



2017 - 2018
MUSICIAN HANDBOOK

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ABOUT THE BAND

PHYSICAL & MAILING ADDRESS

Pelham High School Band
2500 Panther Circle
Pelham, AL 35124

PHONE NUMBER(S)

(205) 624-3701 (Main Number)
(205) 624-3923 (Band Office)
(205) 624-3985 (Fax Number)

Justin P. Ward: jward@pelhamcityschools.org

WEBSITE ADDRESS

www.pelhamband.com
www.charmsoffice.com

HISTORY

The Pelham High School Band has a rich tradition of musical excellence dating back to the the program's inception in 1974. The program has consistently received superior ratings at concert band festivals, marching contests, as well as auxiliary competitions. The band has traveled and performed at numerous locations around the country including Chicago (IL), New York (NY), San Antonio (TX), Williamsburg (VA), Washington D.C., Dallas (TX), Phoenix (AZ), Orlando (FL), Nassau (Bahamas). The Pelham High School Band is composed of the Pelham Wind Ensemble, Pelham Symphonic Band, Pelham Jazz Ensemble, Pelham Visual Ensemble, and the Pelham Marching Band. The Pelham Wind Ensemble, the premier performance group at Pelham High School has performed numerous state and regional conferences and competitions including the Music for All National Festival, Southeastern United States Concert Band Clinic (2015), The University of Alabama Honor Band (2016), Kennesaw State University Concert Band Invitational (2017), Grand National Adjudicators Invitational, The Atlanta International Band & Orchestra Conference, Southern Instrumental Conductors Conference, and the Alabama Music Educators Association In-Service Conference (1990, 1994, 2005, 2010, 2013).

MISSION STATEMENT

- To build a program based on five pillars: **PRIDE, COMMITMENT, DISCIPLINE, EXCELLENCE, and SPIRIT.**
- To provide ALL students a first class music education through meaningful performance.
- To help educate, share, and foster the value of music education within our community.
- To develop all students into model citizens so that they may be successful in future endeavors.
- To work everyday towards becoming the best band program in the State of Alabama and beyond.

REVOLUTIONARY NOT EVOLUTIONARY

THE FIVE PILLARS TO SUCCESS

PRIDE: *A feeling of happiness that you get when you or someone you know does something difficult or good; a feeling that you respect yourself and deserve to be respected by others.*

I will have pride in my work, my fellow band members and the Pelham High School Band. This pride will be exhibited in all tasks, meetings, rehearsals, and performances and will result in respect for myself and others.

COMMITMENT: *A promise to be loyal to someone or something; the attitude of someone who works very hard to do or support something.*

I will commit myself, my energies, and my talents to my fellow band members, to the ideal of being the best I can be, and all aspects of the Pelham High School Band.

DISCIPLINE: *A way of behaving that shows a willingness to submit to a process and to obey a set of rules.*

I will be disciplined mentally and physically in all that I do and will follow all rules, regulations, and procedures so that I and my team can be the best we can be.

EXCELLENCE: *A quality of being excellent or eminently good.*

I will be excellent in everything I do.

SPIRIT: *A mental disposition characterized by firmness or assertiveness that indicates enthusiastic loyalty to a task, process, or organization.*

I will be spirited in all that I do and have loyalty and enthusiasm for my band, my school, and my community. My spirit and enthusiasm will be palpable and contagious to others.



PELHAM HIGH SCHOOL BAND STAFF

DIRECTORS

Justin P. Ward, Director of Bands
Amy Moore, Associate Director of Bands
Elliot Davis, Director of Percussion Studies

VISUAL ENSEMBLE INSTRUCTORS

Savannah Cambron, Color Guard Instructor
Laura Summersett, Color Guard Instructor/VE Personnel Manager
Katherine Phillips, Dance Team Instructor
Dana Gsell, Majorette Instructor

INSTRUMENTAL INSTRUCTIONAL STAFF

Karla Roberts, Flute Instructor
Cheryl O' Brien, Clarinet Instructor
Don Prater, Saxophone Instructor
Cara Morantz, Trumpet Instructor
Jonathan Croy, Horn Instructor
Dr. Brandon Slocumb, Low Brass Instructor
Chuck King, Jazz/Improv Instructor
Dr. Grant Dalton, Concert Percussion Instructor
Jim Duren, Instrumental Program Consultant/Advisory Board Member
Dr. Carl Hancock, Instrumental Program Consultant, Advisory Board Member

MARCHING BAND DESIGN STAFF

Chris Josey, Marching Program Coordinator
Joshua V. Hinkel, Marching Band Music Arranger
Thomas Turpin, Marching Band Visual/Drill Designer
Mark Mendez, Marching Band Consultant

MARCHING BAND INSTRUCTIONAL STAFF

Thomas Turpin, Leadership Team Instructor
Justin Stegall, Woodwinds/Marching Tech
Jonathan Stegall, High Brass/Marching Coordinator
Anthony Parrish, High Brass/Marching Tech
Josh Meyer, Brass/Marching Tech
Will Christian, Low Brass/Marching Tech
Elliot Davis, Front Ensemble Instructor
Danny Moore, Percussion/Marching Tech
TBD, Percussion/Marching Tech
TBD, Percussion/Marching Tech

NEED FOR A HANDBOOK

There are procedures and policies with which all members need to become familiar, and this handbook seeks as its goal the presentation of those materials. All band members and parents should read this document so that every member of the team is on the same page with a working understanding of the expectations and rules for the organization. You will find that much of this document is quite specific and rigorous about the expectations, rules, and policies that we have in place, but please understand that these are necessary if we are to have an environment in which fairness, consistency, and efficiency are to be present. Please also understand that any school organization's policies must reflect the core philosophy, mission, and expectations of that school and the community it services. Our handbook's main purpose is to make the Pelham High School Band the best organization possible.

Please note that you will be asked to sign the ***Student Handbook Agreement Form***, which states that you have read this document, and agree to its contents as it pertains to membership in the band program. If you have any questions about this document, please do not hesitate to contact Mr. Ward.

ENSEMBLE/CLASS DESCRIPTIONS

Marching Band: The Pelham Marching Band is the most visible performance group at Pelham High School. All members of the band program participate in the marching band and its corresponding rehearsals and performances. The marching band consists of all wind players (woodwind & brass), percussionists, and members of the Visual Ensemble. All members of the marching band participate in mini-camp, band camp, and weekly afternoon rehearsals. The marching band performs at all football games (home, away, and playoff games), three marching competitions, as well as various pep rallies and community/school events.

Wind Ensemble: The Pelham Wind Ensemble is the premier performance group at Pelham High School and consists of instrumentalists (Grades 9-12) who perform at the highest level. The students rehearse during the day as well as after school rehearsals/sectionals. The group performs 4 concerts a year in addition to the Music Performance Assessment (MPA) as well as other state and regional conferences. Membership in the Wind Ensemble is determined by an audition that is conducted during the previous school year. All members will also audition twice during the school year (August & January) for chair placement.

Symphonic Band: The Pelham Symphonic Band is the second concert ensemble at Pelham High School and consists of instrumentalists of varying grades (9-12) who rehearse during the day as well as after school rehearsals/sectionals during the spring semester. The group performs 4 concerts a year in addition to the Music Performance Assessment (MPA). Membership in the Symphonic Band is determined by an audition that is conducted during the previous school year. All members will also audition twice during the school year (August & January) for chair placement.

Jazz Ensemble(s): The Pelham Jazz Ensembles are composed of instrumentalists of varying grades (9-12) who wish to participate in a performance based group that focuses on the jazz genre and the corresponding sub genres of jazz. The groups performs 3-4 concerts, the Pelham Tree Lighting as well as other community and school events. They also attend at least 1 competition each year. Placement auditions for the Pelham Jazz Ensembles take place during the Fall Semester.

Visual Ensemble The Pelham Visual Ensemble is composed of the Color Guard, Dance Team, and Majorettes. These teams are auditioned based and comprised of students of varying grades (9-12) who wish to rehearse and perform in the Visual Component of the Pelham Band Program. The group attends mini-camp, choreography camps, band camp, all weekly after school rehearsals, as well as additional rehearsals relative to the winter component of these programs. The Visual Ensemble performs at all pep rallies, football games, two marching band competitions, as well as various performances as scheduled by the VE Instructors/Mr. Ward. Visual Ensemble members are governed by a separate Visual Ensemble Handbook.

- **Pride-Commitment-Discipline-Excellence-Spirit**

LEADERSHIP TEAM DESCRIPTIONS

Drum Major: The Drum Major(s) is the most visible leader in the band program. Drum majors are responsible for conducting during indoor/outdoor music and marching rehearsals as well as all performances. They will also assist in teaching sectionals and small ensemble rehearsals as well as assisting with other general duties around the band room and band office. Drum majors, like all leaders, must maintain the upmost level of integrity and set the highest of examples for all students to emulate.

Marching Band Captain/Section Leader: Marching Band Captains/Section Leaders are responsible for conducting/rehearsing sectional/small ensemble music and marching rehearsals. They will be responsible for taking attendance and warming up their sections before each marching band rehearsal. They will also perform uniform inspections before each performance. Captains/Section leaders will also be asked to perform other general duties around the band room and band office. Captains/Section leaders are responsible for their section's performance in rehearsal and at all public performances. Captains responsibilities include coordinating with Section Leaders on responsibilities, etc.

Band President: The Band President serves as a representative and liaison between students, officers, and the band staff. The Band President will assist with all non-teaching areas of the leadership team to develop and maintain a cohesive and functional leadership team. The president is responsible for bringing ideas for improvement and concerns to the band director/band staff. The president is also responsible for leading the Peer Intervention Team.

Band Vice-President: The Band Vice-President serves as a representative and liaison between students, officers, and the band staff. The Band Vice-President will assist the Band President with all non-teaching areas of the leadership team to develop and maintain a cohesive and functional leadership team. The vice-president is also responsible for leading the Peer Intervention Team.

Student Activities Coordinator: The Student Activities President is responsible for creating and following through with activities outside of rehearsal and performance for all students in the band program. These activities are meant to build cohesion and camaraderie between all members of the band. Other activities will include recruiting events between the PHS and RMS Band(s).

Equipment Coordinator: The Equipment Crew Coordinator will be responsible for the equipment crew and their corresponding responsibilities. The coordinator is ultimately responsible for making sure that all equipment for indoor/outdoor marching rehearsals is setup.

Music Coordinator: Music Librarians are responsible for maintaining the music library and all of its contents. Additionally, they are responsible for preparing all concert, marching, and jazz music.

"THE TASK OF THE LEADER IS TO GET THEIR PEOPLE FROM WHERE THEY ARE TO WHERE THEY HAVE NOT BEEN." –HENRY KISSINGER

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GENERAL EXPECTATIONS

- Students are expected to behave at a higher standard than other students at Pelham High School.
- Students are expected to follow all rules of Pelham High School and Pelham City Schools.
- Students are expected to be courteous, polite, and respectful at all times to faculty/staff members, parents, and other students. This includes not speaking while others are speaking and not using inappropriate language, profanity, or derogatory comments in person or on social media.
- Students are expected to be present and on time at all rehearsals and performances. It is imperative that we start and end on time and have all members present to maximize our rehearsal/performance time. More detailed attendance policies/procedures are listed below.
- Students are expected to have all materials needed for rehearsals and performances. No exceptions!
- Students are expected to keep the Band Room, Practice Area, and Pelham High School clean and organized. Our room and school is our home while we are here and should be treated with the upmost respect. Absolutely no food, drinks (water is acceptable), gum, or candy is allowed in the band room. Students who do not adhere to taking care of equipment or the band room will be asked to clean up their respective area of the facility.
- Cell phones or other electronic devices should not be used during rehearsals or performances. Students may use them during breaks relative to after school rehearsals/performances.
- Students are expected to cheer for and support Pelham High School and its students, athletes, and staff at all times. We are ambassadors of PHS and the City of Pelham and must represent these institutions in a first-class manner at all times.
- Students are expected to pay fees in a timely manner so that our program can be financially sound and operate as needed.
- Students and Parents are expected to have completed and turned in all necessary paperwork including Consent Forms, Agreement Forms, etc.
- Students must adhere to the academic and remediation guidelines outlined by Pelham City Schools. The band staff will work with each individual member to fulfill these requirements.
- Membership on the team does not necessarily guarantee the right to perform at any given performance. Each member must meet the standards set by the director and instructor and may be required to sit out a performance if they have not successfully learned the required material.
- Members are expected to exercise good judgement in their use of social media websites/apps and to conduct these activities in a responsible and respectful manner. Members should not post information, photos, or other representations of sexual content, inappropriate behavior (i.e. drug or alcohol use), inappropriate language, or items that could be interpreted as demeaning or inflammatory to the students, staff, and overall image of the Pelham High School Band Program.

REHEARSAL & PERFORMANCE EXPECTATIONS

- No food is allowed in rehearsal unless outlined by the instructor. Water and Gatorade are allowed. Soft drinks, energy drinks, etc. are not permitted at practices and performances. Students should have and use a water bottle at all times.
- Required footwear and clothing must be worn at all rehearsals and performances. Students must wear athletic tennis shoes with socks at all times. They must also be wearing athletic clothing at all times during rehearsal. No jewelry will be allowed at practice. This includes earrings, rings, bracelets, necklaces and studs.
- No jewelry will be allowed at practice or performance. This includes earrings, rings, bracelets, necklaces and studs.
- Hairstyles and unnatural colors that draw negative attention to a member are not allowed.
- Proper rehearsal etiquette is expected at all times.
- All members are expected to bring all necessary uniform and equipment items for practices and performances.
- All members must remain at practices and performances until the entire team is dismissed by the director.

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ATTENDANCE

Students are required to be at all camps, rehearsals, and performances as outlined by the director/instructor(s). Absences are defined as excused and unexcused.

- If a student misses 2 practices, excused or unexcused, the week of a performance, they will not be permitted to perform. If a student misses 1 practice, excused or unexcused, the week of a performance, it will be at the director's discretion whether or not they will perform. If too much important material was missed with no time to make it up, the student may not perform that week. Pass offs may be required to permit a student to perform.
- Absences, excused or unexcused, that occur at times when there is not a performance still require the member to a.) make up the time that is missed with the director/instructor and b.) pass off on any material they missed first hand. Pass offs will be scheduled and held at the director's discretion.

Excused Absences:

- Excused absences are defined as sickness (Must include signed note from parent/guardian or doctor), death in the family, school conflict, emergency doctor's appointment (requires doctor's note). Excuse notes should be received in advance or prior to the absence otherwise it will be considered unexcused.
- Only five (5) parent notes will be accepted per semester. After the fifth parent note (each semester), the absence will either require a doctor's note or be labeled unexcused if no doctor's note is provided.
- Students must notify either their Visual Ensemble instructor or Mr. Ward of any absence by phone or email regardless of the reason. If no reason or note is provided it will be labeled as an unexcused absence.
- Sickness or injury that is severe enough to prevent you from attending and watching will be excused. However, if you are well enough to attend class/school, you are expected to attend practice. Should you miss school due to sickness and are not contagious, you are still expected to come and watch practice, but not participate. First hand observations of practice material is valuable in keeping you from falling behind.
- Injury does not exclude anyone from practice. Anyone who is injured must still come to practice and watch to keep up with any material they are missing. Should a member sit out at a practice due to injury, a doctor's note explaining the injury and restrictions/precautions is required. The only way to cure an injury and speed up your recovery is to seek medical attention. A doctor's note also notifies the instructor of any medical attention she should be aware of.

Unexcused Absences:

- Unexcused absences will not be tolerated and will result in the student being placed on non-performing status or dismissal from the Visual Ensemble
- Unexcused Absences are defined as skipping, forgetting, employment conflict, babysitting, and any other conflict not cleared in advance or that is not school related. Work cannot interfere with scheduled practices, performances, or events. Leaving early or arriving late due to work is considered unexcused missed time.
- Consequences:
 - 1st Unexcused Absence: Non-Performing Status for 1 week or 1 performance.
 - 2nd Unexcused Absence: Non-Performing Status for 2 weeks or 2 performances and parent conference.
 - 3rd Unexcused Absence: Will result in dismissal from the Visual Ensemble.

*****Parents are expected to pick up their students from practices, rehearsals, camps, and performances within 30 minutes of the scheduled end to the event. Supervision will be provided for 30 minutes after the rehearsal/performance is scheduled to end. *****

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EVENT DESCRIPTIONS

Marching Band Mini Camp: May Mini Camp is a four-day camp that lays the framework for the upcoming band camp and season. Members will learn marching fundamentals as well as sight read our halftime show and stand tunes. Visual Ensemble members will begin working on the basics and fundamentals of movement and prepare for the upcoming season. All students must be present, on time and have all materials. Materials: Comfortable clothing, tennis shoes, socks, instrument, music in a black three ring binder with sheet protectors, a pencil, a wire music stand, and a water bottle. All items must be labeled with the students name and section. Marching Band Mini-Camp will begin promptly at 3:30 P.M. and end at 5:30 P.M. Optional social activities may follow.

Summer Marching Music Rehearsals: Summer Marching Music Rehearsals are for all musicians and are held inside and provides integral time for the musicians to begin learning their music for the upcoming marching season. Rehearsals will begin at 6:00 P.M. and end promptly at 9:00 P.M. All students must be present and on time and have all materials. Materials include: Instrument, music in a black three ring binder with sheet protectors, and a pencil.

Percussion Camp: Percussion Camp is for ALL percussionists and is a one week event during the month of July where the marching percussion section will lay the framework for the upcoming football season. All percussionists must be present and on time and have all materials. Materials: Comfortable clothing, tennis shoes, socks, sticks/mallets, music in a black three ring binder with sheet protectors, a pencil, a wire music stand, and a water bottle. All items must be labeled with the students name and section. Percussion Camp will start promptly at 8:00 A.M. and end no later than 4 P.M. A break will be provided for students to go to and/or eat lunch.

Drum Major Camp/Leadership/Visual Ensemble Choreography Camp(s): Drum Major, Leadership, and the Visual Ensemble Choreography Camp(s) are specialized camps held during the month(s) of June & July to prepare these divisions of the band for the upcoming fall season. Times and dates will be varied and depend on the availability of instructors, choreographers, and facilities.

Marching Band Camp: Marching Band Camp is a two week event during the month(s) of July & August where students learn and rehearse their field music, drill (field movement), and choreography for our halftime show. Students will also learn and rehearse their stand music/dances (football games) as well as marching fundamentals. This time also serves as conditioning for our students to help prepare them for the rigors of outdoor performances. This is a large block of rehearsal time that is key to our success. All students must be present and on time and have all materials. Materials: Comfortable clothing, tennis shoes, socks, instrument, music in a black three ring binder with sheet protectors, a pencil, a wire music stand, and a water bottle. All items must be labeled with the students name and section. Band Camp will begin promptly at 8 A.M. and will have varying end times each day. The morning session is held outside (weather permitting), followed by a lunch break, and an afternoon session that is inside and an evening session that is held outside.

Marching Band Rehearsal: Marching Band Rehearsals are held on Monday (3:30-5:30), Tuesday (3:30-5:30) and Thursday (3:30-5:00). These rehearsals are crucial for learning new material as well as refining our halftime show and competition show, movement, and music for performance. Marching Band Rehearsals held on Monday & Tuesday will be at the Band Practice Field (Lot). Marching Band Rehearsal held on Thursday will typically be held at Ned Bearden Stadium (Football Stadium). Rehearsals will be moved indoors if weather becomes inclement. Students are expected to have all materials at all Marching Band Rehearsals. Materials include: Instrument, music in a black three ring binder with sheet protectors, wire music stand, water bottle, tennis shoes (with socks), comfortable clothing, and a pencil. If the event of a holiday that falls on one of the rehearsal days, the rehearsal will be held on Wednesday from 3:30-5:30. Some rehearsals may be extended due to the need for more rehearsal time.

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Football Games/Competitions: The marching band performs at a minimum of 10 football games and 3 competitions. All performances are required. Students will perform at all home varsity football games, travel to all away football games, as well as, perform at and travel (if necessary) to all playoff games (should our team advance to the postseason). Additionally, the band will perform and compete at three marching competitions which are held on Saturdays in late September & October. Materials: Students are expected to have their instrument, stand music (football games), black gloves, black 2017 Member Shirt (provided), Black Athletic Shorts (provided), Black Socks, and Black Band Shoes. Black Travel Polos (provided) may be worn for travel to and from a marching competition. More details on travel and performance are listed in a following section. Students receive a grade for all performances including football games and competitions.

Symphonic Band/Wind Ensemble Sectionals/Rehearsals: Each concert ensemble (Symphonic Band & Wind Ensemble) will have sectionals/rehearsals after school in preparation for Music Performance Assessment or another major concert performance (conference, honor band, etc.). For MPA, sectionals will be held in January and February and be held no more than one day a week. If a major performance arises (conference, honor band, etc.) additional rehearsals may be scheduled as needed. Students receive a grade for all concert band sectionals/rehearsals.

Symphonic Band/Wind Ensemble Camp: Each concert ensemble will have a winter band camp to help them prepare for their major Winter/Spring performances and/or MPA. Guest clinicians and instructors are typically brought to PHS for these camps. The camps typically fall in January, but may be in any of the Winter months.

Concerts: Symphonic Band, Wind Ensemble, and Jazz Ensemble will perform a minimum of four concerts a year (Fall, Holiday, Winter, and Spring Concerts). These concerts will start at 7:00 P.M. (on week nights) and 3:00 P.M. (on weekends) unless otherwise noted. Call time (time to be dressed and ready to perform) will always be one hour before the performance starts. Materials: All students will wear concert black attire to all concerts. Students will need to provide and have black dress shoes, black dress socks, black tuxedo shirt, black neck tie (for gentlemen) and a dress (for ladies). Students will stay for the entire performance and assist with setup and tear down.

Additional Rehearsals/Performances: Additional rehearsals/performances will be called only by Mr. Ward, Percussion Instructor, and the VE Instructors. Advanced notice will be given and these events will be kept to a minimum. Examples include: The Pelham Tree Lighting, Visual Ensemble Showcase, etc.

Spring Trip: The Pelham High School Band will take a yearly Spring Trip to a destination outside the State of Alabama. This trip is not required, but is highly encouraged. The cost of the trip is not included in your band fees.

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ELIGIBILITY

Being a member of the Pelham High School Band and Visual Ensemble is a privilege and not a right. Students must do the following to maintain eligibility and good standing with the band. Eligibility is dually defined in membership and performing/non-performing status. Performing Status is when student is in good standing and adheres to all rules, regulations, and expectations and is eligible to take participate in all performances. Non-performing status is a probationary period where the student will attend all practices and functions, but not be eligible to perform. Loss of membership would be invoked if a student violates loses his or her eligibility due to violation of the substance abuse policy and/or continually violates one of the policies listed below. Removal from the ensemble for the remainder of the year due to a failure to meet academic or behavioral standards. Any student dismissed from the ensemble will remain ineligible for one full year. Eligibility for participation in future years will be reviewed by the sponsor and band director. Excessive disciplinary issues will be dealt with on an individual basis and can result in dismissal.

- **Academic Eligibility:** Band and Visual Ensemble Members must maintain the appropriate average in their classes as outlined by Pelham City Schools. Students not maintaining the necessary average must follow the policies and guidelines for remediation as outlined by Pelham City Schools to retain performing status and membership. Please see below for more details.
- **Substance Abuse:** Band Members are expected to remain drug and alcohol free and must the follow the respective policies of Pelham City Schools. The band staff reserves the right to revoke membership from any student in the band program if the person is caught, on or off campus, using or possessing illegal drugs or alcohol. The band maintains a “zero tolerance policy” for student use of drugs and/or alcohol abuse. Drug testing policies are outlined in the Pelham City Schools Code of Conduct.
- **Rules/Regulations of Pelham High School and PHS Bands:** Band Members must adhere to all rules, regulations, and expectations of Pelham City Schools, Pelham High School, and the Pelham High School Band to remain eligible to participate and perform with the PHS Band and Visual Ensemble. Consistent disregard for rules, regulations, and expectations will be grounds for being placed on non-performing status and/or dismissal from the organization (loss of membership).
- **Fees:** Band Members are expected to pay their fees or fundraise on time for the program to be able to successfully operate and provide a first-class experience. Students must pay fees or fundraise in order to receive items necessary for performance.

GRADES

- Each student entering grades 10-12 must, for the immediate preceding school year, have a total numerical average of 70 (including any (4) core courses) and earn the appropriate number of credits in each of (6) subjects that total six (6) Carnegie units of credit.
- Eligibility shall be determined on the first day of the school year and shall remain in effect for (1) complete school year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined in Part 1 above , may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recent semesters of classes, including summer school. Eligibility restoration must be determined no later than five (5) school days after the beginning of the succeeding semester.

The following grading criteria has been established for the Pelham High School Band:

<u>Class</u>	<u>Grade</u>	<u>Points</u>	<u>Description</u>
<i>SYM BAND/WE ENS/ JAZZ ENS:</i>	Daily Grade(s)	50 pts. (each day)	Students will earn a daily grade for participation in class and having all materials.
	Performance(s)	100 pts. each	Students will earn a performance grade for being at required performances with all materials.
	Playing Grade(s)	100 pts. each	Students will earn a playing grade for playing requested music/scales/exercises, etc. via a grading rubric.

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MATERIALS

Students are expected to have the appropriate materials at all classes, rehearsals, and performances. Failure to not have the appropriate materials or not store them appropriately will result in the loss of one's daily participation grade and/or other disciplinary actions. Materials include:

Class:	Wind Players:	Instrument, Music Folder (Concert Music), Music Binder (Marching Music), Pencil, Appropriate Mutes/Supplies.
	Percussionists:	Instrument, Music Folder (Concert Music), Music Binder (Marching Music), Pencil, Stick/Mallet Bag w/ Drum Sticks, Mallets, Brushes, etc., Practice Pad w/ Stand
Rehearsals:	Wind Players:	Instrument, Music Binder w/ Sheet Protectors, Wire Music Stand, Pencil, Water Bottle, Comfortable Clothing, Tennis Shoes (w/ Socks), Marching Band Drill.
	Percussionists:	Instrument, Music Binder w/ Sheet Protectors, Wire Music Stand, Pencil, Water Bottle, Comfortable Clothing, Tennis Shoes (w/ Socks), Stick/Mallet Bag w/ Drum Sticks, Mallets, etc.)
Performances:	Wind Players: (Marching Band)	Instrument, Music (Binder/Flip Folder), Black 2016 Member Shirt, Black Member Shorts, Black Socks, Black Band Shoes.
	Percussionists: (Marching Band)	Instrument, Music (Binder/Flip Folder), Black 2016 Member Shirt, Black Member Shorts, Black Socks, Black Band Shoes.
	Musicians: (Concert)	Instrument, Music Folder (Concert), Appropriate Mutes/Supplies, Sticks, Mallets, etc. Concert Attire (Gentlemen): Black Tuxedo Pants, Black Tuxedo Shirt, Black Neck Tie, Black Dress Shoes and Socks. Concert Attire (Ladies): Black Concert Dress, Black Panty Hose, Black Dress Shoes

FACILITIES

All students are expected to treat ALL PHS Facilities (Band Room, Offices, Practice Rooms, Rest Rooms, Gyms, Practice Field, Stadium, etc.) with the upmost respect and care.

- Students will put all materials in the correct and appropriate place(s) after using them. No materials, instruments, clothing, trash, etc. will be left out in any of the before mentioned facilities/spaces.
- There should be no personal belongings left out for any reason. All personal belongings, when not in use, should be kept in students' school and band lockers at all times. Belongings that are left out will be taken to lost and found in the PHS Main Office.
- Students are expected to maintain a clean and tidy room/practice field, section by disposing of all trash and waste in a timely and efficient manner.
- No food or drink (other than water) will be brought into the Band Room and corresponding facilities.
- If a student is not following the previously listed expectations about the facilities he or she will be asked to clean the area that has been disregarded.
- The Band Director's Office/Space is to be respected at all times. If the door is closed, students will knock and wait until they are acknowledged and given permission to enter.

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FEES & EXPENSES

- Fees are unfortunately a necessity as we do not receive any financial assistance from anyone. As an organization, we cannot operate and provide any level of experience for our students if we do not charge fees. Band fees and the budget are voted on by the Pelham Band Boosters, Inc. each spring. Every effort has been made to keep fees as low as possible while still providing a great year-round experience. Fundraising is provided to help offset the cost of band fees and to provide money to the general band budget for capital purchases and expenses. Fees are expected to be paid on time relative to the Fee Payment Schedule that is provided in this handbook.
- Money for any division of the band cannot be spent until it has been received.
- Uniforms, clothing, and accessories (spirit pack items) will not be given to those who have not paid their fees.
- Students are not allowed to go on the optional Spring Band Trip or use their account for Honor Bands, etc. until all fees are paid.
- All band fees must be paid from the previous year before a student can participate in band the next year.
- Checks are to be made to: PHS Band. Fees can also be paid online through the PCS Online Payment System.
- To see your account statement please use our CHARMS system as it contains all the details of our program including finances.
- A schedule for payments as well as breakdown of fees is listed in the Forms/Addendum Section of the Handbook.
- If a student is dismissed from the band or decides to forfeit their membership (quits), refunds will not be given. If a student is dismissed or decides to forfeit their membership, all fees that are due at the time of dismissal/departure must be paid in a timely manner. At no time or under any circumstances will fundraising monies be returned or given to a student or parent. Additionally, if a student has a credit at the end of the year/season or at the time of graduation, it will remain in the Band/Visual Ensemble account and cannot be returned to the member/parent.
- One parent/guardian of each student is expected to work 1-2 shifts in the Pelham Band Boosters Football Concession Stand to help keep the Fair Share Fees lower. A charge of \$150 will be applied to each student account until the concession shift(s) have been worked at which time the charge will be removed. A parent/guardian may "buyout" the shift(s) if they do not wish to work in the concession stand.

EQUIPMENT

All students are expected to treat ALL equipment (instruments, music, uniforms, flag, etc.) with the upmost respect and care.

School-Owned Equipment

- All students who use school-owned equipment will fill out and sign a Borrowed Property Agreement Form.
- All students who use school-owned equipment will take great care to make sure that it is in good repair, not damaged, or used by other students.
- Pelham High School Band will maintain the instrument relative to normal wear and tear.
- Students will be responsible for damage to the equipment that happens due to negligence, carelessness, and mistreatment. If equipment is lost, stolen, or damaged beyond repair due to negligence, the student will be responsible for the full replacement cost of the equipment.
- Students are expected to use gloves when handling school-owned marching instruments. They will also set marching drums and instruments on towels during rehearsal and performance.

Personal Equipment/Belongings

- All students who use their own instruments/equipment will be responsible for making sure that it is in good repair, not damaged, or used by other students.
- Pelham City Schools, Pelham High School, and the Pelham High School Band and its staff assume no responsibility for damaged, lost, or stolen personal equipment and belongings.
- You are highly encouraged to have your instrument insured against theft, damage, etc. through your family's homeowner's or tenant's insurance policy. It is also advisable to keep a record of the make and serial number of the instrument in your personal records.

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UNIFORMS

Rules/Regulations

- All uniforms used by members of the Pelham High School Band are property of the Pelham High School Band, with the exception of the Drum Major Uniforms.
- Designs of uniforms including the Drum Major Uniform, are at the discretion of Mr. Ward and the PHS Band Staff. No alterations will be made to the design and look of the uniform.
- All uniforms will be stored and remain at Pelham High School, unless otherwise noted.
- All students are expected to treat ALL uniforms and uniform parts with the upmost respect and care.
- Students will be responsible for damage to uniforms that happens due to negligence, carelessness, and mistreatment. If equipment is lost, stolen, or damaged beyond repair due to negligence, the student will be responsible for the full replacement cost of the equipment. Replacement costs are listed below.
- All uniforms will be hung up properly and returned to the uniform room(s) after the performance has concluded. If a student does not properly hang up his or her uniform, he or she will be asked to do it correctly.

General Expectations-Marching Band Uniforms

- Visual Ensemble uniform and appearance procedures and expectations will be decided by the VE Staff.
- Under Your Uniform: Black 2017 Member Shirt (Provided) and 2017 Member Shorts (Provided).
- If you lose your 2017 Member Shirt or Shorts, you will be responsible for purchasing a replacement from Alterations by George, Inc.
- Footwear: Black Band Shoes and Black Socks are required.
- Gloves: Black Gloves provided by the band.
- No jewelry, no glitter, no earrings (except studs), no fingernail polish (except clear), no hair coloring.
- Hair: All long hair (boys and girls) must be pulled back in a way that will fit under your hat and still be neat when your hat is off.
- You will remain in full uniform at all times unless told otherwise by Mr. Ward.

General Expectations-Concert Band Uniforms

- All students (Symphonic Band, Wind Ensemble, Jazz Ensemble) will wear concert black formalwear that will be purchased by each band member. Boys will wear tuxedos (minus jackets) and ladies will wear black formal dresses.
- Boys are responsible for purchasing a tuxedo shirt and having it clean and ironed at all performances.
- Footwear: Boys will wear black dress shoes and Black Socks. Girls will wear appropriate black dress shoes (heels, flats, etc.) along with black hose.
- No jewelry, no glitter, no earrings (except studs), no fingernail polish (except clear), no hair coloring. Hair will be worn neatly.

General Expectations-Travel Uniform

- When traveling to a marching competition or other performance students may be asked to wear their member shirts (provided) along with either blue jeans or khaki shorts depending on the weather. This is done in an effort to easily identify our students in large crowds.

Uniform Replacement Costs

- Visual Ensemble: Cost of Uniform as Purchased New.
- Concert Band Uniforms:
 - Tuxedo Pants: \$ 50.00
- Marching Band Uniforms:
 - Coat: \$ 300.00 / Vest: \$ 50.00 / Pants: \$125.00
 - Shako (Hat): \$ 75.00 / Shako (Hat) Box: \$ 15.00 / Plume: \$ 20.00

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TRAVEL

Overview

- Travel includes: Away Football Games, Marching Competitions, Music Performance Assessment, Spring Band Trip, and miscellaneous performances.
- On all off-campus trips, students must ride the band buses to and from the event. Students will sign the bus list, based on seniority, before each trip. Students may not change buses without permission from Mr. Ward.
- All students and parents will sign up for a bus and sit where they have signed up. No alterations to the bus list will be permitted.
- All students and parents who travel to any event must have a completed Consent/Medical Form on file with the PHS Band.
- All school rules, regulations, and expectations apply and will be strictly enforced.

Bus Guidelines/Expectations

- Chaperones will be assigned specific buses and responsibilities by the Head Chaperone.
- A bus captain will be named for each bus so that someone is ultimately responsible for calling roll and in the event of an emergency.
- All students will do exactly what staff members, chaperones, and bus drivers ask at all times.
- Students will be seated appropriately in their seats at all times. When roll is being called, students will be in their assigned seats (charter buses) and remain silent and listen attentively so that attendance can accurately be taken.
- If a student wishes to listen to music they must have headphones/ear buds as music audible to the rest of the bus will not be tolerated.
- If students wish to watch movies (charter buses) they must first be approved by chaperones and staff members. If something is deemed inappropriate or offends someone, it will not be shown.
- All students are expected to treat the buses with the upmost respect and care. Students will dispose of trash and waste and keep the buses clean at all times. Students must be careful with food and drinks and ensure that they are sealed at all times.
- Non-Band Members are not allowed at any time to ride the bus.

Football Game Guidelines/Expectations (Home & Away)

- No eating or drinking in the stands except for water and canned drinks that are provided by the band.
- Restroom breaks are at the discretion of the staff based on location and timing. All students will be accompanied by a chaperone when leaving the band's seating section to go to the restroom.
- Students are responsible for all of their equipment, uniforms, etc. We have Chaperones that will assist with the moving of large equipment, hydration, etc., but students are ultimately responsible for their equipment/materials.
- Non-Band Members cannot sit in the band seating section. Seating arrangements will be decided on by Mr. Ward and the staff. Students are not allowed to move or change the setup of the band in the stands.
- Students will have stand music at all times and not deviate from the written music.
- Students will only play their instruments as a group and will not play or make sounds on their own.
- Students will remain in full uniform unless notified otherwise by Mr. Ward.
- Students will follow the instructions of the staff, chaperones, and drum majors at all times.
- We are here to support the team and entertain the crowd! We support them and represent our school (in a first-class manor) at all times!

Overnight Travel (Hotel) Guidelines/Expectations

- Students will sign up for rooms before we leave for the trip. No alterations will be made to the rooming list.
- Students will be respectful of the hotel and its guests by keeping noise to a minimum and staying in their rooms.
- No boys are allowed in girls' rooms and vice-versa. Do not go to any other floor in the hotel except the one your room is on.
- There will be a curfew and rooms will be checked and taped. Once curfew begins and rooms have been checked for the night, no student is allowed out of his or her room for any reason. You will call your chaperone if you need something or if there is an emergency.
- Shoes are required at all times.
- You are expected to be on time at all events/meetings, etc.
- All school rules, regulations, and expectations apply and will be strictly enforced.

CHAPERONE GUIDELINES

The primary objectives of chaperones are the safety and well being of the students. All chaperone duties/responsibilities are designed with these in mind.

The following are some of the duties and responsibilities of chaperones:

- Ensure that students follow band rules for their own safety and the safety of others. Please alert one of the lead chaperones or staff members immediately if a student is choosing not to follow the rules.
- Distribute water to the students when necessary. Students need to remain properly hydrated at all times, especially during warm weather rehearsals/performances.
- Accompany students outside the band's seating such as on restroom trips, marching to the stadium, during warm-up, etc. No more than 2 students should be gone from the band's section at any given time. Students are to remain in uniform when leaving the band's section.
- Help with props and equipment as needed. The Equipment Crew will manage the equipment needs, but chaperones are often asked to assist with this process to expedite these tasks.
- Ride your assigned bus to away events. Assignments will be made prior to the event. One chaperone on each bus will be designated as the bus captain and be responsible for calling roll and contacting staff members if there are issues that need attention. All chaperones should monitor the student's behavior/activities as all school rules apply.
- If a student has a medical issue at any time, please notify one of the lead chaperones. If an issue occurs on a bus, notify the bus captain. The lead chaperones will have copies of the student and chaperone medical forms. Lead chaperones will immediately notify staff members of the situation. The situation needs to be handled with the minimum number of chaperones/staff members as the rest of the band still requires supervision.

Additional Guidelines and Information:

- Wear your name tag/lanyard at all times during the event.
- Remain in the band's seating section for the entire event unless escorting students. Chaperones are distributed throughout the band's seating section as needed. If you must leave for any reason, please notify one of the lead chaperones.
- Only students, staff, and chaperones for that event are allowed in the band's seating section. Anyone else will be asked to leave. No exceptions will be made for family members.
- Please follow the rules that students are expected to follow, including no food or cell phone usage in the band's section. If you must take an important call, notify one of the lead chaperones and then leave the band section for the minimum amount of time needed.
- Chaperone meet time is 30 minutes prior to the student meet time for the event, unless otherwise noted.
- Please notify the chaperone coordinator if you are running late via cell or text. Chaperones that have not arrived by the student meet time will be replaced by an alternate.
- If you are unable to chaperone an event for which you are scheduled, please notify the chaperone coordinator as soon as possible so that a replacement can be arranged. If the conflict arises less than two hours before the chaperone meet time, please use cell or text rather than email.
- For home events, please avoid volunteering to chaperone and signing up to work the concession stand for the same event.

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AUDITIONS

Musicians

- All musicians will audition at the beginning of the school year (August) for chair and part placement.
- Chair placement auditions will be periodically conducted throughout the year and may be done via Google Classroom assessment grades.
- All returning musicians will audition at the end of the spring semester for ensemble placement for the following school year.
- There will be no challenges or changes in chair placements unless otherwise noted by Mr. Ward.

Leadership Team (Section Leaders/Band Council)

- Students interested in being on the Leadership Team must apply in the spring for the following fall.
- Students must have a least one year of experience with the PHS Band and be a member in good standing.
- Selection to the Leadership Team will be conducted by the Band Staff based on application, interview, behavior, and overall performance in the program.
- Students who are selected for the Leadership Team must attend the annual Leadership Team Camp and additional Leadership Training during the summer. If a student cannot attend the camp or additional training sessions, he or she can be dismissed from the Leadership Team by the director.

Drum Major

- Students interested in being a Drum Major must apply for the Leadership Team and participate in Drum Major Auditions.
- Auditions will be held in the spring and returning drum major candidates must re-tryout.
- Students must have a least one year of experience with the PHS Band and be a member in good standing. If chosen the student(s) will have to attend Drum Major Camp in the summer and purchase his or her drum major uniform.
- The decision of who is named drum major will be based on scores from the audition, the interview, conducting the band, student feedback, and will ultimately be made by the PHS Band Staff.

HONOR BANDS

Students will have the opportunity to apply to participate in Honor Bands. Please follow the proper procedures relative to Honor Bands so that you can successfully apply, participate, and not negatively impact your school work.

- Students will be able to apply and only be recommended to two collegiate honor bands. This does not include Alabama All-State Band/District Honor Band Auditions/Festivals.
- Students will not be recommended for Honor Bands if they are not in good standing relative to behavior or fees.
- If chosen, the student will need to complete the necessary paperwork, pay the necessary fees, and turn in a pre excused absence form to the Attendance Office. All students will be responsible for their own transportation to and from the Honor Band.
- If chosen, the student will need the following materials for the Honor Band: Their instrument, wire music stand, and Concert Uniform (Tuxedo or Formal Dress). Students will not wear medals on their tuxedo/dress.
- If chosen for Alabama All-State Band, students will have to pay for their hotel room at the Conference Hotel. Mr. Ward will accompany any student who makes All-State Band, but the students and parents are still responsible for transportation to and from the event.

PRIVATE LESSONS

Private Lessons are not required, but are ultimately the best way to get better on your instrument. Students make incredible progress when they study privately with a private instructor. If a student is interested in Private Lessons, please see Mr. Ward for a complete list of qualified instructors.

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CHARMS

CHARMS is a cloud-based system that houses all aspects and information relative to our program. Each student has been assigned an ID (Password) to access their account. This system contains all of your contact information, financial information, and is your gateway to accessing files/music/handouts. We also do all of our mass communication, inventory, uniforms, forms, music files, etc. on this program. After initially logging into CHARMS you can change your password to something that you are familiar with.

PELHAM BAND BOOSTERS

The Pelham Band Boosters, Inc. is an organization created to assist the band and its staff in the overall operation of the band program including the Visual Ensemble. The Band Boosters meet once a month which is typically on the first Monday of each month from 6:30-8 P.M. in the PHS Band Room. The meeting is open to any parent (of a band member) who is interested in helping with the program. The Band Boosters assist with creating fundraising opportunities, getting volunteers/chaperones in place for various rehearsals/performances, creating social activities for the students, and assisting in any other way possible to add to the experience of each band member. Additional information can be found in the Band Boosters, Inc. By-Laws. The Band Boosters approve an annual budget that is responsible for establishing a system of self-imposed fees that ensures the operation of the band program and all relative activities and events. Additionally, they approve and administer all fundraisers for the band program.