

PRIDE - FAMILY - COMMITMENT



2019-2020

VISUAL ENSEMBLE HANDBOOK

Color Guard - Dance Team - Majorettes

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CONTACT INFORMATION

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WEBSITE ADDRESS

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THE NEED FOR A HANDBOOK

There are procedures and polices with which all members need to become familiar, and this handbook seeks as its goal the presentation of those materials. All Visual Ensemble 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 Visual Ensemble 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. Although each auxiliary unit is an entity unto itself, it is still considered to be part of the Pelham High School Band. The following constitution is for the combined visual ensemble which includes members of the Color Guard, Dance Team, and Majorettes. It follows and includes all guidelines set up by the Pelham City School System, Pelham High School, and the Pelham High School Band.

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MISSION STATEMENT

- To build a program based on three pillars: **PRIDE, FAMILY, COMMITMENT**
- To provide ALL students a first class music education and fine arts experience 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.

PURPOSE

The Pelham High School Visual Ensemble consists of the Color Guard, Dance Team, and Majorettes. The purpose of the Visual Ensemble is to perform at designated activities related to band, athletic, and school functions associated with Pelham High School. Although each auxiliary unit is an entity into itself, it is considered a component of the Pelham High School Band.

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, performances, and competitions. 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 Pelham High School 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 have proof of health insurance. They must also have a yearly statement of physical fitness signed by their physician.
- 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

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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.

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.
- 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.

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

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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).

- **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.

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. These practices include 1st/2nd period during the day as well as any practices after school. If a student misses 1 practice, excused or unexcused, the week of a performance, it will be at the Instructors/Band Directors' 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 instructor and/or captain and b.) pass off on any material they missed first hand. Pass offs will be scheduled and held at the instructor's discretion and may be evaluated by the instructor as well as a captain. Failure to make up the missed time and/or pass off material or a routine could result in conditioning consequences and/or removal from the routine for a number of performances or permanently.

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 three (3) parent notes will be accepted per semester. After the third 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.

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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.
 - 2nd Unexcused Absence: Non-Performing Status for 2 weeks 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.*****

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 Visual Ensemble:

<u>Class</u>	<u>Grade</u>	<u>Points</u>	<u>Description</u>
Visual Ensemble:	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.
	Passoff(s)	100 pts. each	Students will earn an assessment grade for performing the required choreography, etc. using the rubric below.

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Criteria	Exemplary	Satisfactory	Needs Work	Unacceptable
	25-20	19-14	7-13	1-6
Knowledge of Choreography (25 points)	Demonstrates excellent knowledge of the choreography. and does it well.	Demonstrates good knowledge of choreography. Keeps up with group. Few errors, however it does not interfere with performance.	Demonstrates some knowledge of choreography, but unsure of some movements. Sometimes hesitates/ watches others and makes several errors	Remembers a few of the steps/ movements and tries, but looks lost and out of sync with others.
	25-20	19-14	7-13	1-6
Technical Skills (25 skills)	Dance performed with great attention to quality of movement, body position, placement on stage and other details of dance. Also demonstrates an excellent understanding of dance style.	Dance performed with attention to details of technique, has attained proficiency in dance style.	Only some understanding of technical elements (ie. footwork, quality of movements, body positions) demonstrated in performance.	Although remembers some of dance, little attention paid to how movements are done or other details of dance.
	25-20	19-14	7-13	1-6
Performance Skills (25 points)	The dancer draws the judge in to want to watch them and is able to engage the audience completely through their performance. A true joy to watch!	The dancer communicates with audience/judges through eye contact and facial and body expression. Is able to engage the judges.	The dancer is generally focused, but only some attempt made to grab attention of the judges with eye contact and good facial expression.	The dancer is not very focused on making eye contact, concentrated or committed to performance.
	25-20	19-14	7-13	1-6
Rhythm/Tempo (25 points)	Shows a complete understanding of tempo and beat and stays on rhythm throughout the dance.	Accurate in beat, tempo, rhythms of dance sequences throughout the dance.	Shows a basic understanding of tempo and beat, but falls behind and/or speeds up in places or makes errors in rhythm.	Attempts to keep a rhythm, but gets off beat and speeds up or falls behind often. Doesn't follow beat in music.

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 off.
- 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 team 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

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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.

- Other expenses may arise throughout the year and could include, but are not limited to: secret sister gifts, big sis/little sis events, team bonding dinners and/or events, etc.
- 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.

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.

EQUIPMENT

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

- All students who use school-owned equipment will fill out and sign a Borrowed Property Agreement Form.
- All students who use school-owned equipment will take great care to make sure that it is in good repair, not damaged, or used by other students.
- 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.
- 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.

UNIFORMS

- Uniforms will be selected by the sponsors and the band director. Parents and students may not make any alterations to the uniforms at any time.
- Uniforms are the property of the Pelham High School Band and will remain at the school in the uniform storage closet. All uniforms will be returned to the Band at the conclusion of the season. If a uniform is only intended for one season, it will become the property of the student at the end of the season/year.
- Accessories and props are like uniforms. If lost or damaged, the member is responsible for the cost of repairs and/or replacement. All students will sign a Uniform Borrowed Property Agreement Form.
- Uniforms should be kept neat and clean. All supplies and props purchased with Pelham High School Band funds shall be the property of the organization and shall be turned in at the end of each year/season. Any repair or replacement costs to these items will be the responsibility of the member. Items (practice shorts, shirts, tights, etc.) purchased with designated funds collected from the members for that purpose shall remain the property of the member.
- All students will sign a Uniform Borrowed Property Agreement Form.

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TRYOUTS AND SELECTION PROCEDURES

- Clinic and tryouts will be held for a maximum of five (5) days. Participation in this clinic is required 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.

LEADERSHIP TEAM

- There are no set number of leadership positions in the Visual Ensemble. The structure of the Visual Ensemble Leadership Team (Captains, Co-Captains, Officers, etc.) will be determined based on the number of students who successfully make the Visual Ensemble as well as the number of applicants, their strengths, etc.
- Leadership Team members will be chosen by the Visual Ensemble judges and staff using combined scoring of the applicants tryout, application, and letters of recommendation. Behavior, experience, and leadership ability will also be considered.
- 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 ensemble 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.

CONSEQUENCES

Consequences, in addition to those listed with the attendance policy, will follow the demerit scale below.

<u>Offense</u>	<u>Demerits</u>	<u>Conditioning</u>
Disrespectful or use of inappropriate language	10	1 mile run
Arriving late to a practice or performance	5	15 burpees
Leaving early from a practice or performance	5	15 burpees
Public display of affection while in uniform or an team apparel	5	15 burpees
Failure to have complete uniform for practice or performance (including hair, jewelry, and nail polish)	5	15 burpees

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Leaving behind or having to borrow equipment or uniform pieces (including earrings)	5	15 burpees
Poor behavior, not performing stand dances, or out of seat in the stands during a football game, pep rally, or other school spirit performance	5	15 burpees
Use of cell phone during a practice or performance	3	8 burpees
Chewing gum or eating	3	8 burpees
Leaving trash or personal items in a practice or performance space	3	8 burpees
Allowing someone else to wear dance team attire (practice or performance)	3	8 burpees
Wasting time	3	8 burpees
<u>Additional Offenses</u>	<u>Consequence</u>	
Receiving a detention	1 mile run	
Saturday school	Non-performing status for two (2) weeks	
In-school suspension/one-day suspension from school	Non-performing status for three (3) weeks	
<u>Additional Offenses for Leadership Team</u>	<u>Demerits</u>	
Absence from Meeting	2	
Talking excessively or disrupting teaching	3	
Failure to support the decision of the group	3	
Failure to meet responsibilities	3	
Failure to set a good example	3	
Abuse of authority	5	

- Accumulation of fifteen (15) demerits will result in a probationary period with restrictions outlined by the instructor.
- Accumulation of thirty (30) demerits will result in non-performing status for 1 week or 1 performance. An additional accumulation of thirty (30) demerits will result in dismissal from the team.
- Non-performing status is defined as a time where the student is not permitted to perform with the team. The student is still expected to be at every practice during that time. She is also expected to be present and in uniform at any performances and will sit with the instructor.
- Additional demerits or issuing of non-performing status will be assigned at the instructor's discretion for other minor or major disciplinary problems within Visual Ensemble or school.

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TRAVEL

Overview

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

Bus Guidelines/Expectations

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

Football Game Guidelines/Expectations (Home & Away)

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

Overnight Travel (Hotel) Guidelines/Expectations

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

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Chaperone Guidelines/Expectations

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

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

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

Additional Guidelines and Information:

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

ADDITIONAL GUIDELINES/INFORMATION

- The calendar for summer camps and marching band will be set by the time of the April 16, 2019 Band Meeting. The calendar for the remainder of the year will be set by the end of marching season.
- 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 visual ensemble 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.
- Parent committees may be formed to help with various needs of the team.

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- 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.
- Any 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.
- The entire Visual Ensemble will travel and perform at ALL Marching Competitions. Visual Ensemble members will be asked and required to dance, twirl and toss flags, weapons (rifle & sabre), and batons as outlined by the Band Directors and Visual Ensemble Staff.

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 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.

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2019-2020

Permission/Handbook Agreement Form

This permission form indicates that both our students and their parents are aware of the rules, guidelines, policies, and expectations of the Pelham High School Band and Visual Ensemble. These policies are clearly defined in the Pelham High School Band Student Handbook which is located on the band's website, was passed out at parent informational meetings 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, 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 if 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 Visual Ensemble 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)