the discretion of the Music Director or Colorguard Director. All actions must also comply with the school policies as set forth by the district, in addition to this Code of Conduct. All action on campus, and on field trips are always subject to school rules, policies and disciplinary actions.

1. Physical aggression/contact – Any inappropriate physical contact or physical aggression in general will not be tolerated. Students will be subject to immediate removal from performances up to immediate removal from the program.
2. Threats – Verbal threats, threats made over social media of any sort (text messages included) or written in any way will be taken very seriously and will be investigated in both a school policy manner and legal manner, when appropriate. Any such threats will result in immediate removal from performances and could result in immediate removal from the program.
3. Alcohol/drug usage – any alcohol or illegal drug usage (including abuse of prescription drugs) while at a band function (rehearsal, band party, band camp, competition trip, concert, or parade) may result in immediate and permanent dismissal from all RMB Programs. Legal actions will be pursued should drugs or alcohol be distributed.
4. Abuse of instruments/equipment – any abuse, mistreatment, or misuse of school-owned or RMB Booster-owned instruments will not be tolerated. Abuse of any such equipment will result in removal from performances and could lead to removal from the program. Students will be held financially responsible for any equipment damaged, stolen, or destroyed.
5. Excessive sitting out/absence/not having required materials – Sitting out or not having required materials for rehearsals more than approximately 10% of rehearsals leading up to any performance can result in the student being held out of the following performance at the discretion of the Music Director or Colorguard Director.
6. Misuse of social media – any misuse of social media, including but not limited to negative posts about the program, negative posts about another member or section in the program, or any other use of social media deemed inappropriate by the Music Director, Colorguard Director, or the functioning Board will result in students being removed from performances and, based on severity and discretion of the Music Director or Colorguard Director, may result in the immediate, and possibly permanent, removal from the program.

7. Any student who uses any method to bully, harass, intimidate, insult or express any other negative sentiment toward this program, another student or group of students, staff member, board member, volunteer, or director will NEVER be considered for Drum Major, or Section Leader. Any current student in a leadership position who engages in the above activities, deemed inappropriate by the Music Director or Colorguard Director will be immediately removed from their leadership position. Violations made by all other students will result in students being removed from performances and, based on severity and discretion of the Music Director or Colorguard Director, can result in the immediate and possibly permanent removal from the program.

**By signing below, I am indicating that I have read and fully understand the Rancho-Maze Concert and Marching Band Program (RMB) Code of Conduct and agree to its terms.**

\_\_\_\_\_

Parent Name

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Student Name

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date