

DESHLER HIGH SCHOOL

STUDENT/PARENT BAND HANDBOOK

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2. Purpose and Aim

The purpose and aim of this handbook is to acquaint all Deshler High School Band members with the procedures and regulations that help to make the Deshler High School Band program one of the best organizations in the state. The most important part of the band is YOU, and your willingness to work to uphold the high standards and ideals of the Deshler High School Band.

In order to be a successful band member, you must develop self-discipline, dedication, good work habits, cooperation, pride, and spirit. Through these, you will be able to demonstrate your ability to learn and perform music and marching maneuvers, and the willingness to work and get along with other members of the band. It is hoped that the information in this handbook will be useful to you and that your membership in the Deshler High School Band will be both enjoyable and rewarding.

3. A STATEMENT OF BAND POLICY

In order to help band members and parents understand their areas of responsibility, this statement of band policy is set forth. Becoming familiar with this policy will help each band member to make the most of his/her opportunity to become a better person through their association with music.

The director firmly believes that each student should improve through daily progress. It is felt that when a student has lost the will to improve and make a contribution to the band, he/she is not fulfilling their obligations to the school, fellow students, and the community by continuing in the program. The happiest band member is the one who is improving through regular practice and daily progress, and who has developed a high sense of purpose toward which he/she is willing to work.

4. Each band member's responsibilities to the band program

- Be regular in attendance and account for all absences.
- Make a real effort to learn and improve daily.
- Be respectful and attentive during rehearsals.
- Become responsible for and expect to assume the consequences for your actions.
- Follow all band rules, school regulations, and all travel instructions.
- Be honest and fair with others concerning equipment, music, and school life.

- Cooperate with fellow band members and share with them the responsibilities and privileges that are a part of the band program.

5. The director's responsibilities to each student

- Provide the proper rehearsal setting considered necessary to aid in developing each student's musical ability and education.
- Plan each day's assignments and encourage daily progress of the individual student and the entire band.
- Provide the band member with a full musical education through rehearsal, performance, teaching, testing, and listening.
- Deal appropriately with members that are not contributing to the band program due to poor attitude and/or lack of cooperation or improvement.
- Supervise the students in class and on school-sponsored band trips.
- Grade the progress of each band member on his/her musicianship and music education.

6. Precedents

- When the director cuts-off the band, stop playing immediately.
- During marching season, after a cut-off is given, remain at attention until "at-ease," is given by the proper authority.
- When given an "at-ease" you may talk quietly but do not move from your position in the formation.
- All marching music must be memorized and passed off by the assigned date.
- Respect should be given to every member of the band.

- Every band member's goal should be to do everything possible to make the band as good as it can be.

The following precedents have been established throughout the years to insure that we maintain the high quality of musicianship and discipline for which our band is known.

7. Public Appearances

Each member of the band will be expected to attend **ALL PUBLIC APPEARANCES**. Illness or death in the family will be the only accepted excuses unless excused in advance by the band director.

All members will report to the designated place with enough time to spare so that they can assemble their instruments and be ready to perform at the designated time. All members are expected to be present in **FULL** uniform when required. This includes going to and from the performance where the general public might observe a band members. All rehearsal regulations are in effect during a public appearance.

An unexcused absence from a public appearance will result in a lowering of the band member's grade as stated in the Grading System section of this handbook and or suspension from the next performance.

8. Grading System

Grading Scale

A	90-100
B	80-89
C	70-79
D	60-69
F	59-below

Rehearsal/Attendance (40%)

- o Attendance and punctuality at all rehearsals
- o Brings all materials needed for class
- o Musical Proficiency (playing tests)

- Any unexcused absence results in the lowering of the attendance grade by one letter grade. A student who misses more than one practice in a week may be asked to not march that week. This is at the director's discretion.
- A maximum of two excused absences will be allowed. After the 2 absences without a doctor's excuse, a failing grade will be given for the attendance grade.
- Is the student attentive?
- Is the student ready to start on time?
- Is the student performing the music at their proficiency level?
- Work is *not* an excused absence from a regular scheduled rehearsal.
- ALL missed practice must be made up before the grading period ends or a failing grade will be given for the attendance grade.
- **Performance/Attendance (40%)**

9. Attendance and punctuality are required at all performances, including basketball games if needed.

- * Brings all materials needed for performance
- * Attention and concert etiquette while other groups perform

- Any unexcused absence for a performance will result in an automatic failure for the performance grade.
- Is the student on time for the warm up?
- Does the student display proper recital conduct?
- Is the student's part performed at their highest ability level?
- In order for a performance to be considered excused, the student must first notify the director.

· **Written Assignments/Playing Tests (20%)**

- Playing tests, worksheets, etc.

Concert Band Only

2. Playing Requirements

- All students must pass off six major scales each in the third and fourth nine-week period to maintain a 100 grade for their practice grade. Also, a Chair Placement/Evaluation is required by each student.



10. Grades in All Classes

Since grade requirements in all classes determine eligibility for participation in band activities, each student must do their best to be passing all of their classes at all times. Low grades in classes are generally the result of the students not being prepared for tests, not turning homework assignments, not understanding the material being presented, or excessive absences when the material is presented. Students should make every effort to attend all classes, be on time and devote their energies to learning to the best of their abilities. Tutorials are often offered to help students catch up on classes that are giving them problems. The band directors, as teachers, are also available to help students do their best. The teachers at Deshler High School are vitally interested in helping the students to learn their subjects and the students should seek help from them when necessary.

Students should set up a schedule that will enable them to prepare their work for all of their classes. Have homework done on time and turned in when assigned. Study for tests early so that you will understand the material to be tested. Younger students will find that the pace of the schedule at Deshler High School may be quite different from what they are used to and will need to adjust their schedules so that they can keep up. Don't be afraid to ask someone for help in order to be a good student and make good grades. Ask yourself : “AM I PASSING ALL OF MY CLASSES TODAY?” *All students must maintain a “C” overall average to participate in any extra-curricular activity.*

8. Case Identification

Every student's instrument case should have a tag attached with their name and Deshler High School Band written clearly on the tag. Each student should write down their instrument's serial number and keep this in a safe place.

9. Rehearsal Procedures

Time is one of the most valuable parts of rehearsals. If one person delays the rehearsal by one minute, each member of the band is forced to waste one minute. These minutes add up to a lot of lost time. The following regulations are the foundation of our rehearsal procedures:

- 1 When you get to the band room, you should get your instrument out of the case and put the case
. back in your storage area. Have all music and equipment necessary ready for the rehearsal.
- 2 Personal warm-up: At first warm-up silently by blowing warm air through your instrument, and
. quietly fingering scales followed by softly playing of a warm-up exercise. Check your
instrument to see if it needs oiling or other care. Clarinets and saxes should have extra reeds with
you. Percussionists should be getting their instruments and music ready for the rehearsal.
- 3 When the tardy bell rings and the director steps onto the podium, all playing and conversation
. should immediately stop.
- 4 While the rehearsal is in progress, students should give their undivided attention to the director,
. even though the director might be directing his attention to another section of the band. Talking
or playing while the director is teaching is not tolerated. Don't let your actions and behaviors
disrupt the rehearsal.
- 5 Students may talk quietly when the director is off the podium, unless he is still rehearsing a
. portion of the band.
- 6 A student will be considered tardy if he/she is not in the band room when the tardy bell rings.
. Students will have 5 minutes after the tardy bell rings to be seated with all necessary equipment
and music. DO NOT WAIT FOR THE DIRECTOR TO START MOVING TOWARDS THE
PODIUM BEFORE MOVING TOWARDS YOUR OWN CHAIR. (Note number 1 under
[Conduct Section](#))
- 7 The rehearsal room should be kept neat and orderly at all times. Each student is expected to do
. their part by keeping instruments in their proper storage area and by keeping all areas neat and
orderly. Do not throw trash on the floor and do not write on music stands or school property.
- 8 Do not chew gum, eat or drink anything other than water during a rehearsal.
.
- 9 You should bring a pencil to each rehearsal, and use it to write directions, given by the band
. director, on the music being rehearsed.
- 1
0 When rehearsal is over disassemble and pack your instrument in the proper manner. All music,
instruments, and equipment should be stored in the proper place.
.

11. After School Rehearsals

During football season: Refer to the **Marching Band Section** #13.

After football season: Each member of the Honors and Concert Bands will be required to attend a section rehearsal and full band rehearsal once each per week until the final concert in May or otherwise stated by the director. These rehearsals will begin at 3:15 p.m. and last until 4:00 or 4:30 pm.

All rehearsals are required and cannot be missed unless excused by the director. Refer to **"Grading System"** **Effort and Participation** for grading penalties.

12. Marching Band

It is recognized that there are educational values in marching bands that are not to be found in any other organization. It is also recognized that the marching band has a decided service and entertainment value for the community, exerting a cohesive force in unifying the school and community.

The marching band serves two main purposes. First, it serves as an instrument in teaching a vital phase of music education that cannot be taught elsewhere. Besides being a unique organization as a marching musical group, it employs a music repertoire all its own. In addition, it teaches all the fundamentals that the concert band teaches plus an even greater emphasis on the development of coordination, rhythm, organized thinking, and self-discipline. It affords a great opportunity for the development of leadership qualities and abilities. Second, the purpose of the marching band is to serve as a public relations and entertainment media in providing half-time programs at football games, parades, and other school and community functions.

The following procedures are used by the Deshler High School Marching Band:

Band Camp is required for every member of the band. Excused absences will only be considered under extreme circumstances. Some Rehearsals during the summer may be necessary.

- 1 During the marching season, rehearsals will be held after school. SEE BAND CALENDAR FOR DETAILED DAYS AND TIMES. These are the only times that we have the students from all our classes for marching rehearsals. Days and times may change at the director's discretion with notice. Students who work are responsible for giving this schedule to their workplace.
- 2 Students must, immediately after being dismissed from their last period class, change into their marching clothes and report with their marching equipment to the designated marching practice area. It is important that rehearsals begin on time.
- 3 Students should have comfortable shoes suitable for marching practice. Tennis shoes are the required type of marching rehearsal shoes. Socks are required with shoes and no open-toe or open-heel shoe will be accepted.
- 4 If it is necessary to schedule medical appointments, etc., it is recommended that these be scheduled on Monday or early Friday after school.
- 5 **Work is not an excuse for missing or leaving a rehearsal.**
- 6 School detention is not an excuse for missing or being late to a rehearsal. Stay out of trouble. A demerit will be issued for not attending morning detention if you are late to rehearsal.

13. Football Games

The marching band has become an integral part of our football games. Band members should make every effort to insure that the band's part of the game is an outstanding one.

The following regulations will be in force at all football games:

- 1 Check your band calendar for dates of games. Listen to the instructions given by the band directors throughout the week dealing with scheduled times. Loading times, leaving times and returning times are announced and will be closely followed. Returning times are given so that parents will know when to pick up students after trips. **We perform at ALL football games, even on holidays.**
- 2 At home games, the band will meet at the prescribed time and location so that the students may warm-up together as a unit. Each member is to have all equipment ready and be in full uniform at the given time. Check your uniform and equipment before you load the bus.
- 3 Allow yourself plenty of time to be at the proper place with equipment and in the proper uniform.
- 4 Once you are seated in the stadium, do not move around to another seat. Instruments are to be held at all times, except percussion and tubas. Be ready to play at any given time.

- 5 Do not take unauthorized refreshments into the band seating area during the games. The band
 managers will provide water after pre-game and drinks after half-time. Be extra careful while
 drinking in uniform to avoid spills. Take care of restroom needs before the game begins.
 STUDENTS IN THE BAND ARE NOT ALLOWED FOOD OR DRINKS OTHER THAN
 THOSE PROVIDED EXCEPT DURING THE THIRD QUARTER BREAK !!!!!
- 6 Do not eat or chew gum at any time while wearing the band uniform.
- 7 Do not make sounds on your instrument when the band is not playing. Percussionists may play
 organized cadences and cheers with the cheerleaders.
- 8 No one but uniformed band members is allowed in the band seating area, unless approved by the
 band director.
- 9 Watch the drum major(s) when they are in front facing you. Get music up quickly and be ready to
 play at the proper time.
- 1 Be completely and properly uniformed at all times. The Director may give permission to remove
 0 some items at his discretion. Do not ask. The uniform must properly put back on when the
 director tells you.
- 1 Treat everyone with respect and courtesy, ESPECIALLY THE GENERAL PUBLIC!!
- 1 Each student is responsible for his/her own instrument and music at all games. A music lyre is
 2 required for holding the music while playing in the stands. Each student is required to have a
 “flip-folder” for music storage.
- 1 All band members should help promote school spirit and assist the cheerleaders during the cheers.
 3
- 1 If the band takes a break after half-time, all members must be back in the correct seat when the
 4 stadium clock shows two minutes remaining in the third quarter. Violators of this will forfeit the
 privilege at the next game. Band members are to remain in full uniform during the break unless
 told otherwise.
- 1 All rules and regulations concerning school sponsored activities will be in force before and during
 5 all games and trips.
- 16 All band members’ hair should be of NATURAL color for any performances. (Blonde, NATURAL red,
 brown, black. Any highlights must also be of a natural hair color. Girls-- all earrings other than the main
 earlobe must be removed before performances or entering the performance area. Boys—ALL earrings must be
 removed.
16. **NO CURSING OR USING FOUL LANGUAGE!!!**

3. **School Owned Equipment**

Any student using school owned equipment is responsible for the care and well-being of such equipment. If it is determined, by the band director, that negligence on the student’s part has led to misuse of this equipment, then the student will be held responsible for paying to have the equipment repaired or replaced. Any damage to the instrument will be paid for by the student. The band director will determine where the equipment will be repaired or from which company it will be replaced. Any lost equipment or uniform part will be paid for by the student to which it was checked out. A school owned instrument must be returned.

14. **Election of Band Officers (elected by students in Concert Band)**

The election of officers will be held in May preceding the term of office. The announced date of elections will be made by the band director.

A student must be a member of the Concert Band during the second semester of the school year to be eligible to run for an office. Offices available will be announced by the band director but may include the following.

Band President

- 1 Presiding Officer of the band. Leadership qualities are very important.
- . .
- 2 Assist the band directors on band matters, as needed.
- . .
- 3 Preside over officer committee meetings.
- . .
- 4 Presided over band during special discussions.
- . .
- 5 Represent the band at various functions.
- . .

Vice President /Uniform Manager

1. In charge of uniform check-out and check-in and responsible for maintaining neatness and order in the uniform storage area.
2. Issues and keeps a record of all uniform equipment including an up-to-date inventory.
3. Makes regular inspections and reports to the band directors in condition of uniforms.
4. Makes necessary minor repairs on uniforms such as sewing on buttons, etc.
5. Demonstrates and encourages the proper wearing of the band uniform.

Band Secretary

- 1 Writes letters, thank-you notes, invitations, etc., as needed.
- . .
- 2 Performs secretarial duties for band directors, as needed.
- . .
- 3 Keeps band scrap book. Must be turned in to the band director at the end of the school year.
- . .
4. Create Slide Show for Christmas/Awards Banquet.

Band Manager

- 1 Organizer of all loading and set-up crews.
- . .
- 2 Reports to band directors on condition of school instruments and equipment.
- . .
- 3 Responsible or storage areas to see that they are kept clean and neat.
- . .
- 4 Responsible for the lining off the practice marching field.
- . .

14. Selected Band Officers

There are to be three selected band officers; Drum Major(s), Dance Line Captain(s) and Color Guard Captain(s). The number of each will be determined by the band director and the selection will be based on tryouts judged by a panel of adjudicators selected by the band director. The decision of the panel will be final. These selected officers will only participate in officer meetings dealing with the marching band.

15. Becoming an Auxiliary Member or Drum Major

Drum Major Try-outs

- 1 May be male or female.
- 2 Must have been a member of a marching band for at least two years.
- 3 Must be a member of the Concert Band in the current semester.
- 4 Must be a Sophomore or older.
- 5 Must be an exceptionally good marcher and musician, and must demonstrate high standards of good leadership and dedication to the band.
- 6 Candidates must not have any unexcused absences from either rehearsals or performances.
7. Must try out for Shoals Honor Band.

Students trying out will demonstrate vocal commands used in the marching band and will perform a routine incorporating marching and conducting fundamentals. The band director(s) will choose the drum major.

Color Guard and Dance Line Try-outs

Try-outs are open to all FEMALE students entering the ninth grade or above for Dance Line and eighth grade or above for Color Guard.

- Once you have made the auxiliary line, a Doctor's Physical form must be filled out and signed. You must be completely cleared to participate in all auxiliary activities including but not limited to: RUNNING, aerobic exercises, calisthenics, and all other routining activities. Anyone claiming to not be able to do these things may not march until a new physical clearing them for auxiliary activities is completed.
- Try-outs will be held during the Spring in the second semester.
- Line will be chosen by the director(s) and/or judges.

Auxiliary Captain Try-outs

- 1 ● Must have been a previous member of the Dance Line or Color Guard.
- 2 ● Must be in at least a Junior or Senior unless there are none who qualify.
- 3 ● Must show ability to work with others in the Dance Line or Color Guard to develop routines.
- Must play an instrument in the previous concert band. The Director/Sponsor will choose a Captain if none play an instrument.

Appointed Band Leaders

The band director(s) will appoint many students to assume positions of responsibility that are both necessary and important to the successful operation and efficiency for the progress of the band. These important positions are Section Leaders, Auxiliary Captains, and Percussion Captain. Just because you are first chair doesn't automatically put you in these positions.

Students appointed to these positions will be selected on the basis of musical ability, marching competence, leadership abilities, respect of the other students, experience, pride and band spirit, and a willingness to work with and for others in a congenial and unselfish manner.

16. Challenging

Band members are actively encouraged to progress high within their section through challenging. This process benefits not only the hard-working and talented students, but also the band as a whole.

- 1 All challenges should be played in friendship, remembering that this is for the benefit of the entire band.
- 2 A band member may only challenge the person immediately one chair above. The challenger must challenge on the musical part of the person being challenged.
- 3 The challenger must inform the person being challenged and the band director of the challenge.
- 4 The Director will choose the music and scales to be played in the challenge.
- 5 The challenge is to be played five (5-10) school days from the time that music is handed out.
- 6 All challenges are to be played during after school hours.
- 7 The Director will decide if a challenge needs to be postponed due to school breaks or sicknesses.
- 8 For fairness, each student will play anonymously for the band director.
- 9 The loser of the challenge may not re-challenge within the next 24 hours. The winner may immediately challenge the next higher chair.
- 10 If a challenger loses twice consecutively, he/she may not re-challenge until the next audition date.
- 11 If a challenge is made within two weeks before a performance, chair placement will not be changed until after the performance, unless it is within the same part.
- 12 A student can not be involved in more than one challenge at a time.
- 13 If an excused absence occurs on the day of a challenge, then the challenge will be played on the first school day after the student returns.
- 14 The challenger may drop the challenge up to the day before it is to be played.
- 15 The only people present at a challenge are the players involved and the band director.

1 Challenges must be initiated and played before school, during band class, or after school. The
6 time should be agreed upon by both parties. If a time can not be agreed upon, the band director
. will set the time.

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7 Challenges may commence on the first school day after these rules have been discussed with the
. class.

4. Music Library

The Deshler High School Band Library consists of complete arrangements and transcriptions for band. There are also method books and a few solos and ensembles available for student use. With the cost of music being extremely high, we ask the students to take good care of the music issued to them. Students are to stay out of the library unless they are given permission by the director. Ask the band librarian or the band director to get you the needed music. Students are not to use the band copy machine without permission from a band director. Any writing or marking on music must be done in pencil so that it can be erased.

18. General Rules for Trips

In order to prevent confusion and misunderstanding in regard to bus trips, it has been requested that the regulations governing such trips be distributed in writing to those concerned. It is our feeling that the fewer regulations we have, the more successful our trips will be in terms of efficiency and pleasure. It is also our feeling that Deshler High School students should be mature and intelligent enough to conduct themselves as ladies and gentlemen. It is felt that all Deshler High School Band members are willing and able to reflect the pride and spirit in the organization at all times. Each student must have on file with the band directors a **Parental Consent Form** and a **Medical Form** signed by their parents.

1 All students will ride to the performance on the bus and return to Deshler High School in the same
. manner. Exception: By mutual consent between the student's parents and band director, a student
will be released to after a performance. These arrangements should be made through the band
director's office or at the performance. Board Policy will be followed.

2 ***Absolutely NO profanity or boisterous talking.***
.

3 At the appointed time, all students are to meet in the band room for any further announcements.
.

4 When the buses arrive for loading, students will be released by grade level to load the buses.
.

5 When the buses arrive at the destination, students are to remain on the buses until told to exit.
.

6 Students are to remain in their seats while the bus is in motion, and refrain from extending arms,
. heads, etc. out of the window or throwing any object out of the window.

7 Students must remain reasonably quiet while on the buses. Students may listen to personal audio
. players only if they use headphones.

8 It is each student's responsibility to keep the bus clean and avoid damage to the bus.
.

9 Snacks must not include any type of glass container. Plastic, bottled soft drinks with a top are
. permissible, but deposit the bottles in a trash bag. (ONLY if the driver allows it!!)

1
0 Couples will refrain from any open display of affections and intimate behavior. Boys and girls
. must sit separately unless approved by the director.

1
1 A chaperone will call roll before the bus leaves. Keep quiet during roll call.
.

- 1
2 Have uniform numbers memorized prior to boarding buses.
.
1
3 Students are responsible for their own equipment and belongings.
.
1 Large instruments and equipment will be loaded onto the instrument truck or under the bus.
4 Students are to take these to the loading area by the assigned time to be loaded by the loading
.
crew.
1
5 Directors, chaperones and bus drivers are to be obeyed instantly, courteously, and without
question.
.
1 Always conduct yourselves so as not to bring discredit to your band, your school, your
6 community, your family, or your own personal reputation. ALL school rules involving tobacco,
.
alcohol, and drug policies apply at all times while on a school trip.

The Director

Mr. Craig Weeks is a native of Winfield, Alabama and a graduate of Winfield High School. He attended Northwest Community College and the University of North Alabama, receiving the Bachelor of Science (Music Education) degree in 1996 under the direction of Dr. Ed Jones. Mr. Weeks is currently working toward a Masters Degree in Administration.

Before accepting the position as Director of Bands at Deshler High School in 2005, Mr. Weeks taught one year at Sulligent High School, one year at Fairview High School, and 7 years at Lauderdale County High School.

Professional music affiliations include, Kappa Kappa Psi, National Band Association, Alabama Bandmasters Association, and the Alabama Music Educators Association.

He and his wife, Tanya, have two sons, Hunter and Nicholas. They are residents of Tusculumbia

Deshler Band Parent Association Handbook

Elected Officers

President:

First Vice President:

Second Vice President:

Secretary:

Treasurer:

Parliamentarian:

Executive Committee

The Executive Committee shall be composed of the elected officers of the association and the band director.

The Executive Committee shall meet before each regular or called meeting.

Purpose

The purpose of the Deshler Band Parents Association (hereafter referred to as DBPA) is to further the interest of the Deshler Band Program by serving to promote, develop, and finance bands of high quality and musical excellence with the high standards of the schools, parents, and public.

Meetings

The DBPA will meet the second Tuesday of every month. All meetings will be in the Band Room at 6:30 p.m. unless otherwise specified. No business may be transacted by members except at a regular or properly called meeting.

Duties

Members are expected to participate and cooperate in all meetings and activities of the band, such as working the concession stand, participating in fundraisers, chaperoning events, etc. They are expected to serve diligently as elected, appointed, or assigned. If they cannot work as assigned, they are to secure a replacement and notify the respective chairperson for that committee.

Dues

The membership dues for the band parents association are \$10.00 per parent/guardian. Each family will receive one handbook. Additional copies may be obtained from the treasurer.

Concession Stand

Purpose

The Concession stand is the main fundraiser for the DBPA. The money earned from concessions is used to support the band as a whole.

Fair Share Program and Policy

The Fair Share Program was developed to insure that we have enough workers in the concession stand at all times, without the same parents working every game. The fair share fee will be \$100 per family. This fee is based on \$33.33 per game. Each band student will be required to have a Fair Share Policy signed stating whether their parent(s)/guardian(s) do or do not want to work their assigned games. In the event that you choose not to work, then you will forfeit your \$100 fee. The fee will be used to hire your replacement for those games.

Assignments

It is the responsibility of the parent/guardian to work 2 regular season home games and 1 post-season (playoff) game. Each parent/guardian will be assigned to two regular season home games. Assignment sheets will be distributed the last week of band camp. At the beginning of the week of the parent/guardian's assigned game, a text message or phone call will be made from the Concession Stand Committee as a reminder of his or her scheduled game. A response to the text or call should be returned to the Concession Stand Committee before 6 p.m. on the Thursday of the same week of the game for the Committee to confirm that the Concession Stand has enough workers. The parent/guardian may get someone to work in his or her place (e.g. uncle, sister, friend, grandmother, etc.). However, this person must be at least sixteen years of age. In the event that the parent/guardian cannot work his or her assigned game, he or she is responsible for securing his or her replacement via the parent contacts sheet. When a replacement is secured, both the assigned parent/guardian *and* the replacement shall notify the Concession Stand Committee. If the Committee is NOT notified and the replacement is a no-show, the assigned parent/guardian will forfeit his or her fair-share fee of \$33.33 that night. If the Committee is notified of changes and the replacement is a no-show, *the replacement* will forfeit his or her fair share fee of \$33.33 that night.

Workers should be at the Concession Stand no later than 6 p.m. Workers should be prepared to stay until cleanup is complete and you have checked with the assigned Concession Chairperson.

Chaperone Guide

1. There will be 1 school employee and 1 parent chaperone on each bus.
2. There will be a designated person on each bus responsible for checking roll before leaving the school and after the event before returning home.
3. Chaperones will be responsible for helping enforce bus rules.
4. There will be one chaperone on each bus designated to be responsible for the first aid kit for that bus. This person should make sure the kit is on the bus upon departure and returned to the band room after the trip.
5. Chaperones are responsible for helping with uniforms and equipment before any event.

6. Chaperones will sit with the band during the event and will escort students to the restroom as necessary. Students may leave their seats only with the permission of the director.
7. Chaperones will check the stadium seats after the band exits for articles left behind.
8. Students will ride home on the bus unless properly checked off and approved by the band director. The designated person will be notified who will not be riding home on the bus and must make sure that the student's parent or guardian has signed off their student.
9. Upon return to the band room, chaperones will check the bus for any articles left behind and make sure all trash is removed from bus.
10. All rules and duties are subject to modification by the band director at any time.

Uniforms

- Every band student will have a cleaning fee of \$25. This covers having the uniform cleaned after all performances. Concert Band only will be \$10.
- Every student will need a pair of black shorts w/band logo to wear under his or her uniform. This is included in their fee schedule.
- Every student will wear the red or grey t-shirt w/band logo under his or uniform at all performances. Red will be for HOME Performances and Grey will be for AWAY Performances unless otherwise specified by the Director.
- All horn line members will be supplied with 2 pairs of Black uniform gloves (included in fees) and 1 pair of Dark Grey Socks. If these need to be replaced, the student may purchase a replacement pair from Mr. Weeks at a cost of \$2.00 each.
- Uniforms will be kept in the band room at all times. They will be distributed before all performances. All students will return their uniforms at the end of each performance to the uniform racks.
- Each student will be supplied a garment bag that will hold all items required for the performance. Please remind your child to keep up with each item in his or her uniform (gauntlets, cord, plaques, plumes, etc.). These items are issued and assigned to each student. All missing items will be replaced at cost to the student.
- All students will be required to have a pair of khaki shorts and his or her assigned band shirt for all pep rallies, bonfires, parades, and other miscellaneous events.

Additional Items Useful for Summer Practices and Band Camp

(These may or may not be required by Mr. Weeks)

- Sunscreen
- Aloe vera lotion
- Hat and/or visor
- Bandana
- Sunglasses
- Deodorant
- Extra shorts to change into during lunch at camp
- Extra socks
- Sleeping bag
- Pillow
- Gold Bond powder/Baby Powder for chaffing (past experiences prove that this WILL happen)
- Lanyard
- Spiral note-card book with an attachable pen or pencil
- Good pair of tennis shoes for all practices starting in June
- Drawstring backpack (labeled with the student's name on the outside)
- Binders with clear folios starting in June
- Red, white, and gray t-shirts for band camp and practices. Each day, a section will be told which color to wear.

Committees and (Brief) Summation of Duties to be Performed

Props Committee: design and construct and maintain/repair all props, transport props to the field for all games and performances, place props in necessary positions on the field prior to performance, brainstorm creative ideas for props and designs

Concession Stand Committee Responsible for set-up and cleaning of concession stand before games.

Chaperones Committee Secure chaperones for away performances.

Fundraising Committee Raise extra funds.

Programs Committee: send letter to all ad purchasers from previous year, travel to all businesses that do not personally respond and any new businesses, three people per game to sell programs (one at back entrance and two at front entrance), required to arrive early to all games

Trip Committee Made up of Executive Council

Uniform Committee: organize uniforms during summer, size students and make adjustments, hem and repair uniforms, be present in uniform room prior to all games and competitions, keep students focused on getting dressed, be present in band room after all games and competitions to make sure uniform room is clean and organized

Banquet and Events Committee: organize a budgeted Christmas Banquet/Dance and End of Year Banquet, sign purchase orders, order food, book the venue and DJ, buy and set up decorations, secure chaperones, make and present photograph slideshow

Communications Committee: distribute any information that parents need to be aware of, update Facebook page to keep parents informed of all changes, chairperson will work closely with Executive Council and Mr. Weeks on a daily basis during marching season.

Bylaws of the Deshler Band Parents Association

Article I Name

Deshler Band Parents Association

Article II Purpose

The purpose of the Deshler Band Parents Association is to further the interest of the Deshler Band Program by serving to promote, develop, and

finance bands of high quality and musical excellence with the high standards of the schools, parents, and public.

Article III Member

Section 1. Qualifications: Any parent/guardian with a student marching in the Deshler High School Marching Band.

Section 2. Method: pay dues

- B. The membership dues for the band parents association are \$10.00 per parent/guardian.

Section 3. Duties: members are expected to participate and cooperate in all meetings and activities of the band. They are expected to serve diligently as elected, appointed, or assigned.

- A. Any ideas by a member can be brought before the executive council by contacting any member prior to Thursday at 6pm before the following Association meeting on Tuesday.

Article IV Officers

Section 1. Elected officers

- A. President: Acts as the presiding officer at all meetings as well as serves as the official representative of the organization.
- B. Vice President: Assumes the authority of the president for any meeting due to his/her absence.
- C. Vice President 2: In the event that the President and the VP 1 are unable to attend a meeting then the VP 2 assumes the authority of the president.

- D. Secretary: Keep all minutes from both executive council and regular meetings. Keep an accurate list of members, read all minutes during meetings. Make sure that all members sign in before all meetings.
- E. Treasurer: oversee the income and expenditure of funds. This person will need to be at or assign someone to all home game concessions in order to see that all monies are counted and a bank deposit is made.
- F. Parliamentarian: to insure orderly conduct during all meetings and to keep focus on the discussion. Do not allow discussion to wander off or to continue after 5 minutes per each person.

Section 2. Terms: Each elected members term will start in May and end in April of the following year.

Section 3. Voting: The nomination/election process will be held yearly taking place in the spring.

Article V Meetings

The Deshler Band Parent Association will meet the second Tuesday of every month. All meetings will be in the band room at 6:30 pm unless otherwise specified.

Article VI Executive Council

The Executive Council shall be composed of the elected officers of the association and the band director.

Section 1. Powers of the board: to go over all old/new business and to set an agenda for all meetings. They will discuss and vote on items to bring before the Association to be voted on as a whole.

Section 2. Meetings: The Executive Council shall meet before each regular called meeting.

Article VII Committees

Section 1. Designated Committees

- A. Concessions
- B. Chaperones
- C. Uniforms
- D. Programs
- E. Communications

- F. Trip
- G. Event/Banquets
- H. Fundraisers

Section 2. Duties: committee members are to carry out the purpose of said committee.

Section 3. Volunteers for all committees will be during the May Association meeting.

Article VIII Parliamentary Authority

Robert's Rules will be the parliamentary manual that the Deshler Band Parent's Association uses.

Article IX Pulling of Equipment Trailers to Performances

- Mileage will be paid for one trailer to be pulled for away games and two trailers to be pulled for marching competitions.

- Mileage will be paid at the current IRS mileage reimbursement rate for one direction only. Mileage will be determined by the use of one of the commonly known internet map/travel sites such as Google Maps, etc.

- A mileage reimbursement form will be kept as a record of all mileage/payments. Payments will be made to volunteers once at the end of the marching season for cumulative mileage traveled.

Confirmation of Receipt

This certifies that I _____ (print name) have read the Deshler Band Parent Association Handbook for the 2020-21 school year and that I understand and agree to comply to all policies and procedures contained therein.

Student Name (print) _____ Date: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

STUDENT / PARENT AGREEMENT

As a member of the Deshler High School Band, I have read and agree to comply with all of the set policies of the Band Information Handbook.

Student Name: (print) _____ Date _____

Student Signature _____

As conscientious parents, we have read and agree to comply with the set policies of the Band Information Handbook.

Parent/Guardian (print) _____ Date _____

Parent/Guardian Signature _____

This handbook has been read and approved by the Tuscumbia City Schools Board of Education, School Superintendent , Mr. Darryl Aikerson, the Deshler High School Principal, Mr. Russ Tate, and the Band Director, Mr. Craig Weeks.

Fair Share Program and Policy

The Fair Share Program was developed to insure that we have enough workers in the concession stand at all times, without the same parents working every game. The fair share fee will be \$100 per family. This fee is based on \$33.33 per game. Each band student will be required to have a Fair Share Policy signed stating whether their parent(s)/guardian(s) do or do not want to work their assigned games. In the event that you choose not to work, then you will forfeit your \$100 fee. The fee will be used to hire your replacement for those games.

_____ YES, I agree to work in the concession stand during two regular season football games and one playoff game. I understand that I will be reimbursed \$33.33 for each game worked per the Fair Share Policy in the DBPA handbook at the end of the 2020 marching season.

_____ NO, I choose not to work the concession stand per the Fair Share Policy in the DBPA handbook. *I understand that I am forfeiting my \$100 fair share fee to hire someone to work in my place.*

Band Student: _____

Parent/Guardian (print): _____

Parent/Guardian (signature): _____

Date: _____

Deshler High School Marching Band

Medical Information and Consent Form

I (we) the undersigned parent(s) or legal guardian(s) of _____ a student, give permission for said student to travel with the Marching Band during the period of scheduled band performances and trips. I (we) also hereby authorize and consent to any needed emergency medical treatment (physical examination, x-ray, medication, emergency surgery, and/or anesthesia) by any member of the medical or emergency staff of a duly licensed hospital.

I (we) further authorize Craig Weeks, Band Director, to select a medical doctor and/or hospital of his choice for the purpose of diagnosis and emergency treatment of the above student. It is my (our) understanding that I (we) will be responsible for all costs incurred from any emergency medical treatment of the above student.

PLEASE PRINT

List any medical problems/restrictions: _____

List any medications now being taken: _____

List any allergies: _____

Family Physician: _____ Phone: _____

Name of Medical Insurance Company: _____

Insurance Policy Number: _____

Type Coverage: _____

Parent/Guardian (print) _____ Phone: _____

Signature: _____ Date: _____

Contact Information (Please print neatly in black or blue ink)

Student Name: _____ _Grade: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Father's Name: _____ Home Phone: _____

Address: _____

Employer: _____ _Phone: _____

Email Address: _____

Mother's Name: _____ Home Phone: _____

Address: _____

Employer: _____ _Phone: _____

Email Address: _____

List two additional people we should contact in case of emergency if we cannot reach your parents.

1. Name: _____ Home Phone: _____

Address: _____

Employer: _____ _Phone: _____

Email Address: _____

2. Name: _____ Home Phone: _____

Address:

Employer:

_Phone:

Email Address:

Trip Permission Form #1—Performances

Trip Permission Form #2--Band Camp

Drug Consent Form

MEETING NOTES