

2023-2024 MADISON BAND

Required Forms For Uniform Fitting Day

Policies and Procedures Acknowledgements

- Attendance Expectations and Grading Criteria
- Uniform Policy
- Bus and Activity Rules and Guidelines
- Required Authorizations
- Student/Parent UIL Acknowledgement

Volunteer Involvement Needs/Requirements

- Booster Club Parent/Student Information Sheet
- Fundraising Policy Acknowledgement

Student Travel Forms

- Field Trip Permission Form
- Northeast ISD) Extracurricular Participants Expectations & Rules
- Extracurricular Policies & Procedures/Student Code of Conduct
- Student/Parent Agreement
- Travel Consent Health Form
- Medication Addendum to Parent Travel Consent

Form Program Fee

- S P E F Acknowledgement form

Fitting Schedule for Saturday, July 30th

Seniors	8:00 a.m. – 9:30 a.m.
Juniors	9:30 a.m. – 11:30 a.m.
Sophomores	11:00 a.m. – 12:30 p.m.
Freshmen A-J	1:00 p.m. – 2:30 p.m.
Freshmen K-Z	2:30 p.m. – 4:00 p.m.

***Please Note: If you cannot come during your scheduled time due to a conflict, please try to do so at any time before 4:00 p.m. and/or have parent or guardian come to turn in required forms and pay band obligations.**

WHAT TO EXPECT ON UNIFORM FITTING DAY:

Your student will be fitted for a uniform, turn in required forms and pay required fees at Uniform Fitting Day. There will be an opportunity to purchase spirit items, sign up for volunteer events, order band decals and yard signs. Additionally, a photographer will be present to photograph each student in uniform and you will have an opportunity to purchase photos and photo spirit buttons. Finally, parents will have an opportunity to make volunteer commitments to the Band/Flags Booster Club (Chaperone, Concessions, Spirit Booth, Trailer Load Crew, and Uniforms are all areas where volunteers are needed).

So that the process moves quickly, please come prepared with all forms completed. Also, please note that you will need *separate checks* payable as noted below as well as cash for some items that can only be paid for with cash.

What fees can I anticipate paying on Uniform Fitting Day?

Payable to Madison High School (cash, check or money order):

- Student Program Enrichment Fee- (\$450.00 for Band/ \$545 for returning Color Guard Members, Cost for Colorguard for Freshman Members will be a little higher- extra fee covers cost of jacket, pants, and duffle bags for the year)-see *SPEF form for complete information*). We're asking for a **\$125 deposit** from all families on Saturday! For Uniform Fitting Day we accept Card, Check, Money Order, and Cash
- NEISD Instrument Maintenance Fee (Students using school instruments) **\$30.00**

Cash Only to pay Shoe Vendor ** NO CHECKS OR CREDIT CARDS ACCEPTED**

Band Shoes (new band members): --\$47.00 Cash

Every student will be issued two pair of gloves throughout the year at no charge. You may purchase a third pair at a later time for \$3 per pair from the Uniform mom.

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Optional Spirit items: decals, yard signs, t-shirts, caps, etc. will be available for purchase at various prices and may be purchased with cash or checks **separate** from student fees (payable to Madison Band Boosters).

PLEASE NOTE: NO POST-DATED CHECKS WILL BE ACCEPTED. IF YOU POST-DATE A CHECK IT CANNOT BE GUARANTEED THAT CHECK WILL NOT BE DEPOSITED BEFORE THE DATE ON CHECK AND NEITHER THE BOOSTER CLUB NOR MADISON HIGH SCHOOL WILL BE RESPONSIBLE FOR ANY BAND FEES INCURRED IF CHECK IS RETURNED NSF.

JAMES MADISON HIGH SCHOOL BAND and COLORGUARD ATTENDANCE EXPECTATIONS AND GRADING CRITERIA

The James Madison Band consists of over 250 members and has been successful over the years because of the dedication of its student members. To ensure future success, it is critical that students understand and meet expectations for attendance and participation in the Madison Band and Color Guard.

ATTENDANCE

Although many factors impact the success of the Band and Guard Program, attendance *is* certainly one factor with a tremendous effect. Every individual is important to the group, and the group cannot rehearse or perform at its best when members are not present. For that reason, and in a desire to be fair and consistent, **all students are required to attend all rehearsals and performances.**

A rehearsal and performance schedule will be given to each student and posted in the band hall. Rehearsals and performances are scheduled and announced giving students adequate time to make necessary arrangements to be present.

The following attendance policy will govern all absences:

1. Every student is responsible to self-screen for Covid Symptoms including Fever, Sore Throat, Chills, Aches, Loss of Taste or Smell, Fatigue. If Covid Positive students will need to stay home and contact the Band Directors who will put you in touch with the NEISD Health Services. Health Services will determine the length of time until return for the student to rehearsal or events.
2. Each student or his/her parent or guardian must email Mr. Perkins report an illness prior to rehearsal. Documented *emergencies* (examples: hospitalization or death in the immediate family) should *be* reported immediately. Failure to timely report an absence may result in the absence being unexcused.
3. School-related schedule conflicts must be worked out between sponsor and director prior to the conflicting events. Any conflicts not resolved in advance will be considered an unexcused absence.
4. If the student has concerns or extraordinary circumstances, it is the student's responsibility to contact the director(s) to mutually agree upon a solution. Failure to do so in advance of an absence will result in the absence being unexcused.
5. Work is **never** an excuse for an absence. All work-related absences will be unexcused.
6. Students are not permitted to miss rehearsals because of 'punishment' or 'grounding' at home. Band is the ultimate team sport, and a student missing from the drill and formations has a huge impact on all of the students around them.

On the next page you will see the student rules and compliance for this school year. Please read these over carefully as they will be enforced for all students in the band program.

Student Rules and Compliance

1. Rehearse EVERY morning and after school rehearsal during the fall competition season.
2. Attend ALL stadium or extra rehearsals officially called by directors.
3. Perform in marching competitions on Saturdays in Oct.- Nov.
4. Communicating conflicts once you get the final calendar. You will let the Directors know with an incredible amount of time any conflict so your marching spot can be covered. (4 week notice if needing a sub or spot will be lost!)

Attendance Policy:

- Attend every rehearsal: ON TIME, and ensure that all music, drill, choreography is known at the highest level as both a member and FULL BAND.
- Attendance will be taken each day when rehearsal or event begins.

-Tardies:

- a) 1st Tardy: Warning. Parent Phone Call
- b) 2nd Tardy: Loss of Spot and Student not allowed to go to perform at football game for a week.

Absences

-Unexcused absences: are defined as a student missing without notification prior to any event or rehearsal.

-Excused absences: are defined as missing a rehearsal event with parent communication to Directors prior to an event or rehearsal.

Excused Rehearsals must be communicated well in advanced and approved.

-Emergency Absences: are defined as a student or parent that has incurred an emergency that prohibits a student from attending a rehearsal or event. This includes student illness, family illness or death. Communication must be received prior to start of the event or rehearsal being missed.

Unexcused Absence Policy:

- a) 1st Unexcused Absence: Parent Phone Call/Contact.
- b) 2nd Unexcused Absence: Parent/Student Warning of Loss of Spot/Student will not march that week.
- c) 3rd Unexcused Absence: Permanent Loss of Spot.

Conflicts:

-We encourage involvement in other activities and clubs, for band camp, events or rehearsals it is the student and parent responsibility to communicate a schedule that equally shares between the organization. Please check with your activities to see which parts of the day would be best served for your student to participate both with band and your other organizations and clubs.

-Avoid missing entire rehearsals as this only puts you behind while helping the other organization.

6. Keep up with your grades and be great citizens in your academic classrooms.
 - Students MUST be eligible at the 1st 6th weeks Grade Check and the end of 9th weeks to participate all outside of school activities. (Football Games, Marching Contests)
 - If you fail any regular course with a 69 or lower you will become ineligible.
7. Have all your music and drill memorized by assigned dates.
8. Follow the NEISD Code of Conduct and the NEISD Fine Arts Code of Conduct. If students cannot abide by these rules removal from the band may occur.
9. Work as a TEAM MEMBER at all times and communicate well!

Grading Policies for Band and Colorguard

GRADING CRITERIA

Each director will announce specific guidelines for his class(es) to determine grades at the beginning of each grading period. The following criteria are generally used to determine grades.

PARTICIPATION:

- Present at all rehearsals, sectionals and performances
 - On time to all events (no tardies)
 - Prepared at all times (having supplies and equipment)
 - Proper care of band items (instrument, uniform, etc.)
- Appropriate respect of peers, directors, parent volunteers, administrators and property

PERFORMANCE:

- Playing off music as assigned (some by memory) or performing guard assignment
- Turning in recordings of student performance as assigned
- Participation in required or recommended individual events (such as district band auditions, solo & ensemble, guard events, etc. - required or recommended as indicated by class director).

BAND UNIFORM POLICY

Uniform Components/ Fees

NEISD requires each student to cover \$25 cleaning fee before a uniform will be issued to a student. This money **is included** in the Student Program Enrichment Fee and is collected on Uniform Fitting Day as part of the SPEF fees. **No additional payment is necessary.**

Uniform components owned by NEISD and issued to members of the band consist of:

- Bib (pants)
- Long-sleeved marching coat
- Tux Jacket, Pants, and Bow-tie (Boys need to buy their own white dress shirt.)
- Black Concert Dress (Girls only)
- Hat
- Plume and Gauntlets (issued separately when needed)

Bandmembers must supply:

During Marching Season:

- Solid black knee high or mid-calf high socks (no ankle socks). **NO** exceptions.
- Black marching shoes (MTX style) Available for \$47.00 (cash only)
- T= Shirt (Provided at Uniform Fitting Day to wear under the uniform).
- Gloves – Two pair will be provided by the band at no charge.

During Concert Season:

Girls:

- Black hose (knee highs are acceptable), or black knee-high socks.
- Black closed-toe dress shoes (no sandals or flip-flops).

Boys:

- Solid black socks
- White T-shirt or white tuxedo shirt
- Black dress shoes or black marching shoes (not athletic shoes).

Care of the Uniforms: All students should remember that they represent their school as a member of the Madison High School Band and Flags, and that the uniform identifies and establishes an image. Uniforms should be cared for and worn properly with pride by each student as they will need to be used by the Madison Band for the next 7 years. Issued band items will be stored and kept during the school year at the school. Each band member is responsible for his/her issued uniform at all times and must be sure to store it at school. When not in use, the uniform should be properly hung; the hat should be boxed, and all items should be properly stored in the school's uniform room in the Band Hall. During each use of the uniform, members must promptly put on and remove the uniform and not leave it, or parts of it, on the floor or other locations where it may be damaged or soiled. Uniform items furnished by the student shall be kept by the student and washed or cleaned as necessary before each performance. Each time a uniform is worn, each member must bring with him/her clean band shoes, black socks, the provided T-Shirt to wear under the uniform, appropriate shorts to wear under the uniform, and all other items announced. Band shoes are not of a material that can be polished. Members must, however, keep the shoes clean and free of scuffs, stains and dirt. Shoes may be cleaned with a damp cloth.

UNIFORM INFO PAGE 2

Care of hair, nails, make-up, buttons and zippers during marching season: *No nail polish and NO UNNATURAL COLORED HAIR.* Cosmetics such as light foundation which is applied very light prior to dressing may be worn while in the band uniform. Modest waterproof mascara is allowed. If your make-up is not modest and light you will be asked to remove some of it until it is modest and light as too much make-up is inappropriate and could damage the uniform. Less is better. No lipstick, only non-shiny lip gloss or Chap Stick is allowed. Other cosmetics are not allowed as they are especially difficult or impossible to remove from uniform fabric.

Hair must be worn off the collar and up and under the hat without any showing when the hats are worn. Members shall provide sufficient pins, clips, nets or holders of a color as close as possible to the member's hair color to secure their hair under the hat and off the uniform collar. Hair shall be secured before the uniform is put on and shall be kept so secured until after the uniform is taken off. Hair shall not be brushed, braided or otherwise styled while the member is at the performance site.

While in uniform, students are allowed to wear only one pair of earring studs. No rings (except senior rings) or other jewelry such as bracelets may be worn. One necklace may be worn as long as it is not visible under the uniform.

Except, as permitted by the Band Director, and particularly when in public, the uniform shall be fully buttoned and/or zipped (or otherwise worn properly). Failure to comply with proper wear guidelines may result in the student being withheld from participation, loss of position in section, and additional disciplinary measures

Cost to replace uniform components: Any uniform item that is lost or rendered unusable through negligence of any member shall be replaced by, and at the sole expense of, the member. Uniform components (particularly the marching uniform) are EXPENSIVE. The original cost of each complete uniform was approximately \$700. Cost at the time of replacement may have increased. Shipping and handling cost will also be covered by the band member.

Cleaning: NEISD pays to dry clean the uniforms three times per year and each member must have the uniform in the band hall to ensure the use of this service. *Absolutely* no food or beverage other than water may be consumed while dressed in uniform as beverages and food, like the cosmetics mentioned above, can permanently stain the uniform. Any uniform item that becomes soiled beyond use, at a time when it is not due for a scheduled cleaning, shall be submitted for cleaning by the uniform chairperson and the member shall pay the expense for such cleaning.

Inspection: Prior to roll call for all band functions, band members must be dressed in the complete announced uniform in accordance with the Uniform Policy. If failure to have a proper instrument, equipment, music or proper dress/appearance cannot be corrected prior to boarding busses for a performance, the member **WILL NOT PARTICIPATE** in that band function, and may be subject to further discipline. Students should respectfully take redirection in regard to uniform and appearance from the Band Director, chaperones, and uniform volunteers.

Fitting/Alteration: Uniforms will be issued to each band member on Uniform Fitting Day by the Uniform Chairperson or uniform volunteer who will make any needed alterations. The uniforms must serve the band for several years. The new uniforms come with snaps to adjust the bottom hem so under absolutely **NO** circumstances should a uniform be altered by cutting any material from the uniform. **Please contact the Uniform Chairperson if you have any concerns or issues with your assigned uniform.**

PARENTS: VOLUNTEERS ARE NEEDED TO ASSIST WITH UNIFORMS! Please contact the Uniform Chairperson if you can help. Thanks!

BUS AND ACTIVITY RULES AND GUIDELINES

These basic rules and guidelines exist to ensure safety, encourage respect, and promote enjoyment among all members of the Madison Band and Color Guard on the bus and at all activities and events. Students failing to observe rules will be subject to disciplinary action up to and including possible expulsion from the James Madison High School Band or Flags Program. Other guidelines for conduct may be established by Band Directors as necessary. All NEISD policies governing conduct contained in the district's SECONDARY SCHOOL STUDENT PARENT HANDBOOK apply at all times.

CHAPERONES: The James Madison High School Band/Flag Parent Booster Club is an integral part of the Band and Flags Program. Chaperones (volunteer parents) are recruited and organized by the Booster Club under the direction of the Head Chaperones who are elected Board Members. For all Band and Flag events, a Chaperone "Bus Captain" will be assigned to each bus along with additional chaperones to assist.

Respect/ Conduct:

- Students will respect and follow the directions of the Band Directors and chaperones at all times.
- Absolutely **NO** profanity is allowed, including cursing, off-color jokes or innuendo, or inappropriate gestures. ***Remember at all times that you are a representative of Madison High School and the Madison Band and Flags, particularly when you are in uniform, so you are expected to extend courtesy at all times and in every circumstance.***
- Students will respect the property of all others.

Bus:

- **Choose your bus carefully as changing of buses will not be allowed once bus assignments are made for the entire school year.**
- Only band members and assigned chaperones are allowed on the buses.
- Eating or drinking must be completed before boarding buses. **Absolutely No food or drink will be allowed on buses.** Chaperones will confiscate all food and drink items.
- Do not put arms, legs, head or any part of the body out of the bus window.
- Do not place or throw any object out of window or around the inside of the bus or engage in any type of horseplay while on the bus.
- Excessive noise is distracting to the driver. Do not yell, bang on top of bus or beat on seats.
- Do not stand up on bus while it is in motion - remain seated at all times.
- Loading crew and drummers get off the bus immediately upon arrival at game, unless told to stay on bus. Everyone else remains on bus until dismissed in FULL UNIFORM.
- Buses are ***NOT*** secure. The Band Hall is ***NOT*** secure. Leave your personal items like cell phones, radios, electronics, games, tennis shoes, etc., securely locked in your band hall locker or at home. Also, do not leave ***any*** valuables in an unsecured backpack in the Band Hall as there is no way to control who has access to the Band Hall while the Band is at any event. **Students are responsible for their own lost/stolen articles that are left unsecured.**

Bus and Activity Rules and Guidelines/ Page 2

- Clean up your area and check that you have all your belongings before leaving the bus. Any belongings found on the buses will be turned into the Band Directors.
- The Bus Captain and his or her assistant chaperones are in charge and their directions or instructions are to be followed at all times.

FOOD/ BEVERAGE:

- Water Jugs will be purchased for \$10 at Uniform Fitting Day to be used by the students at all school-sanctioned activities. Students may also be asked to bring their normal water jugs for rehearsals daily.
- As a general rule students may not eat any food while in uniform and will not be allowed to accept food or drink from anyone, including a parent, other than a chaperone while at an event. There will be **NO EXCEPTIONS** to this rule. (See Uniform Policy for additional information regarding food and beverage.)

RESTROOM BREAKS:

- Students will be allowed to go to the restrooms during designated times and must be escorted by a chaperone at all times. Students must return to their seat/section as quickly as possible.

MEDICAL ATTENTION:

- Students requiring any medical attention or treatment shall notify a Head Chaperone immediately. Students will not be allowed to receive any medical treatment or medication without the consent of a Band Director or a Head Chaperone.
- Only the Band Directors and Head Chaperones have access to student medication information so if a student requires necessary medication during an event or game, a parent should advise a Band Director or Head Chaperone ahead of the event or game to avoid any misunderstandings.

CONCLUSION OF EVENTS:

- After each game and each event, and upon arrival at the school, students shall go directly to the Band Hall and turn in their uniform under the direction of the Uniform Officer or his or her assistants. All uniforms must be hung correctly on a hanger(s) and hung on its place on the uniform racks; and all hats must be put in its box and properly placed on the hat shelves. It is unacceptable to throw uniforms on the floor, in the corner, or any other place other than on the uniform racks, and the same goes for hats.
- Any missing uniform or parts of uniforms could result in not being able to participate in an event or game, so please take proper care of your uniform.
- **All** students are expected to help clean up their trash when returning from a game or event. This includes the Buses, Band Hall and Band Hall Restrooms.

The Head Chaperones and the Band Directors will address any discipline problems. Directors and administrators, when appropriate, will determine disciplinary action. Parents will be notified if their student's behavior is inappropriate and could be required to ride with the student to future events.

Student Name (Please Print)

**REQUIRED
AUTHORIZATIONS 2023-2024**

(Signatures Required)

Last, First

Student Pick-Up Procedures:

For safety and security reasons, the Madison administration and the Madison Band have asked that students be picked up or leave the campus within 30 minutes of arriving back at Madison after events. To facilitate this procedure, we ask that all students have transportation available or waiting for them upon their arrival or shortly thereafter.

Please refer to the game schedule distributed with this authorization for the start time of regular season football games. Buses should return to campus approximately 2 1/2 hours after the start of the game. In rare circumstances, a game may run longer than anticipated or we may encounter transportation difficulties. There is a phone in the band hall for student usage.

If students have not been picked up within 30 minutes after returning to campus, those students may be turned over to an administrator. NEISD police may be notified if the wait period is excessive. If you anticipate difficulties in picking up your student, please make arrangements with another parent.

I have read and understand the need to have my student picked up on time. I understand that a school administrator and/or NEISD Police Department may be notified if I fail to provide timely transportation for my student.

Student Initials

Parent Initials

Attendance Expectations and Grading Criteria

I have read and understand the attendance expectations and grading criteria of the James Madison High School Band and Flag program. I understand both what is expected, and the potential consequences should expectations not be met. I will do my best to meet expectations and be successful as a responsible member and important part of the organization.

***Note to Parents: Please know that your student is an important part of the organization.
Thank you for supporting your student and encouraging them to be successful***

Student Initials

Parent Initials

Rules for Conduct on Buses and at Activities

- I understand that I represent Madison High School and the Madison Band while participating in band activities. I know that inappropriate behavior as outlined in the BUS AND ACTIVITIES RULES, or as defined by NEISD, will result in disciplinary action.

I have read and agree to abide by the BUS AND ACTIVITIES RULES.

Student Initials

Parent Initials

Last, First

Uniform Policies and Agreement

- I agree to purchase and wear all items designated for a particular uniform.
- I have received a copy and read the Uniform Policy and agree to abide by the policies outlined.
- I understand that I may be assessed fees and fines for uniforms that are not cared for properly. This includes being required to replace a uniform piece that is too damaged for continued use.
- I understand I will be required to pay to replace uniform pieces not returned to the school.
- I have read the appearance policy applicable to the uniform I may be wearing and agree to abide by these policies including, but not limited to, facial hair, make-up, jewelry, and hair care guidelines.

I have read and agree to abide by the UNIFORM POLICY.

Student Initials

Parent Initials

PERMISSION TO PARTICIPATE IN STUDENT FUNDRAISING

To ensure that the students have parental consent to sell items, collect monies, and turn them in at the appropriate place, we require each band student and parent/guardian to grant permission for the student to participate.

I understand that my student will be given opportunities to raise money to help pay for band related and trip expenses. This form must be turned in for my student to participate. As a student, I agree to abide by all fundraising rules.

I give permission for my student to participate in fundraising activities for 2023-2024

Student Initials

Parent Initials

I have read, acknowledged and initialed each section pertaining to Student Pick-Up, Attendance Expectations and Grading Criteria, Rules for Conduct on Buses and at Activities, Uniform Policy and Agreement, and Student Fundraising.

Student Signature

Date

Parent Signature

Date

**PARENT/STUDENT UIL MARCHING BAND
ACKNOWLEDGEMENT FORM**

No student may be required to attend practice for marching band for more than eight hours of rehearsal outside the academic school day per calendar week (Sunday through Saturday). This provision applies to students in all components of the marching band.

On performance days (football games, competitions and other public performances) bands may hold up to one additional hour of warm-up and practice beyond the scheduled warm - up time at the performance site. Multiple performances on the same day do not allow for additional practice and/or warm-up time.

Examples of Activities Subject to the UIL Marching Band Eight Hour Rule.

- Marching Band Rehearsal (Both Full Band and Components)
- Any Marching Band Group Instructional Activity
- Breaks
- Announcements
- Debriefing and Viewing Marching Band Videos
- Playing Off Marching Band Music
- Marching Band Sectionals (Both Director and Student Led)
- Clinics for The Marching Band or Any of Its Components

The Following Activities Are Not Included in The Eight Hour Time Allotment:

- Travel Time to And from Rehearsals and Performances
- Rehearsal Set-Up Time
- Pep Rallies, Parades and Other Public Performances
- Instruction and Practice for Music Activities Other Than Marching Band and Its Components

NOTE: An extensive Q&A for the Eight Hour Rule for Marching Band can be found on the Music Page of the UIL Web Site at: www.uil.utexas.edu

“We have read and understand the Eight-Hour Rule for Marching Band as stated above and agree to abide by these regulations.”

Parent Signature _____ Date _____

Student Signature _____ Date _____

This form is to be kept on file by the local school district.

**James Madison High School Band/Flags Program
2023-2024 Fundraising Policy Acknowledgement**

I grant permission for my child, _____, to participate in the fundraising activities of the James Madison High School Band/Flags Program. I acknowledge that I have read and understand the following rules relating to the student fundraising activities and Student Activity Account (“SAF”) maintained by James Madison High School:

1. All fundraising activities conducted by the James Madison High School Band/ Flags Program are voluntary.
2. All fundraising activities of the James Madison High School Band/Flag Program which involve students are conducted by and approved by the James Madison Band/Flag Council and Madison Band Directors.
3. All money raised through student fundraising, after deduction of expenses, will be deposited into a SAF account maintained by James Madison High School.
4. Madison High School is solely responsible for maintaining an accounting of all funds raised by students through fundraising efforts and deposited into the SAF as required by NEISD guidelines.
5. Students may only raise funds to be credited to the SAF for purposes approved by the Madison Band/Flag Council and Madison Band Directors.
6. Personal payments made by parents to the SAF on behalf of their student, and not raised through fundraising activities, will be credited by the school for the specific intended purpose of the payment (i.e. band trip, SPEF fees, Uniform Fee, Instrument Use Fee, etc.).
7. At no time may students “withdraw” funds raised through fundraising from the SAF maintained by the school.
8. Any contributions remaining in the SAF when the student either graduates or leaves the James Madison Band/Flag Program will remain in the SAF, however, amounts credited to a student leaving or graduating may be applied for approved purposes for the benefit of a sibling from the same household either in the in the band/flag program or entering the band/flag program the following year.
9. In compliance with IRS and NEISD guidelines, all fundraising conducted by the James Madison Band/Flag Parent Booster Club is done to benefit the Madison Band/Flag Program as a whole as it is prohibited by NEISD policy from engaging in individual student fundraising, although it is allowed to assist the Band Council and Band Directors in the conduct of individual student fundraising activities by helping coordinate the activity and collection of monies.
10. The Madison Band/Flag Booster Club is also prohibited by IRS and NEISD guidelines from maintaining “individual student accounts,” or from maintaining any accounting of any SAF funds that may be applied to individual students due to privacy concerns, so any such inquiries need to be directed to the Madison Band Directors.

I have read, understand and will follow these fundraising rules.

Student Signature

Date

Parent Signature

Date

Print Student Name

Print Parent Name



NORTH EAST ISD FIELD TRIP PERMISSION FORM

Field Trip Information

Purpose: Any and All Band and Flag Functions for the 2022-2023 School Year	
Destination: TBD	
Date/Time of Departure: As duly announced	
Date/Time of Return: Same	
Mode of Transportation: School Bus, Charter Bus or Rental Van as required	
Meal Arrangements: As announced	
Money Needed: TBD	
Other:	School Name & Phone #: James Madison HS PH#210-356-1400
	Teacher Name: Wesley Perkins, Michael Reynolds, Jaime Ramos
	School Principal Signature:

Parents – Keep Top Portion for Your Records

Return Bottom Portion to School

_____ has my permission to go on a field trip to
(Student Name)

Dates TBD during 2021-2022 School Year

_____ **(Date)**

The undersigned Parent/Guardian (hereinafter, "I") understands that one or more teachers/chaperones will accompany the students on the field trip, and that normal precautions will be taken in their interest in safety and well-being.

School districts are immune from liability except when property damage, personal injury or death is caused by a district employee's negligent operation of a motor vehicle while performing district duties. As a result, and as a general rule, the District cannot pay for medical treatment for injuries resulting from activities not directly caused by a district employee's use of a motor vehicle. In case of emergency, I give my approval and authorization for first-aid treatment and any medical treatment of the student named above (the "Student") by local physicians and/or hospitals, including surgical procedures. I agree to accept responsibility for payment of all charges incurred during medical treatment.

I hereby agree to release North East Independent School District and its trustees, employees, volunteers, and sponsors (collectively, the "Indemnitees"), and to indemnify and hold the Indemnitees harmless from, all claims, liabilities, and expenses, (including (a) claims made by the student named above after reaching the age of majority, and (b) claims for damages caused in whole or in part by the negligence of the Indemnitees) relating in any way to the student's participation in the field trip identified herein.

This form must be signed and returned to the sponsor, teacher or administrator in charge of this group on February 13, 2022. No student will be permitted to go on this trip who has not completed this form and returned it to the proper school personnel or who has altered the form in any way.

Signature of Parent/Guardian

Printed Name of Parent/Guardian

In case of emergency school district staff should contact:

Name

Relationship to Student

Phone Number

Name

Relationship to Student

Phone Number

North East ISD Extracurricular Participants Expectations and Rules: North East ISD

provides extracurricular activities (EA) for the benefit of the students. Participation in these activities is believed to provide students an opportunity to learn responsibility, dedication, leadership, hard work, respect for rules and authority. Participation in public school EA is a privilege. Some of the expectations for the participants exceed those of the general student body. Participants are expected to follow the rules including, but not limited

to the Student Code of Conduct and to maintain a favorable attitude and proper conduct at **all** times and all locations. Violations of the rules will result in corrective and/or disciplinary action. The facts and circumstances will be considered when determining consequences. Students may be suspended or removed from participation in the extracurricular activity for violation of the above-mentioned expectations.

The following are the types of inappropriate behavior and the disciplinary action to be taken with any participant involved in any rule infraction. Category I-IV refers to the category of offenses listed in the Student/Parent Handbook in the Student Code of Conduct section.

1. *Category I offenses, except: club, illegal knife and illegal weapons, student removal from participation in EA for one calendar year from the date of the expulsion or other action taken by the District. Offenses of a club, illegal knife and illegal weapons, student removal from participation in EA for the period of the expulsion or other action taken by the District*
2. *Category II offense, student removal from participation in EA for the duration of the expulsion or the length of removal to the DAEP.*
3. *Category III offense, student removal from participation in EA for the duration of the removal to the AMS/AHS or if the assignment is to SRC the removal would follow the schedule below:*
 - a. *First assignment to SRC (any length), student removal from participation in EA for 30 calendar days including all holidays and weekend days. During removal the student will continue their involvement with the team / organization with the exception of participating in the competitions.*
 - b. *Second assignment to SRC (any length) or assignment to AMS/AHS after SRC assignment, student removal from participation in EA for one calendar year from date of the second assignment to DAEP.*
4. *Category IV offense which resulted in the student being assigned to SRC or AMS/AHS would follow the removal from EA as indicated in 3 a and b.*
5. *Category IV offenses which resulted in out of school suspension, student will be removed from all participation in the EA for the duration of the disciplinary action being taken including weekend days and holidays.*
6. *Category IV offenses, MIDDLE SCHOOL student which resulted in ISS will be permitted to participate in practice during the ISS assignment, but would not be permitted to participate in any competition. HIGH SCHOOL students which resulted in ISS will be permitted to participate in practice and competitions during the ISS assignment.*
7. *Students may participate in tryouts for the following year's team if the tryouts occur during a student's removal.*
8. *When the District is informed by a law enforcement agency of a student's involvement in a criminal activity while separate and apart from the school and school activities, the student will be removed from the EA for one calendar year if the criminal act is a felony. All other types of violations of the law will result in a 30-day removal from participation provided the District is informed by a law enforcement agency.*
9. *Coaches and Directors (band, choir, orchestra, dance, cheer, and pep-squad) retain the authority to determine membership on a team, unless the selection process is determined solely by an outside panel of judges.*
10. *Other misbehavior, not specified above, may result in disciplinary consequences which may include but not be limited to a written warning, probation for a set period of time, or other disciplinary measures that do not remove the student from the organization or prohibit their participation.*
11. *All appeals will use the procedures outlined in Board Policy FNG (LOCAL).*

**2023- 2024 North East ISD Extracurricular
STUDENT / PARENT AGREEMENT**

THE COACH / SPONSOR / DIRECTOR / TEACHER HAS REVIEWED POLICIES & PROCEDURES RELATED TO EXTRACURRICULAR ACTIVITIES. OUR SIGNATURES INDICATE THAT WE UNDERSTAND AND AGREE TO THE NORTH EAST ISD EXTRACURRICULAR ACTIVITIES EXPECTATIONS AND RULES AS WELL AS THE STUDENT CODE OF CONDUCT AND ALL OTHER RULES AND GUIDELINES PRESENTED.

SIGNATURE OF STUDENT

DATE

NAME OF STUDENT (PRINTED)

SIGNATURE OF PARENT/GUARDIAN

DATE

NAME OF PARENT /GUARDIAN (PRINTED)

This form is to be kept on file by the teacher, sponsor, director, or coach for one (1) calendar year.



Department of
Health Services

North East Independent School District

10333 Broadway – SAN ANTONIO, TEXAS 78217
Fine Arts (210) 407-0183, Health Services (210) 356-9244

Medication Addendum for Fine Arts Department

Permission for the Dispensing of Non- Prescription Medications: This document authorizes High School Fine Arts Teachers to administer non-prescription medications Monday through Friday during the school year before and after formal instruction (e.g., prior to 8:45 a.m. and after 4:05 p.m.). This document was developed by Department of Health Services at the request of Fine Arts Leadership. The NEISD Medical Advisory Committee served in an advisory capacity with regards to the appropriateness of non-prescription medications.

Non-prescription medication for minor symptoms will be dispensed in accordance with dosages prescribed by the manufacturer. **Authorization of each must be indicated with the Parent/Guardian signature. No signature will be interpreted as disapproval.**

It is the responsibility of the Parent/Guardian to provide selected non-prescription medications. For long-term use (e.g., greater than 10 school days) a physician’s signature is required. A Parent/Guardian or responsible adult designee must bring the medication to school.

<u>Medication</u>	<u>Purpose</u>	<u>Authorization</u>		<u>Parent/Guardian Signature</u>
Tylenol/ Acetaminophen	Pain Relief	Yes	No	_____
Advil/Ibuprofen	Pain Relief	Yes	No	_____
Sunscreen (No Aerosols)		Yes	No	_____

Emergency Medications/Diabetic Medications and Supplies: Students authorized to self-manage and carry emergency medication per MD order and NEISD Policy/Protocol may have the following medications/items on their person: Inhalers, EpiPen, Glucagon Kits, Insulin and diabetic supplies.

Physician’s Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student’s name (Printed) _____



North East Independent School District

10333 Broadway – SAN ANTONIO, TEXAS 78217
Phone (210) 356-9244, Fax (210) 657-8677

CONFIDENTIAL

Department of
Health Services

Medication Addendum to Overnight Travel Consent/Health Form

Permission for the Dispensing of Non-Prescription Stock Medications: Medication for minor symptoms will be dispensed in accordance with dosages prescribed by the manufacturer. Dosages of other items or beyond what is prescribed on the packaging will **not be** administered.

Authorization of each must be indicated with the parent/guardian signature. No signature will be interpreted as disapproval.

<u>Medications</u>	<u>Purpose</u>	<u>Authorization</u>		<u>Parent/Guardian Signature</u>
Tylenol/Acetaminophen	Fever/Pain Relief	Yes	No	
Advil/Ibuprofen	Fever/Pain Relief/ Anti-Inflammatory	Yes	No	
Benadryl/ Diphenhydramine Hydrochloride	Mild Allergy	Yes	No	
Imodium AD/ Loperamide Hydrochloride	Antidiarrheal	Yes	No	
Sunscreen (non-aerosol)		Yes	No	

Medications: All medications for individual students that must be taken must be brought by the student's parent/guardian to the authorized and trained district employee or authorized and trained parent (RN, LVN, MD, PA, Pharmacist) responsible for the student's medication. Medications must be in the original container or prescription bottle with proper labeling. All medication must have a note from the parent with specific directions in regard to dosage and times of administration. **No student may have any medications (Prescription/Non-Prescription) on their person except as described below.**

Emergency Medications/Diabetic Medications and Supplies/Prescription Birth Control

Medications: Inhalers, EpiPen, Glucagon Kits, Insulin and diabetic supplies or other emergency medications and prescription birth control medications are to be provided by the parents in the correctly labeled prescription container. If requested, permission for students to carry these medications for self-administration must have written physician and parent authorization. New or completed forms that have already been submitted for this purpose at school may be obtained from the RN.

An authorized and trained district employee or authorized and trained parent (RN, LVN, MD, PA, Pharmacist) will administer **all** medications not authorized for self-administration. Documentation of dates and times of administration and signatures of the authorized and trained district staff or authorized and trained parent (RN, LVN, MD, PA, Pharmacist) will be kept on an official NEISD Travel Medication Record.

I hereby certify that I fully understand the procedures/permission for the dispensing of Non-Prescription/ Prescription Medications.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student Name (Print) _____



North East Independent School District

10333 Broadway – SAN ANTONIO, TEXAS 78217

Phone (210) 356-9244, Fax (210) 657-8677

CONFIDENTIAL

Department of
Health Services

Travel Consent/Health Form

STUDENT: _____ **Date of Birth:** _____

Insurance Coverage:

Insurance Company _____ Policy Number _____
Group Number _____ Name of policy holder _____

Insurance Coverage (Secondary):

Insurance Company _____ Policy Number _____
Group Number _____ Name of policy holder _____

Dental Coverage:

Insurance Company _____ Policy Number _____
Group Number _____ Name of policy holder _____

Health Related Information About Student:

List allergies to food, medications, other. If none, so state. _____

Special Health Concerns. If none, so state. _____

Date of last Tetanus vaccine _____

Name of student's physician _____ **Office Phone** _____

Name of student's dentist _____ **Office Phone** _____

Parent/Guardian Name _____ **Relationship** _____

Phone Numbers: Home _____ Work _____ Cell _____ Pager _____

Parent/Guardian Name _____ **Relationship** _____

Phone Numbers: Home _____ Work _____ Cell _____ Pager _____

Alternate Adult Name _____ **Relationship** _____

Phone Numbers: Home _____ Work _____ Cell _____ Pager _____

Alternate Adult Name _____ **Relationship** _____

Phone Numbers: Home _____ Work _____ Cell _____ Pager _____

North East Independent School District does not assume any financial responsibility but will arrange for emergency care. By signing this form, you are giving the appropriate school personnel authority to call EMS to transport and to obtain emergency medical care.

Parent/Guardian Signature

Date

Student's Name (Print)

2023-2024 STUDENT PROGRAM ENRICHMENT FEE (SPEF)

There are many needs of NEISD Band Programs that cannot be met by the available state and district funding. These additional needs are met solely through the efforts of *your* Madison Band and Flag Parent Organization and the annual Student Program Enrichment Fee (SPEF). The SPEF for the 2021-2022 school year is **\$450.00** for each band member and **\$545.00** for each returning color guard student. Freshman Guard SPEF Fee is a little higher cost (**\$95.00**) which encompasses their needed jacket, pants and duffle bags to be purchased.

A portion of this Fee will be used to provide each student with individual extras (treats, spirit bags, occasional meals, band t-shirt, etc.). The remainder of the SPEF will be used to help meet the annual budget of the Madison Band and Color Guard program, which includes master class clinicians, consultants, music, group competition fees, color guard instruction/equipment/choreography, water at events, accompanists at solo/ensemble competition, etc.

Currently, the SPEF at Madison High School is one of the **lowest** programs fees among the NEISD High School Bands (only 30% of some other band's entire fees!). We make every effort to operate on a stream-lined budget, so we can keep these program fees down, but that requires that we collect the SPEF in a timely manner, so we can pay the band and color guard obligations quickly.

There are a few options for payment of the SPEF:

Please pay by check or money order made payable to Madison High School, cash or credit card (Only available on due dates) Returning students may apply any available balance in their Student Activity Fund maintained by Madison High School towards payment of the SPEF amount due.

1. ***Debit / Credit Card, Check or Money Order*** -- Payment in a single \$450.00 Band, \$545.00 Guard installment due at Uniform Fitting Day
2. One payment of \$100 at Uniform Fitting Day, and three separate payments (\$125, \$125, \$100 and \$100) for total of \$450 to be paid on **the first day of September, October, and November**. For Colorguard the Fees would break down as \$100 at Uniform Fitting Day and three separate payments (\$149, \$148 and \$148, Freshman only= \$95) to be paid the **first day of September, October and November, **December (freshman only)****
3. ***Debit / Credit Card, Check or Money Order AND Student Fundraising*** -- Payment of the first \$125 installment due at Uniform Fitting Day by check or money order made payable to Madison High School by check in the amount of \$125.00, and the payment of

each monthly balance using Fundraising monies earned through individual student fundraising activities.

NOTE: This option requires the student to participate in the first individual fundraising activities of the year as funds must be raised by each of the monthly due dates (Sept, Oct, and Nov 1st. If your student does not have sufficient funds in his or her Student Activity Fund account maintained by Madison High School raised through individual student fundraising by November 1st to cover the final installment due. Payment by check or money order made payable to Madison High School of the difference due must be made at that time.

If payment of the balance of the student's SPEF is not received by November 1st, the student's SPEF balance will be paid by applying the student's funds balance in his or her Student Activity Fund account maintained by Madison High School to the extent that funds are immediately available or as they accrue. Payment of the SPEF will take priority over accrual of funds for trip fees.

Please Note: Unpaid SPEF Fee amounts may preclude a student from participation in select events, or activities and will be turned into as a School Obligation to the administrative offices.

Please make all checks or money orders for payment of this SPEF Fee payable to MADISON HIGH SCHOOL.

Also Note: In a trip year, no positive credit call be applied towards the trip until ALL SPEF Fees are current and up to date (by the monthly fall payments).

STUDENT PROGRAM ENRICHMENT FEE (SPEF) ACKNOWLEDGEMENT

We understand that the 2023-2024 SPEF Fee for participation in the James Madison Band and Flags Program is \$450.00 (\$545 for guard) and that payment of at least \$100.00, by check, money order, cash or card. Checks can be made payable to MADISON HIGH SCHOOL, is due at Uniform Fitting Fee on July 29th, 2023. We understand that this \$450.00 SPEF is in addition to the additional fees, such as the NEISD School-Owned Instrument Use Fee \$30.00, Cost of Shoes \$47, Event Water Bottle \$10, and Band Shirt \$20 etc. We further understand that if we choose to pay in installments, the remaining balance is due in full on or before November 1, 2023; and, if not paid by that date, the balance owing will be deducted from funds accrued in my (student's) Student Activity Fund account maintained by Madison High School to the extent that funds are available to apply towards the balance owing.

If the SPEF is not paid in full by November 1, 2023 and insufficient funds are available in my (student's) Student Activity Fund account to apply towards the outstanding balance owing at that time, we understand that priority will be given to payment of the outstanding SPEF balance before student trip fees. No travel funds (trip money) will be accrued until the SPEF, AS WELL AS ALL OTHER FEES, are paid in full. We understand that unpaid SPEF amounts may preclude my student from participation in select events or activities and will be turned in as a School Obligation to the administrative offices after that date.

SIGNATURE OF STUDENT

DATE

NAME OF STUDENT (PRINTED)

SIGNATURE OF PARENT/GUARDIAN

DATE

NAME OF PARENT /GUARDIAN (PRINTED)