

PRIDE - FAMILY - COMMITMENT



**2019 - 2020
MUSICIAN HANDBOOK**

PRIDE - FAMILY - COMMITMENT

ABOUT THE BAND

PHYSICAL & MAILING ADDRESS

Pelham High School Band
2500 Panther Circle
Pelham, AL 35124

PHONE NUMBER(S)

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

Justin P. Ward: jward@pelhamcityschools.org
Amy Moore: amoore@pelhamcityschools.org
Stephanie Chapman: sfchapman@pelhamcityschools.org

WEBSITE ADDRESS

www.pelhamband.com
www.charmsoffice.com

HISTORY

The Pelham High School Band has a rich tradition of musical excellence dating back to the program's inception in 1974. The Pelham Band Program has traveled and performed at numerous locations around the country including Chicago (IL), New York (NY), San Antonio (TX), Williamsburg (VA), Washington D.C., Dallas (TX), Phoenix (AZ), Orlando (FL), Indianapolis (IN), Nassau (Bahamas). The Pelham High School Band Program is composed of two concert ensembles, two jazz ensembles, two marching bands (competitive and non-competitive), a color guard, a winter guard, a dance team, and majorettes. The Pelham High School Marching Band is an active participant in Bands of America and Music For All. In only their second year of participation, the Pelham High School Marching Band received Best in Class Regional Award and two Caption Awards (Outstanding Music & General Effect). The marching band is a consistent Best in Class and Grand Champion band at local competitions. The Pelham Wind Ensemble, the premier performance group at Pelham High School, has performed at numerous state and regional conferences and competitions including the Music for All National Festival, Southeastern United States Concert Band Clinic (SEUS), Grand National Adjudicators Invitational, The Atlanta International Band & Orchestra Conference, Southern Instrumental Conductors Conference and the Alabama Music Educators Association In-Service Conference (1990, 1994, 2005, 2010, 2013, 2018). Under the direction of Justin P. Ward, the Pelham Wind Ensemble has been invited and performed as a featured ensemble at the Southeastern United States Concert Band Clinic (2015), The University of Alabama Honor Band Festival (2016), the Kennesaw State University Concert Band Invitational (2017), the UAB Concert Band Invitational (2017), the Alabama Music Educator's Association In-Service Conference (2018), and the Music for All Southeastern Regional Concert Festival (2019).

MISSION STATEMENT

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

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NEED FOR A HANDBOOK

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

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

ENSEMBLE/CLASS DESCRIPTIONS

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

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

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

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

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

Percussion Ensemble(s): The Pelham Percussion Ensembles are composed of instrumentalists of varying grades (9-12) who wish to participate in a performance based group that focuses on basic percussion skills as well as percussion ensemble literature. The groups perform 3-4 concerts each year, as well as other community and school events.

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GENERAL EXPECTATIONS

- Students are expected to behave at a higher standard than other students at Pelham High School.
- Students are expected to follow all rules of Pelham High School and Pelham City Schools.
- Students are expected to be courteous, polite, and respectful at all times to faculty/staff members, parents, and other students. This includes not speaking while others are speaking and not using inappropriate language, profanity, or derogatory comments in person or on social media.
- Students are expected to be present and on time at all rehearsals and performances. It is imperative that we start and end on time and have all members present to maximize our rehearsal/performance time. More detailed attendance policies/procedures are listed below.
- Students are expected to have all materials needed for rehearsals and performances. No exceptions!
- Students are expected to keep the Band Room, Practice Area, and Pelham High School clean and organized. Our room and school is our home while we are here and should be treated with the upmost respect. Absolutely no food, drinks (water is acceptable), gum, or candy is allowed in the band room. Students who do not adhere to taking care of equipment or the band room will be asked to clean up their respective area of the facility.
- Cell phones or other electronic devices should not be used during rehearsals or performances. Students may use them during breaks relative to after school rehearsals/performances.
- Students are expected to cheer for and support Pelham High School and its students, athletes, and staff at all times. We are ambassadors of PHS and the City of Pelham and must represent these institutions in a first-class manner at all times.
- Students are expected to pay fees in a timely manner so that our program can be financially sound and operate as needed.
- Students and Parents are expected to have completed and turned in all necessary paperwork including Consent Forms, Agreement Forms, etc.
- Students must adhere to the academic and remediation guidelines outlined by Pelham City Schools. The band staff will work with each individual member to fulfill these requirements.
- Membership on the team does not necessarily guarantee the right to perform at any given performance. Each member must meet the standards set by the director and instructor and may be required to sit out a performance if they have not successfully learned the required material.
- Members are expected to exercise good judgement in their use of social media websites/apps and to conduct these activities in a responsible and respectful manner. Visual Ensemble members should not post information, photos, or other representations of sexual content, inappropriate behavior (i.e. drug or alcohol use), inappropriate language, or items that could be interpreted as demeaning or inflammatory. 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. Best practices & reminders for social media use: Think twice before you post. If you wouldn't want your instructor, parents, or future employer to see your post, don't post it. Once it's posted, even if you delete it, it can retain a permanent presence. Be respectful and positive. Never post anything negative about an instructor or fellow team member. Many different audiences could view your posts including fans, alumni, young children (future team members), parents, faculty, etc. Failure to follow social media guidelines may result in disciplinary action.

REVOLUTIONARY NOT EVOLUTIONARY

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ATTENDANCE

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

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

Excused Absences:

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

Unexcused Absences:

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

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

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EVENT DESCRIPTIONS

Marching Band Spring Training: Marching Band Spring Training is held during the months of April and May and concludes with the May Mini Camp. Spring Training is vitally important and lays the framework for the upcoming band camp and season. Members will learn marching fundamentals as well as playing fundamentals. Spring Training serves as the Audition Camp for the Battery Percussion and Front Ensemble. Visual Ensemble members will begin working on the basics and fundamentals of movement and prepare for the upcoming season. All students must be present, on time and have all materials. Materials: Comfortable clothing, tennis shoes, socks, instrument, music in a black three ring binder with sheet protectors, a pencil, a wire music stand, and a water bottle. All items must be labeled with the students name and section. Spring Training dates will begin promptly at 3:30 P.M. and end at 5:30 P.M. Optional social activities may follow.

New Member Marching Rehearsals: New Member Marching Rehearsals are for all new Wind Players, including students who "marched up" last year. They will be held the week before Band Camp and are typically from 8 a.m. until Noon on specified days. The same materials that are needed for Spring Training and Band Camp are needed at New Member Marching Rehearsals.

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

Percussion Camp: Percussion Camp is for ALL percussionists and is a one week event during the month of July where the marching percussion section will lay the framework for the upcoming football season. All percussionists must be present and on time and have all materials. Materials: Comfortable clothing, tennis shoes, socks, sticks/mallets, music in a black three ring binder with sheet protectors, a pencil, a wire music stand, and a water bottle. All items must be labeled with the students name and section. Percussion Camp will start promptly at 8:00 A.M. and end at 4:30 P.M. A break will be provided for students to go to and/or eat lunch.

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

Marching Band Camp: Marching Band Camp is at least a two week event during the month(s) of July & August where students learn and rehearse their field music, drill (field movement), and choreography for our halftime show. Students will also learn and rehearse their stand music/dances (football games) as well as marching fundamentals. This time also serves as conditioning for our students to help prepare them for the rigors of outdoor performances. This is a large block of rehearsal time that is key to our success. All students must be present and on time and have all materials. Materials: Comfortable clothing, tennis shoes, socks, instrument, music in a black three ring binder with sheet protectors, a pencil, a wire music stand, and a water bottle. All items must be labeled with the students name and section. Band Camp will begin promptly at 8 A.M. and will have varying end times each day. We either have 1, 2, or 3 rehearsals each day as they schedule rotates for variety. Morning sessions are held outside (weather permitting), Afternoon sessions are inside, and Evening/Night sessions are held outside. If there are two rehearsals in a day a lunch will be provided. If there are three rehearsals in a day, a lunch and dinner break will be provided.

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Marching Band Rehearsal: Marching Band Rehearsals are held on Monday (3:20-5:30), Tuesday (either 3:20-5:30 or 6:30-8:30) in the Stadium, and Thursday (3:20-5:30). These rehearsals are crucial for learning new material as well as refining our halftime show, movement, and music for performance. Marching Band Rehearsals held on Monday & Thursday will be at the Band Practice Field (Lot). Marching Band Rehearsal held on Tuesday will typically be held at Ned Bearden Stadium (Football Stadium). Rehearsals will be moved indoors if weather becomes inclement. We will practice rain or shine unless communicated by the Band Directors. Students are expected to have all materials at all Marching Band Rehearsals. Materials include: Instrument, music in a black three ring binder with sheet protectors, wire music stand, water bottle, tennis shoes (with socks), comfortable clothing, and a pencil. If the event of a holiday that falls on one of the rehearsal days, that rehearsal will be held on Wednesday for the same duration as the missed rehearsal. Some rehearsals may be extended due to the need for more rehearsal time and there are some variations in this schedule.

Football Games/Competitions: The marching band performs at a minimum of 10 football games and 3-4 competitions. All performances are required. Students will perform at all home varsity football games, travel to all away football games, as well as, perform at and travel (if necessary) to all playoff games (should our team advance to the postseason). Additionally, the band will perform and compete at three to four marching competitions which are held on Saturdays in late September & October. Materials: Students are expected to have their instrument, stand music (football games), black gloves, black 2018 Member Shirt (provided), Black Athletic Shorts (provided), Black Socks, and Black Band Shoes. Black Travel Polos (provided) may be worn for travel to and from a marching competition. More details on travel and performance are listed in a following section. Students receive a grade for all performances including football games and competitions.

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

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

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

Additional Rehearsals/Performances/Fall Camp: Additional rehearsals/performances will be called only by Mr. Ward, Percussion Instructor, and the VE Instructors. Advanced notice will be given and these events will be kept to a minimum. Examples include: The Pelham Tree Lighting, Visual Ensemble Showcase, etc. The Marching Band may also hold a fall camp on a weekend to prepare for competitions.

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

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REHEARSAL & PERFORMANCE EXPECTATIONS

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

ELIGIBILITY

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

- **Academic Eligibility:** Band and Visual Ensemble Members must maintain the appropriate average in their classes as outlined by Pelham City Schools. Students not maintaining the necessary average must follow the policies and guidelines for remediation as outlined by Pelham City Schools to retain performing status and membership. Please see below for more details.
- **Substance Abuse:** Band Members are expected to remain drug and alcohol free and must follow the respective policies of Pelham City Schools. The band staff reserves the right to revoke membership from any student in the band program if the person is caught, on or off campus, using or possessing illegal drugs or alcohol. The band maintains a "zero tolerance policy" for student use of drugs and/or alcohol abuse. Drug testing policies are outlined in the Pelham City Schools Code of Conduct.
- **Rules/Regulations of Pelham High School and PHS Bands:** Band Members must adhere to all rules, regulations, and expectations of Pelham City Schools, Pelham High School, and the Pelham High School Band to remain eligible to participate and perform with the PHS Band and Visual Ensemble. Disregard for rules, regulations, and expectations will be grounds for being placed on non-performing status and/or dismissal from the organization (loss of membership). 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 (Marching 8th Graders) in conjunction with the Band Director(s).

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- **Fees:** Band Members are expected to pay their fees or fundraise on time for the program to be able to successfully operate and provide a first-class experience. Students must pay fees or fundraise in order to receive items necessary for performance.

GRADES

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

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

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

MATERIALS

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

Class:	Wind Players:	Instrument, Music Folder (Concert Music), Music Binder (Marching Music), Pencil, Appropriate Mutes/Supplies.
	Percussionists:	Instrument, Music Folder (Concert Music), Music Binder (Marching Music), Pencil, Stick/Mallet Bag w/ Drum Sticks, Mallets, Brushes, etc., Practice Pad w/ Stand
Rehearsals:	Wind Players:	Instrument, Music Binder w/ Sheet Protectors, Wire Music Stand, Pencil, Water Bottle, Comfortable Clothing, Tennis Shoes (w/ Socks), Marching Band Drill.
	Percussionists:	Instrument, Music Binder w/ Sheet Protectors, Wire Music Stand, Pencil, Water Bottle, Comfortable Clothing, Tennis Shoes (w Socks), Stick/Mallet Bag w/ Drum Sticks, Mallets, etc.)
Performances:	Wind Players: (Marching Band)	Instrument, Music (Binder/Flip Folder), Black 2019 Member Shirt, Member Shorts, Black Socks, Black Band Shoes.
	Percussionists: (Marching Band)	Instrument, Music (Binder/Flip Folder), Black 2019 Member Shirt, Member Shorts, Black Socks, Black Band Shoes.
	Musicians: (Concert)	Instrument, Music Folder (Concert), Appropriate Mutes/Supplies, Sticks, Mallets, etc. Concert Attire (Gentlemen): Black Tuxedo Pants, Black Tuxedo Shirt, Black Neck Tie, Black Dress Shoes and Socks.

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Concert Attire (Ladies): Black Concert Dress, Black Panty Hose, Black Dress Shoes

FACILITIES

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

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

FEES & EXPENSES

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

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EQUIPMENT

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

School-Owned Equipment

- All students who use school-owned equipment will fill out and sign a Borrowed Property Agreement Form.
- All students who use school-owned equipment will pay at \$75.00 Instrument Rental Fee to help pay for 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. They will also set marching drums and instruments on black towels during rehearsal and performance.

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

Rules/Regulations

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

General Expectations-Marching Band Uniforms

- Visual Ensemble uniform and appearance procedures and expectations will be decided by the VE Staff.
- Under Your Uniform: Black 2019 Member Shirt (Provided) and 2019 Member Shorts (Provided).
- If you lose your 2019 Member Shirt or Shorts, you will be responsible for purchasing a replacement from Alterations by George, Inc.
- Footwear: Black Band Shoes and Black Socks are required.
- Gloves: Black Gloves provided by the band.

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- No jewelry, no glitter, no earrings (except studs), no fingernail polish (except clear), no hair coloring.
- Hair: All long hair (boys and girls) must be pulled back in a way that will fit under your hat and still be neat when your hat is off.
- You will remain in full uniform at all times unless told otherwise by Mr. Ward.

General Expectations-Concert Band Uniforms

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

General Expectations-Travel Uniform

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

Uniform Replacement Costs

- Visual Ensemble: Cost of Uniform as Purchased New.
- Concert Band Uniforms:
 - Tuxedo Pants: \$ 50.00
- Marching Band Uniforms: Cost of Uniform as Purchased New.
 - Shako (Hat): \$ 43.00 / Shako (Hat) Box: \$ 10.00 / Plume: \$ 23.00 / Hat Wrap: \$50.00
 - Jacket: \$ 150.00 / Sash # 1: \$42.00 / Hip Drop \$42.00 / Shirt: \$60.00
 - Gauntlets: \$46.00 (pair) / Bib Pants: \$65.00 / Garment Bag: \$10.00

TRAVEL

Overview

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

Bus Guidelines/Expectations

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

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Football Game Guidelines/Expectations (Home & Away)

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

Overnight Travel (Hotel) Guidelines/Expectations

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

CHAPERONE GUIDELINES

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

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

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

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notify staff members of the situation. The situation needs to be handled with the minimum number of chaperones/staff members as the rest of the band still requires supervision.

Additional Guidelines and Information:

- 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, 2019 until May 23, 2020.
- Wear your name tag/lanyard at all times during the event.
- Remain in the band's seating section for the entire event unless escorting students. Chaperones are distributed throughout the band's seating section as needed. If you must leave for any reason, please notify one of the lead chaperones.
- Only students, staff, and chaperones for that event are allowed in the band's seating section. Anyone else will be asked to leave. No exceptions will be made for family members.
- Please follow the rules that students are expected to follow, including no food or cell phone usage in the band's section. If you must take an important call, notify one of the lead chaperones and then leave the band section for the minimum amount of time needed.
- Chaperone meet time is 30 minutes prior to the student meet time for the event, unless otherwise noted.
- Please notify the chaperone coordinator if you are running late via cell or text. Chaperones that have not arrived by the student meet time will be replaced by an alternate.
- If you are unable to chaperone an event for which you are scheduled, please notify the chaperone coordinator as soon as possible so that a replacement can be arranged. If the conflict arises less than two hours before the chaperone meet time, please use cell or text rather than email.
- For home events, please avoid volunteering to chaperone and signing up to work the concession stand for the same event.

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) 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, letters of recommendation, audition scores, behavior, experience, and observed leadership ability.
- 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.

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

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

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

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

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

AUDITIONS

Musicians

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

Leadership Team (Section Leaders/Band Council)

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

Drum Major

- Students interested in being a Drum Major must apply for the Leadership Team and participate in Drum Major Auditions.
- Auditions will be held in the spring and returning drum major candidates must re-tryout.
- Students must have a least one year of experience with the PHS Band and be a member in good standing. If chosen the student(s) will have to attend Drum Major Camp in the summer and purchase his or her drum major uniform.

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- The decision of who is named drum major will be based on scores from the audition, the interview, conducting the band, student feedback, and will ultimately be made by the PHS Band Staff.

HONOR BANDS

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

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

ALTERNATES

- The Pelham High School Marching Band, like most high school and collegiate marching band programs, maintain 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.
- Every musician (wind and percussion) member will learn the marching band show, be at and travel to all performances (football games and competitions) and perform in the stands. However, not ever member will perform on the field each week. Each musician and percussionist will perform during halftime of at least one football game. No guarantees will be made whether or not students will perform at competitions or additional football games.
- Performance pass offs and assessments will be held each week to determine which members will perform at each performance. The decisions will be made by the band directors and staff members and will be final.

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.

CHARMS

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

PELHAM BAND BOOSTERS

The Pelham Band Boosters, Inc. is an organization created to assist the band and its staff in the overall operation of the band program including the Visual Ensemble. The Band Boosters meet once a month which is typically on the 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

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various rehearsals/performances, creating social activities for the students, and assisting in any other way possible to add to the experience of each band member. Additional information can be found in the Band Boosters, Inc. By-Laws. The Band Boosters approve an annual budget that is responsible for establishing a system of self-imposed fees that ensures the operation of the band program and all relative activities and events. Additionally, they approve and administer all fundraisers for the band program.

HEALTH/WELL-BEING

- 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.
- 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.

ADDITIONAL GUIDELINES/INFORMATION

- The calendar for summer camps and marching band will be set as soon as the PCS Academic Calendar has been released. The calendar for the remainder of the year will be set by the end of marching season at the very latest.
- We will attempt to alter the schedule as little as possible, but our rehearsal/performance schedule is based on the availability of rehearsal space, etc. and is subject to change as determined by PHS Administration.
- 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. For example, a parent/guardian may not take away a performance, practice, or event as punishment to the child. This affects the entire time, 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.
- Members and parents must be willing to follow directions carefully.
- 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.
- Many times decisions will be made for you, and you must adapt to a teamwork setting. There are no individuals on these teams.
- Members are not guaranteed a performing spot for every routine. 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.
- 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.)



2019–2020

PERMISSION/HANDBOOK AGREEMENT FORM

This permission form indicates that both our students and their parents are aware of the rules, guidelines and expectations of the Pelham High School Band. These policies can be found in the Pelham High School Band Student Handbook which is located on the band’s website, in CHARMS, and can be obtained from the director. Please read, sign and return the following form. The form must be submitted prior to your student being allowed to participate in any rehearsals or performances (on & off campus). The student handbook outlines all procedures, rules, regulations, and expectations for the 2019-2020 academic year. Participation in the band is contingent on parents and students agreeing to these rules with special notice being given to the following:

- All band members are expected to at ALL rehearsals and performance. All members will be on time and have ALL materials needed for the rehearsal or performance. All attendance policies and procedures will be followed.
- All band members will adhere to all rules and regulations of the band program, Pelham High School, and the Pelham City School System. The expectation for behavior in the Pelham High School Band Program is higher than any other class or student organization on campus.
- Failure to consistently follow the rules and guidelines of our program will result in disciplinary action, alternate status, suspension from the band program, and/or removal from the program.
- All band accounts must stay current according to the published payment schedule. It is not possible for us to offer what our program offers is accounts are not paid in a timely manner, and according to this schedule.
- The Pelham High School Band has a no tolerance policy for alcohol and/or drug use. Students found using alcohol or drugs of any type will be removed from the program.

We, the undersigned member of the Pelham High School Band and parent or legal guardian thereof, acknowledge that we understand the rules, regulations and expectations of all members of the Pelham High School Band as outlined in the 2019-2020 Musician Handbook. We further acknowledge that the student named below will accept the responsibilities and commitments that come with the membership in the organization, including the financial commitment to receive what the program offers. We give our permission for the student named below to travel to and participate in all events scheduled for the band. Provided all trips are carried out in the manner stated in these documents and according to the Pelham City Schools policies, we waive all claims against chaperones, the Pelham City School System, and any and all of its employees for an unforeseen illness, accident or injury that might be incurred by the student during the trip.

(Student’s Signature)

(Student’s Name)

(Parent’s Signature)

(Date)

2019-2020

Borrowed Property Agreement Form

The undersigned hereby agrees to be responsible for all Pelham High School Band property, including instruments, props, flags, and other related equipment, borrowed by and released to the undersigned and to return such property to the Pelham High School Band on or before the specified return date. If any borrowed item(s) of Pelham High School Band property is lost, stolen, or damaged prior to its return to PHS Bands, the undersigned agrees to pay for the cost of repair or replacement of such item(s) of property. If the undersigned fails to return any borrowed item(s) of Pelham High School Band property by the specified date, then the undersigned agrees to pay the cost of replacing the item(s) of property. The undersigned will be notified that the property/equipment return is overdue and of the replacement costs involved.

Failure to return the borrowed property listed below within ten (10) days after notification will result in a transfer of the charges to the undersigned's student account. Charges for borrowed items that are returned damaged will also be transferred to the student's account. This action could prevent subsequent participation in PHS Bands until this matter is cleared. The undersigned's signature indicates that the borrower has received a copy and understands this Borrowed Property Agreement and that all information is truthful to the best of their knowledge.

Print Name: _____

Signature of Agreement: _____

Instrument or Equipment: _____

Make or Brand: _____

Serial Number: _____ Case Number: _____

Accessories Included: _____

Date Issued: _____ Date To Be Returned: _____

Issued By: _____

Date Returned: _____

Items Missing or Need Repair? Yes _____ No _____

Specify: _____

PRIDE - FAMILY - COMMITMENT

2019-2020

Student/Parent Information Form

Student's Name: _____

Grade: _____

Sex: _____

Address: _____

Birthdate: _____

City/State/Zip: _____

Marching Instrument: _____

Home Phone: _____

Concert Instrument: _____

Cell Phone: _____

Jazz Instrument: _____

Student Email: _____

T-Shirt Size _____

Shorts Size _____

Mother Name: _____

Father Name: _____

Occupation (M): _____

Occupation (F): _____

Employer (M): _____

Employer (F): _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Home Phone: _____

Home Phone: _____

Cell Phone: _____

Cell Phone: _____

Email 1: _____

Email 1: _____

Email 2: _____

Email 2: _____