

PRIDE - FAMILY - COMMITMENT



2026 - 2027
MEMBER HANDBOOK

PRIDE - FAMILY - COMMITMENT

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.

CONTACT INFORMATION:

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)

WEBSITE ADDRESS

www.pelhamband.com

DIRECTORS EMAIL CONTACT

Justin P. Ward, Director of Bands (PCS): jward@pelhamcityschools.org
Joshua Meyer, Associate Director of Bands (PHS): jmeyer@pelhamcityschools.org
Neal Flum, Director of Percussion (PHS/PPMS): nflum@pelhamcityschools.org
Katie Gotham, Assistant Marching Band Director (PHS): kgotham@pelhamcityschools.org

P R O G R A M E X P E C T A T I O N S

PRIDE - FAMILY - COMMITMENT

MEMBER EXPECTATIONS

- Students are expected to behave in a manner that represents the Pelham Band Program at the highest level. This expectation exists at all times, including behavior both inside and outside of rehearsals and performances. After becoming a member of the program, a student's behavior is no longer a reflection of only themselves, but also the program as a whole.
- 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. Additionally, members are expected to receive constructive criticism and direction from instructors, sponsors, directors and captains and respond accordingly with respect. Disrespecting fellow teammates, members of the band or other Visual Ensemble teams or staff will NOT be tolerated on any level.
- 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.
- Students are expected to keep the Band Room, Practice Field, and all other Pelham High School facilities clean and organized. Absolutely no food, gum, candy, or drinks (other than water) are allowed in the band room or auditorium. All materials must be put away at all times.
- All students are expected to treat ALL equipment (instruments, music, uniforms, flag, etc.) with the upmost respect and care.
- 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 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, Student Information Forms, etc.
- Students must adhere to the academic and remediation expectations and guidelines outlined by Pelham City Schools.
- Membership in the band program 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. Band members are encouraged to 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. Additionally, they should not comment on injuries, any decisions made by the instructor, or team matters that could reasonably be expected to be confidential to team members.

PRIDE - FAMILY - COMMITMENT

MEMBER CONSEQUENCES

- Though every student achieving a high level of success aligns with the ideals of the program, unfortunately not all students follow expectations. As such, it is imperative that we respect the hard work of the majority of our students by providing consequences for those who do not adhere to the expectations, procedures, etc. outlined within this handbook as well as those outlined in the Pelham City Schools Code of Conduct.

Minor Infractions (Non-referrable Behaviors to PHS Administration):

- Tardy to rehearsal/performance
- Minor disrespect to student, chaperone, or staff member
- Eating/drinking in band room/auditorium
- Eating/drinking in uniform
- Inappropriate Language
- Not having necessary materials or attire for rehearsal/performance
- Not wearing uniform appropriately
- Not following instructions of student leader, chaperones, or staff
- Not putting equipment, materials, or uniform away properly
- Not giving the appropriate effort in rehearsal/performance
- Talking while a staff member is talking
- Use of cell phone in rehearsal

<u>BEHAVIOR</u>	<u>CONSEQUENCE</u>
1st Minor Infraction	Official Verbal Warning w/ Documentation
2nd Minor Infraction	Referral to LEAD Team Council
3rd Minor Infraction	Parent Conference / Phone Call
4th Minor Infraction	Non-Performing Status (Duration TBD by Band Director)
5th Minor Infraction	Non-Performing Status + 1-2 Demerits

Any infractions past the 5th occurrence may result in loss of membership (removal from the program)

Major Infractions (Referrable Behaviors to PHS Administration + Unexcused Absence):

- Disrespectful behavior to student, chaperone, or staff member that demands referral
- Mistreatment or negligence of equipment, uniforms, or facilities
- Any other behavior that violates the PCS Code of Conduct and is referred to the office
- Suspension (ISS or OSS) from PHS Administration for violation of the PCS Code of Conduct

<u>BEHAVIOR</u>	<u>CONSEQUENCE</u>
1st Major Infraction or Unexcused Absence	Parent Conference + (Potential) Non-Performing Status (Duration TBD by Band Director)
2nd Major Infraction or Unexcused Absence	Non-Performing Status (Duration TBD by Band Director) + 1-2 Demerits
3rd Major Infraction or Unexcused Absence	Loss of Membership (Removal from the Band Program)

PRIDE - FAMILY - COMMITMENT

ELIGIBILITY

- **Membership Overview:** Being a member of the Pelham High School Band Program 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. Loss of membership (removal from the program for the remainder of the year) would be invoked if a student violates loses his or her eligibility due to violation of the substance abuse policy, academic eligibility, and/or continually violates one of the policies listed below. Any student dismissed from the band program will remain ineligible for one full year. Eligibility for participation in future years will be reviewed by the band director(s). Excessive disciplinary issues will be dealt with on an individual basis and can result in dismissal.
- **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 participate in all aspects of rehearsal and performance. Non-performing status is a probationary period where the student will attend all practices and functions, but not be eligible to perform for part or all of a performance.
- **Academic Eligibility:** As defined above, all members of the Band, including Visual Ensemble Members, must pass all of their classes and maintain the appropriate average in their classes as outlined by Pelham City Schools. Students not passing their classes/maintaining the necessary average must follow the policies and guidelines for remediation as outlined by Pelham City Schools to retain membership and performing status.
- **Substance Abuse:** Band Members are expected to remain drug and alcohol free and must 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, alcohol or tobacco. 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 & Visual Ensemble. Disregard for rules, regulations, and expectations will be grounds for being placed on non-performing status and/or loss of membership (removal from the program). If a student violates the rules of the Pelham City Schools Code of Conduct he or she may be subject to disciplinary action from Pelham High School as well as the Pelham High School Band Program. If a student violates the expectations of the Pelham High School Band Program on or off campus, he or she is subject to disciplinary action from the Band Program. Appropriate disciplinary action will be issued and agreed upon by the Pelham High School/Pelham Park Middle School administration in conjunction with the Band Director(s).
- **Fees:** Band Members are expected to pay their fees and/or fundraise on time for the program to be able to successfully operate and provide a first-class experience. Students must pay fees in full in order to receive items necessary for performance and to be eligible to maintain membership eligibility.

PRIDE - FAMILY - COMMITMENT

GRADES

- Students will receive academic preparation, minor, and major grades while enrolled in their appropriate band class. Grading rubrics may vary from class to class. Subsequently, grading policies and expectations will be shared through class syllabi on the first day of school.
- Academic Preparation grades are given for attendance and participation in class, after school rehearsals that correspond with an enrolled class, having materials, etc.
- Minor grades are given for attendance and participation at football games, marching competitions, concert band camps, musical and choreography pass offs, etc.
- Major grades are given for attendance and participation at concerts, visual ensemble competitions, chair placement auditions, etc.

ATTENDANCE

- Students are required to be at all camps, rehearsals, and performances as outlined by the director(s)/instructor(s).
- Absences are defined as excused and unexcused.
- If a student has an excused absence the week of a performance, the student may perform at the director's discretion. Pass offs may be required to permit a student to perform.
- If a student has any unexcused absence the week of a performance, they may not be permitted to perform.
- Absences, excused or unexcused, during weeks without a performance will require the member to a.) make up the time that is missed with the director/instructor and/or b.) pass off on any material they missed first hand.

Excused Absences:

- Excused absences are defined as sickness (must include a parent note/email or doctor's excuse), death in the family, Pelham City Schools sanctioned school activity, emergency doctor's appointment (requires doctor's note). Director(s) must receive notice of the absence and supporting documentation before the absence. Otherwise, the absence will be considered unexcused.
- Only five (5) parent notes will be accepted per semester. After the fifth parent note, the absence will either require a doctor's note or be unexcused if no doctor's note is provided.
- Parents/Guardians must notify either their Visual Ensemble instructor or Mr. Ward of any absence by email or Apptegy 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 rehearsal will be excused. However, if you are well enough to attend class/school, you are expected to attend rehearsal. Should you miss school due to sickness and are not contagious, you are still expected to come and watch practice, but not participate.
- Injury does not excuse anyone from rehearsal. Anyone who is injured must still come to rehearsal 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.

PRIDE - FAMILY - COMMITMENT

Unexcused Absences:

- Unexcused absences will result in the student being placed on non-performing status.
- Multiple unexcused absences may result in dismissal from the Pelham Band Program.
- Unexcused Absences are defined as skipping, forgetting, employment conflict, babysitting, parental discipline, regular/avoidable doctor's appointments (that could have been scheduled on an off day), and any other conflict not cleared in advance or that is not school related.

FEES & EXPENSES

- The Band Budget and fees are voted on by the Pelham Band Boosters each spring. 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 at the Kickoff Meeting.
- All members pay a Fair Share fee that covers the operations of the program during marching band season. This includes staff (not covered by PCS), choreographers/instructors for all areas of the program, transportation (to football games, parades, recruiting performances, etc.), security for football games, truck rental for all events, equipment needs (instruments, flags, props, equipment maintenance), uniforms that are not disposable, uniform maintenance, copier lease, printing costs, office supplies, etc. In addition to the Fair Share Fee students pay for all Spirit Pack Items (items they receive and keep for rehearsal/performance), and ensemble/team specific expenditures (Concert Band Fee, Visual Ensemble Summer/Winter Competition, etc.).
- 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 Spring Band Trip until all fees are paid.
- All band fees must be paid from the previous year before a student is eligible to participate in the band program the next year.
- Payments can be made by cash, check (made to PHS Band), or online on MySchoolBucks.
- To see your account statement please use our PRESTO system as it contains all the details of our program including finances. Statements will also be emailed monthly.
- 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. 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 WILL NOT be returned to the member/parent.
- One parent/guardian of each student is expected to work 2 shifts in the Pelham Band Boosters Football Concession Stand to help keep the Fair Share Fees lower. A charge of \$300 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.

PRIDE - FAMILY - COMMITMENT

EQUIPMENT

School-Owned Equipment

- All students will fill out a Borrowed Property Agreement Form each year for the use of school-owned equipment.
- All students who use school-owned equipment will pay a \$150.00 Instrument Rental Fee to help offset the cost of maintenance and cleaning.
- 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.

Personal Equipment/Belongings

- All students who use own 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.

UNIFORMS

- All students will sign a Uniform Agreement Form.
- All students are expected to treat ALL uniforms and uniform parts with the upmost respect and care.
- All uniforms used by band members are property of the Pelham High School Band, with the exception of the Competition-specific Visual Ensemble Uniforms (spirit pack items).
- Designs of ALL uniforms are at the discretion of the Director of Bands. 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.
- 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.
- 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.
- Students are not permitted to eat or drink (other than water) while in uniform unless instructed by the director(s).

PRIDE - FAMILY - COMMITMENT

TRAVEL

Overview

- On all off-campus trips, students must ride the band buses to and from the event (if provided). Students will be assigned a specific bus. No alterations to the bus list will be permitted.
- All school rules, regulations, and expectations apply and will be strictly enforced.
- 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
- Non-Band Members are not allowed at any time to ride the bus.

Overnight Travel 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 for all rooms. Once curfew begins and rooms have been checked for the night, no student is allowed out of his or her room for any reason. In the event of an emergency, a student will contact their chaperone.
- Shoes are required at all times.
- You are expected to be on time at all events/meetings, etc. Failure to adhere to this expectation will result in the loss of privileges while on the trip.
- All school rules, regulations, and expectations apply and will be strictly enforced.

PRIDE - FAMILY - COMMITMENT

MEMBERSHIP CONTRIBUTION AWARDS

- For completion of a student's very first marching band camp, students will receive a Pelham High School circle patch. This patch represents the metaphorical threshold that has been crossed in the life of that student. Once a member, a student in the Pelham Band Program no longer represents only themselves, but every other member of the program, along with the school and community at large.
- For every year of participation in marching band, students will also receive a year-specific rocker patch that represents that year's contribution. This rocker patch is designed to be placed outside of the circle, and to occupy one quarter of the circumference. By the time the student graduates as a senior, each circle patch will be surrounded with their unique contribution to the history of the Pelham Band Program.
- These patches are designed to be placed on the right shoulder of the Pelham Band Member Jacket. A visual guide can be found in the Member Jacket Style Guide.
- Students who are exempt from marching band due to participation in football, volleyball, or cheer may request to earn Membership Contribution Awards through alternate means at the discretion of the director.



MOTTO AWARDS

- One of the main missions of the Pelham Band Program is to "To develop all students into model citizens so that they may be successful in future endeavors." In order to accomplish this, all students will be able to earn Merits for pursuing additional performing opportunities that will in turn earn Motto Patches.
- Each Motto patch will represent the culmination of multiple additional events. A member of the Pelham Band Program that has maximized every opportunity possible should be able to earn all three patches without difficulty by the end of senior year.
- To receive the first motto patch "Pride", a student must accumulate **20 Merits**
- To receive the second motto patch "Family," a student must accumulate **35 Merits**
- To receive the final motto patch "Commitment," a student must accumulate **50 Merits**



PRIDE - FAMILY - COMMITMENT

MERIT GUIDE

Activity	Merits Earned
Completing A Season of Marching Band	1
Participation in a University Marching Honor Band	1
A/B Honor Roll for one academic year	1
Completing a Full Year of Jazz Ensemble or Applied Band	1
Participation in a University Concert Honor Band	2
Completing A Full Year of Symphonic Band	2
Completing a Season with the JV Winter Guard	2
A Honor Roll for one academic year	2
Participating in Tri-M Honor Society	3
Taking Private Lessons (on your instrument)	3
Participating in a Dance or Baton/Twirling Studio	3
Participation in a Summer Marching Clinic	3
Participation in Solo & Ensemble Festival	3
Participation in a University or WGI Spin Clinic	3
Participation in a University Dance Clinic	3
Auditioning for a World Class Drum and Bugle Corps	4
Completing a Season of Spring Competitive Dance Team	4
Completing a Season with the Varsity Winter Guard	4
Completing A Full Year of Wind Ensemble	4
Participation in WinterFest Twirling Contest	5
Participation in WGI Virtual Solo and Ensemble	5
Auditioning for All-State (Band, Jazz, or Orchestra)	5
Being Selected for ABA District Honor Band	5
Being Selected for ABA All-State (Band, Jazz, or Orchestra)	8

*Additional Merits for additional pursuits of performing excellence may be requested at the discretion of the director.

PRIDE - FAMILY - COMMITMENT

DISTINGUISHED SERVICE CHEVRONS

- For those students who distinguish themselves as achieving excellence above and beyond expectations, stackable chevron patches will be awarded. Examples of this include, but are not limited to, selection for District Honor Band, All-State, State Solo Festival Finalist, Superior Ratings at Solo & Ensemble, and other exceptional personal achievements.
- Chevron patches will also be awarded to students who are selected for drum major, leadership positions, and students who join the as an 8th grader and march all 5 years.
- These patches are designed to be placed on the left shoulder of the Pelham Band Member Jacket. A visual guide can be found in the Member Jacket Style Guide.

MARCHING BAND

The Pelham “Green Machine” Marching Band is the most visible performance group at Pelham High School. All members of the band program participate in the marching band and it’s 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 to four marching competitions/exhibitions, the Pelham Christmas Parade as well as various pep rallies and community/school events. All members of the Pelham High School Band Program participate in Marching Band unless they play football, volleyball, cheerleading, or have a doctor’s excuse stating that they are not physically capable of participating.

PERFORMANCE ROLES & ALTERNATES

- The Pelham High School “Green Machine” Marching Band, like most high school and collegiate marching band programs, maintains an alternate system. This means that there are fewer “spots” or “drill positions” on the field than the current number of members on our roster. Having “holes” in the drill is very challenging for the other members and negatively effects our performances at football games and placements at competition. Throughout the season, students will be sick, injured, deaths in family will occur, as well as behavioral issues that will keep students from performing. Therefore, it is important to have alternating positions.
- All members will learn the marching band show, be at and travel to all performances (football games and competitions) and perform in the stands of football games. However, not ever member will perform on the field each week for halftime or competition.
- Some students may be listed as an alternate during the marching band season. This means that they will attend all rehearsals and performances, will be responsible for learning all material (i.e. music, drill, choreography, etc.), but may not perform on the field during halftime or competition performance. Students will be placed in the show in a performing role once they have met the appropriate criteria for performance or if there is a need for them to take another performer’s spot (i.e. sickness, disciplinary issue, etc.)
- Members are not guaranteed a performing spot for every routine/performance. Performance tryouts/pass offs are held to determine which members possess the necessary projection, technique, precision, memory, and attitude to perform. Members and parents must fully understand this, and agree that the instructor’s decision is final.

PRIDE - FAMILY - COMMITMENT

REHEARSAL & PERFORMANCE EXPECTATIONS

- Required footwear and clothing must be worn at all rehearsals and performances. Students must wear tennis shoes with socks at all times. They must also be wearing athletic clothing at all times during rehearsal. Proper athletic clothing includes, but is not limited to cotton t-shirts, dry fit shirts, and tank tops, racerback style cotton or fitted tops, and athletic shorts/pants. The following clothing items are NOT permitted: spaghetti strap tops, t-shirts/tank tops that are extremely oversized (ex. falling off shoulders or getting tangled in equipment/preventing execution of movement and choreography), crop tops, only bra tops, tight spandex "booty" shorts, thin cotton leggings, jeggings, etc.
- Appropriate undergarments must be worn at rehearsal and with all performance uniforms/costumes.
- No jewelry will be allowed at practice or performance. This includes earrings, rings, bracelets, necklaces and studs.
- Hairstyles and artificial hair colors that draw undue visual attention to an individual member are not allowed. Uniformity is a key component of both competitive and artistic success, and the hairstyle cannot distract audience members or judges from the bigger picture.
- 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.
- All members are expected to bring their official Pelham Bands issued water jug to all rehearsals and performances. They are also expected to bring towels and gloves for any school-owned instruments.

MARCHING UNIFORM EXPECTATIONS

- Visual Ensemble uniform and appearance procedures and expectations will be decided by the Visual Ensemble Staff.
- Under Your Uniform: 2026 Member Shirt (Provided) and 2026 Member Shorts (Provided).
- If you lose any necessary clothing item you will be responsible for replacing it at cost.
- 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.
- Hairstyles and artificial hair colors that draw undue visual attention to an individual member are not allowed. Uniformity is a key component of both competitive and artistic success, and the hairstyle cannot distract audience members or judges from the bigger picture.
- You will remain in full uniform at all times unless told otherwise by Mr. Ward.

PRIDE - FAMILY - COMMITMENT

HEAT SAFETY PLAN (ADDENDUM):

Marching Band is a physical activity that takes place from April until November and is largely an outdoor activity. The health and safety of our students is always our primary concern. Education, awareness, and vigilance are our first line of defense in ensuring that our students have a positive and safe experience. The following plan outlines items that we currently have in place as well as additional items that we will put into place for the upcoming marching season.

Physical Examinations

All members of the Pelham High School Marching Band will be required to have a yearly physical examination during the month of May before they are allowed to participate in the 2025-2026 Pelham High School Marching Band. The physicals will take place at Pelham High School during the spring semester before the marching activity begins in the summer.

Education

We believe in educating our students to make healthy choices and to properly take care of their body. We have and will continue to partner with professionals such as the athletic trainers from The University of Alabama Athletic Department to present information on basic health and well-being for our students relative to hydration, stretching, nutrition, and general physical training. Our directors, student leaders, and parent volunteers will also receive training to recognize the signs of heat related symptoms and what to do at the first sign of a heat related issue.

Acclimation

Our spring and summer schedule is designed to provide a period of acclimation for all students relative to the heat and outdoor conditions before we fully begin Band Camp and the Marching Band Performance Season.

Warm Weather (Summer) Uniform

In order to keep our students safe and comfortable during the performance season, we may possibly implement a "Summer Uniform" (shorts, dry-fit shirt, tennis shoes, etc.) that will allow our students to stay cooler/safe during the performances where it is excessively hot and/or humid and will also help us to extend the life of the uniforms by having to do fewer cleanings early in the season.

Hydration and Heat Management

If you look at our schedule, most of our band camp rehearsals are in the mornings or evenings before the maximum temperatures are reached. We do rehearse during the afternoon after school. With that said, this is an outdoor activity and acclimation to the heat is a must. Doctors recommend that students drink lots of water the night before and at breakfast, much more than they normally would. They should come hydrated and properly fed. A breakfast with a good balance of carbohydrates and protein is best. Once at rehearsal, we see that their hydration is maintained. Each student is required to have their ½ gallon of water in an insulated jug that we provide. Depending on the outside temperatures, we stop rehearsals for a hydration break at a set frequency depending on the heat index. Sharing of water jugs is not allowed. Because of the damage sugar causes to our instruments from drinks like Gatorade and others, we request that only water be in the jugs. Hydration following rehearsals with such drinks (i.e. Gatorade, Powerade, etc.) are recommended after rehearsal or once they get home.

PRIDE - FAMILY - COMMITMENT

While at rehearsal, directors are immediately notified by parent volunteers, students, staff, etc. if any student has any health or medical issue. Directors then make parent contact as needed and will supervise the situation. Directors, staff, and parent volunteers will follow heat management/treatment guidelines as outlined in before mentioned safety training. We create a safe environment and insist that all students take care of themselves. Students should never be embarrassed to let someone know that they do not feel well.

Heat & Sun Exposure

One of the keys to heat management is protection from the sun. We ask that all students take precautions to minimize sun exposure. Doctors recommend students use sunscreen with protection of at least SPF 50. We strongly recommend light colored, loose fitting comfortable shirts and shorts, hats and sunglasses. Proper athletic footwear (running shoe, training shoe) is also a must both for protection from the heat on our practice field and for maximum performance in marching. We appreciate you taking to heart all of the advice for the sake of the safety of all. If you should ever have any questions, please do not hesitate to call.

Heat Advisory Protocol

- Normal Conditions (no heat advisory): 20 minutes of activity, 4-minute break w/ additional quick water breaks as needed.
- Heat Advisory: 15 minutes of activity, 4-minute break w/ additional quick water breaks as needed. Potentially alter rehearsal schedule to have a mix of indoor/shaded activities with outdoor/unshaded activities.
- Excessive Heat Warning: No outdoor rehearsal. Rehearsal will either be cancelled or moved indoors during the warning times.

HEALTH GUIDELINES

- All members of the Pelham High School Band are responsible for protecting their hearing by using appropriate ear plugs in all rehearsals and performances. Students are highly encouraged to purchase hearing protection to prevent hearing loss.
- All members of the Pelham High School Band are expected to be in good physical condition. They understand that this is a physically demanding activity and that proper health must be maintained. The marching band activity will include physical conditioning and exercise as it is a PE credit earning activity. Each student will be expected to complete a yearly physical examination from a licensed Medical Doctor during the month of May to make sure they are medically cleared to participate in band and visual ensemble activities.
- All members are expected to drink the appropriate amount of water each day and maintain a healthy diet. Students are expected to eat healthy meals before all rehearsals and performances. Students must bring their issued water jug to all rehearsals and performances so that they can stay properly hydrated.

PRIDE - FAMILY - COMMITMENT

LEAD TEAM

- There are no set number of leadership positions in the Pelham High School Band. The structure of the Leadership Team (Captains, Section Leaders, etc.) will be determined based on the number of students who successfully make the PHS Band as well as the number of applicants, their strengths, etc.
- Leadership Team members will be chosen by the PHS Band Staff using the following criteria: application, teaching video assessment, audition scores, behavior, experience, observed leadership ability, and overall performance in the program.
- To be eligible for a leadership position for any group, members must have a minimum of one year's experience at Pelham with that group unless there are no returning members.
- Leadership Team members are expected to show leadership abilities by setting a positive example in all areas for the band including discipline, attitude, attendance, character, and ability.
- Leadership Team members should openly support the decisions of the sponsors and band director and promote a "team spirit" between members of the ensemble and other groups including the band, cheerleaders, and student body.
- While the Leadership Team members report directly to their group instructor, they also must work closely and support the decisions of the other instructor and band director. This should hold true in the performance arena as well as in rehearsal or other group activities.
- Leadership Team members should be free of excessive school disciplinary problems which will reflect on their position and the ensemble.
- A student may be dismissed from the Leadership Team if there is a violation of Pelham High School Band, Pelham High School, and/or Pelham City Schools rules, expectations, and code of conduct.

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.
- 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.

CONCERT/ PERCUSSION ENSEMBLES

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 3-4 concerts a year in addition to the Music Performance Assessment (MPA) as well as other state, regional, and national conferences and events. Membership in the Wind Ensemble is determined by an audition that is conducted during the previous school year. All members will also audition three times during the school year 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 3-4 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 three times during the school year for chair placement.

Percussion Ensemble(s): The Pelham Percussion Ensemble is composed of percussionists of varying grades (9-12) who rehearse during the day as well as after school rehearsals/sectional during the school year. The group performs 3-4 concerts a year in addition to the Music Performance Assessment (MPA). Membership in the Percussion Ensemble is determined by an audition that is conducted during the previous school year. All members will also audition at two to three times during the school year for chair/ensemble/part placement. All members of the Percussion Ensemble class participate in the Marching Band.

Jazz Ensemble(s): The Pelham Jazz Ensemble is composed of instrumentalists of varying grades (9-12) who wish to participate in a performance based group that focuses on the jazz and pop genres. The groups performs 3-4 concerts as well as other community and school events. This is a band elective and all students must be enrolled in either Wind Ensemble, Symphonic Band, or Percussion Ensemble before they are eligible to participate in Jazz Ensemble.

PRIDE - FAMILY - COMMITMENT

UNIFORMS

- All students (Symphonic Band, Wind Ensemble, Jazz Ensemble) will wear concert black formalwear that will be purchased by each band member. Students will have two options to select from and no alterations or variations will be permitted unless approved by the band directors.
- Footwear: Each student will purchase their own black dress shoes to compliment the preamp-roved concert attire.
- No jewelry, no glitter, no earrings (except studs), no fingernail polish (except clear), no hair coloring. Hair will be worn neatly.

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 are only permitted to attend two collegiate concert 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. 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.

AUDITIONS

Musicians

- All musicians will audition in September, December/January, and March and for chair and part placements.
- All returning musicians will audition at the end of the spring semester for ensemble placement for the following school year.
- Chair placement / Concert Ensemble Auditions will be either be completed in person or via video submission (Flip / Google Classroom).
- There will be no challenges or changes in chair placements unless otherwise noted by Mr. Ward.

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.

VISUAL ENSEMBLE

Visual Ensemble: The Pelham Visual Ensemble is composed of the Color Guard, Dance Team, and Majorettes. These teams are auditioned based and composed of students of varying grades (9-12) who wish to rehearse and perform in the Visual Component of the Pelham Band Program. 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.

PRIDE - FAMILY - COMMITMENT

REHEARSAL & PERFORMANCE EXPECTATIONS

- Required footwear and clothing must be worn at all rehearsals and performances. Students must wear either dance/ballet shoes or tennis shoes with socks at all times. They must also be wearing athletic clothing at all times during rehearsal. Proper athletic clothing includes, but is not limited to cotton t-shirts and tank tops, racerback style cotton or fitted tops, Nike tempo style athletic shorts, athletic leggings (capri or ankle length). Appropriate dance attire may also be worn if permitted by the instructor, including but not limited to: leotards or fitted tops with tights and jazz shorts.
 - The following clothing items are not permitted and will result in demerits: spaghetti strap tops, t-shirts/tank tops that are extremely over-sized (ex. falling off shoulders or getting tangled in equipment/preventing execution of choreography), crop tops, only bra tops, tight spandex "booty" shorts, thin cotton leggings, jeggings, etc.
 - Racerback sports bras are required with all practice attire. Wearing a regular bra under an appropriate top will not be permitted. Bandeau bras, spaghetti strap bras, push up bras, etc. will not be permitted.
 - Appropriate undergarments must be worn with all performance uniforms/costumes as decided by the instructor.
- All Visual Ensemble practice and performance attire that is provided to the students will only be worn by Visual Ensemble members.
- No jewelry will be allowed at practice. This includes earrings, rings, bracelets, necklaces and studs.
- No additional jewelry allowed in uniform other than the required visual ensemble jewelry.
- Proper rehearsal etiquette is expected at all times.
- Hairstyles and unnatural colors that draw negative attention to a member are not allowed.
- 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 sponsor.

TRYOUTS AND SELECTION PROCEDURES

- Clinic and tryouts will be held for a maximum of five (5) days. Participation in this clinic is expected to be considered for the Visual Ensemble; clinic fees must also be paid to participate.
- Following the clinic, candidates will be presented to the judges and tryouts will be held.
- All tryouts will be closed to the general public and will follow the expectations of Pelham City Schools.
- Announcement of new members will be made as soon as all tabulations have been completed.
- Students trying out are selected on a yearly basis and must audition every year.
- No student is guaranteed a spot in the ensemble. Veterans to the ensemble must try out each year.
- Candidates will be judged on ability to carry out fundamentals and routines taught during the tryout clinics, showmanship, and precision.
- The decision of who has made the Visual Ensemble will be determined by a panel of outside judges who will assess the students skills and ability level.
- The tryout process could be held virtually if it is deemed to be unsafe to conduct the process in person.

PRIDE - FAMILY - COMMITMENT

LEAD TEAM

- There are no set number of leadership positions in the Pelham High School Band. The structure of the Leadership Team (Captains, Section Leaders, etc.) will be determined based on the number of students who successfully make the PHS Band as well as the number of applicants, their strengths, etc.
- Leadership Team members will be chosen by the PHS Band Staff using the following criteria: application, teaching video assessment, audition scores, behavior, experience, observed leadership ability, and overall performance in the program.
- To be eligible for a leadership position for any group, members must have a minimum of one year's experience at Pelham with that group unless there are no returning members.
- Leadership Team members are expected to show leadership abilities by setting a positive example in all areas for the band including discipline, attitude, attendance, character, and ability.
- Leadership Team members should openly support the decisions of the sponsors and band director and promote a "team spirit" between members of the ensemble and other groups including the band, cheerleaders, and student body.
- While the Leadership Team members report directly to their group instructor, they also must work closely and support the decisions of the other instructor and band director. This should hold true in the performance arena as well as in rehearsal or other group activities.
- Leadership Team members should be free of excessive school disciplinary problems which will reflect on their position and the ensemble.
- A student may be dismissed from the Leadership Team if there is a violation of Pelham High School Band, Pelham High School, and/or Pelham City Schools rules, expectations, and code of conduct.

PARENTS

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 generally on the second Tuesday 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 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.

ADDITIONAL GUIDELINES/INFORMATION

- Parent/family support and involvement is essential to the success of all members, not only as a band member, but academically and personally. If a student is struggling personally, medically, or academically, it is the responsibility of the parent/guardian to notify the instructor of essential information.
- Any consequences that a parent want to assign to his/her child for at home/personal reasons, cannot affect the outcome of the team and cannot involve missing rehearsals/performances. This would constitute an unexcused absence. For example, a parent/guardian may not take away a performance, practice, or event as punishment to the child. This affects the entire team, not just the individual.
- If at any time a parent/guardian has a question or suggestion concerning individual members, the PHS Band/Visual Ensemble programs or individual teams, all inquires should be directed to the band director or instructor by email or phone call.
- A parent/guardian wishing to schedule a conference with the instructor and/or band director should contact the instructor by email or phone and notify them as to what the conference is about. If the conference is held at the school, the parent/guardian must sign in at the front office and receive a Visitor's pass. Unannounced conferences will not be tolerated.

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.

- All Chaperones and Equipment Crew members must have completed the Pelham City Schools Online Background Check for each school year. The background checks are good from the day after school is dismissed (May) until the last day of the next school year: May 25, 2025 until May 24, 2026.
- Failure to adhere to the Chaperone/Equipment Crew expectations as outlined by the band director will result in not being permitted to volunteer at Pelham High School Band Events.
- 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.