

PCHS Band of Gold Handbook

Membership Requirements

1. Band members must be in good academic standings.
2. Transfer students must be in good standings with their former director.
3. All students should be able to learn and perform materials and techniques that are taught.
4. Auxiliary members are chosen through try-outs to be judged by a panel of judges not affiliated with the Pell City High School Band Program.

Attitude:

1. Since members should set the example as model students, each member of the band must maintain a desirable attitude, good behavior, and a spirit of cooperation in all practices and performances. Failure of adherence to this stipulation may result in dismissal from the band.
2. Each member must cooperate fully with directors, chaperones, student teachers, designated adults, auxiliary sponsors, student leaders, and **all** school authorities at all times. Not adhering to this will result in referral to the appropriate administration and/or may result in dismissal from the band.
3. Band members must respect their student representatives and leaders when elected or appointed. Student leaders are aides to the Band Director that have been assigned specific duties by the director to help maintain a superior organization. In addition, student leaders should exemplify the model of musicianship, good attitude, enthusiasm, honesty, and good morality. If student leaders mishandle a situation, **the directors should be notified immediately.**

Leadership:

1. The director or a panel of judges on the basis of musicianship, leadership ability, posture, self-discipline, and the ability to react in a performance situation selects drum major(s). **The band director, on the basis of playing ability, dependability, organizational skills, and cooperation, appoints section leaders and student staff members.**
2. **Leadership will complete leadership training by the director and or attend training camp. Students who fail to complete this training to the satisfaction of the director will be removed!**
3. Members are seated according to the needs of the band and at the discretion of the director
4. **Heads of Auxiliary's will be chosen by the director OR through try-outs to be judged by a panel of judges not affiliated with the Pell City High School Band Program.**

Morality:

1. Pell City High School band members will not use profanity in the presence of other students or adults while engaged in band activities. Leadership guilty of cursing toward a student will be removed from leadership.
2. Pell City High School band members will not use tobacco of any kind, drink alcoholic beverages, or use illegal drugs while engaged in band activities.

Conduct

1. No talking is permitted when the director or student leader is on the podium, or speaking to the group from some other part of the room. An opportunity will be given for relaxing and talking during each rehearsal.
2. Attendance at activities must be punctual. The band directors and auxiliary sponsors will set times.
3. In performances all band personnel will sit together in the pre-arranged formation **at all times** while in the stands. Outsiders **must** be excluded.
4. Students will not use cell phones during games unless approved by director. **Students caught using a cell phone during a game will result in a 1 game suspension. After the third offence, students will be removed from the band.**

5. All students must participate in all stand routines.
6. **The directors and sponsor will decide restroom use/concession stand on a case-by-case basis.**
7. Personal hygiene rules must be carried out.
8. Hair is to be worn neatly and properly trimmed (males).
9. No jewelry is to be worn during practices and performances. Females may only wear studs while in uniform. Males are not allowed to wear earrings at any time.
10. No shades or sunglasses (games/competitions) unless a part of the performance. Only prescribed glasses are to be worn.
11. No make-up (except for auxiliary).
12. No gum chewing.
13. **Students will not participate in public displays of affection (PDA) while in uniform.** Students should not engage in PDA in the band hall. Everyone does not want to know your business!
14. Students must bring a signed note from a parent or guardian **prior to leaving for the** performance to check off the bus after a performance. If a parent insists on taking the child after permission is denied, the student will no longer participate with the band. Emergencies will be determined by the director.

Band Website, Facebook and Charms

In an effort to have good communication with students and parents, we have developed a website. Calendars, forms, music, etc., can be accessed through www.pellicityband.com. The Band also has a Facebook page – PCHS Marching Band of Gold Boosters and Pell City HS Band of Gold. We will also have portal for you and your student to check financial updates and to receive emails and text messages from a database called Charms. **Charms Office** is a program that allows us to communicate with one another through the internet. Calendars, account information, balances, payment dates, forms, music, etc., can be accessed through www.charmsoffice.com. The login information is pellicityhsband and the password will be the student's first three letters of their last name and the first two letters of their first name EX. Funco for Corey Funderburg. Please visit the website to see more details.

Clinic/Camp

The cost for all camps is the responsibility of band and auxiliary members or parents/guardians. **Each member** must attend camp. Conflict with a job will have to be resolved. The importance of camp to the group as a whole is of prime importance. We will practice during the summer. (See attached copy of calendar. Rookie camp is mandatory for rookies and leadership. Rookies who do not attend rookie camp will not be allowed to march for the season. Only extreme circumstances will be reviewed or excused by the director.

Financial Obligations

1. An assessment for Operational Expenses is required yearly-\$300 for each initial wind and percussion player. \$150 is for an additional sibling. Dates for fees will be available on www.charmsoffice.com Majorette and guard fees are in their audition packet.
2. **Refunds for trip deposits and payments will be at the discretion of the director. If payment has been sent off by the school, it is unlikely that the deposit will be returned, except in cases of dire emergency.**
3. **Any time a student or parent turns in money, it must be in an envelope with the student's name, what it is for and the amount written on the envelope.**
4. **All checks written to the Band MUST have a driver's license number and/or phone number on the check - this is Board policy.**
5. **Tuxes and dresses - \$120 - Ordered in late September. Must be paid for before ordering.**
6. The band fee can be lowered by parents helping out in the concession stand at football games; work 4 games and \$50 will be deducted from the band fee. You must sign in with the concession chairman each time in order to receive credit. After 4 games, the concession stand chairman will notify the director.

Fundraising

The Pell City High School Band strives to provide the very best for our band members. To do this we must hold fundraisers to help with the proper operations of the band. Therefore, I ask for your cooperation in helping with the financial support of the band. I ask all parents and students to help whenever possible. We all must work together in order to improve the financial quality of our band program. For students that require assistance, **no courtesies will be extended to members who do not participate in fundraisers**. Thank you in advance for your understanding and assistance. All monies raised for fundraisers are property of the school. While money can be designated for student fees or trips, the money is still property of the school, and once designated to go to a particular item; it cannot be transferred to another area of the band. Check www.pellcityband.com for the

Band Boosters

The Pell City Band Booster organization is a group of parents and volunteers who help raise money and assist in the financial needs of the band. They help purchase uniforms, instruments, and other needs of the band. They meet the 2nd Thursday of every month. We have a lot of fun fellowshiping and raising money for our kids. The more money we raise as boosters, the less money we charge the students. Please be an active booster by supporting this organization.

Instrument and Uniform Care:

1. Parents and Students must sign an instrument loan agreement form before he/she is issued a school owned instrument.
2. Parents and Students must sign a uniform agreement and must have paid their band assessment fee **before** they are issued a uniform.
3. Parents and students are responsible for the total cost of damages, loss, or theft of a school owned instrument/uniform that occurs while in the care of the student (damages that are caused by negligence).
4. Students whose uniforms are left improperly cared for or found on the ground will be suspended from performance for the week. If a student is suspended for neglect of uniform, the third offence will result in dismissal from the band.

** Further instructions about care will be provided in the agreement that is issued.*

Grading Policy

Grades in band are determined by passing-off music, scales, or audition material, attendance and participation in rehearsals and performances, care and maintenance of equipment, materials and facilities. All absences from after-school rehearsals must be made up or ten (10) points will be deducted from the 9-weeks grade. All class period absences over the first five (5) must be made up or five (5) points will be deducted from the 9-weeks grade. **Unexcused absences from performances will result in one (1) letter grade being deducted from the 9-weeks grade.**

Daily Grades

Daily grades are determined by the following:

1. Be on time to every rehearsal or performance with, instrument, music and other necessary equipment
2. Wear the uniform in the manner it was intended – clean and neat with clean shoes
3. Store instrument, music, and other equipment in its proper place.
4. Pass-offs, scales, musical excerpts
5. Participate in class on a daily basis.

Grading Percentages

25% Habits of work (work ethic)

20% Minor Assessments (playing tests, class assignments)

55% Performances, Rehearsals, and Written Final Exams (major assessments)

Absentee Policy for Band

It is the student's responsibility to notify the **the student leader AND the Band Director**, in advance with a signed note from a parent if a rehearsal will be missed. When missing a rehearsal, the student must fill out a Time for Time form located in the band room office or on the Charms Office website at www.charmsoffice.com. The student must make up all missed rehearsals (excused or unexcused) by staying after school and rehearsing individually. Failure to make-up all lost time within a grading period will result in the student's grade being lowered. **Students who miss Thursday night rehearsals will not be allowed to participate during the half-time performance (illness absences will be determined at the discretion of the director). However, the student is required to attend as a band member and sit with the band. Students will be required to wear full uniform and stand in the end zone at attention during the half time performance. The participation for students who miss for an excused absence will be at the discretion of the director.**

Excused Absences

1. Illness verified by a doctor's note
2. Death in the family
3. Unusual circumstances verified by a note from a parent to include, but not strictly limited to: an illness that does not require a doctor's care, yet is serious enough to cause an absence, family emergency, situations deemed appropriate by director.

Unexcused Absences

1. **Skipping**
2. **Forgetting**
3. **Employment conflict**
4. **Club meeting**
5. **Make-up test/Detention (Will be made up in the morning and not during rehearsal time). Parents/students must find a way that will not interfere with rehearsal.**
6. **Doctor and other appointments that could be scheduled at a different time ***
7. **Trip made in disregard of band commitment**
8. **Babysitting a younger sibling.**
9. **Beauty Appointments (hair and/or nails)**
10. **Failure to secure appropriate transportation to rehearsals and performances****
11. **Any conflict not cleared in advance with the band director**

Doctor's appointments should be scheduled at times **other than during a scheduled rehearsal or performance. We do not rehearse on Wednesdays.*

*** It is the responsibility of the parent and student to secure transportation to and from rehearsals. Students must be picked up promptly after rehearsal. It is **not** the responsibility of the band staff to remain and babysit students who have not secured transportation. Please respect our time as we will respect yours.*

Performance Requirements

Student performance will be monitored on a daily/weekly basis. **Based upon their progress, the directors/sponsors reserve the right to place students on alternate status until student performance meets previously set standards.**

Band Class Procedures

1. Be in your seat with proper equipment (instrument, music, etc.) and warmed up no later than 5 minutes after the bell rings to begin class.
2. Instrument maintenance should be done **before** warm up.
3. Be prepared for class! Have extra reeds, valve oil, and other necessary equipment to properly participate in band class. No walking around during warm up or rehearsal.
4. No talking while the director or drum major is on the podium or in the process of teaching class.
5. If you have questions or wish to answer a question, raise your hand to be acknowledged and wait for permission.
6. Do not play anyone's instrument. This includes percussion instruments. Play only the instrument you are assigned along with the part you are assigned.
7. **Do Not** chew gum, eat food or candy, or consume beverages in the band room. Water is allowed; however, discard the bottle when you leave.

8. Respect yourself and others at all times (keep hands and feet to yourself).

Band Trip Procedures

1. All school rules are in effect on all trips!
2. Students are to stay together as a band. Students will not be allowed to wander at their leisure during games. Students must seek permission from the band director(s) or sponsor(s) to utilize the facilities.
3. It is the **student's responsibility** to ensure they have transportation to and from the band room for both home and away games.
4. Misconduct or violation of school rules and regulations while on an overnight trip may result in the student being sent home (at parents' expense) via the quickest means of transportation.
5. If a student is caught stealing while traveling with the band, it will be the parent's responsibility to post bail and transport the student home, regardless of location.

Discipline Policy

The following consequences may be issued for an infraction of any of the above procedures:

1. **Verbal warning/Students are isolated from source of problem**
2. **Suspension from games and or Detention depending on the severity of offense/administration notification and parent conference**
3. **Removal from band**