



AHS BAND HANDBOOK

2019-2020

Directors:

Tim Simpson
Sam Schirmer

Address:

5475 Airline Road
Arlington, TN 38002

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1.0 Band Program Requirements

To be a member of the AHS Band, the student must be enrolled in the proper band period during the fall and spring semester, turn in a contract/conduct agreement (signed by the student and parent/guardian), and must meet all financial obligations. This contract is a binding agreement between both parties and will be honored by both parties for the entire year. All band students must participate in both marching and concert band in accordance with Arlington Community Schools Band Curriculum. Each student must comply with all rules and regulations for the band program. The student agrees to attend all rehearsals (including band camp and section rehearsals) and all performances including competitions, parades, football games, concerts, festivals, and requested performances (i.e. graduation). Exceptions are through the directors' approval only. The summer camp, after school rehearsals, and performance schedules can be found on the band website at (www.ahstigerband.com) and on the band room wall. Once a student turns in the signed contract, they are making a commitment to the AHS Band, and will not be allowed to quit.

2.0 Marching Band

The Arlington High School Marching Band performs at all home football games, the Arlington Christmas parade, and various performance opportunities in the area. To be a member of the Arlington High School Marching Band, the student must be enrolled in a band class during the fall and spring semester. He/she must have passed at least six (6) courses the previous semester, or must have made up courses through summer school or with the Directors' approval. Each student must comply with all rules and regulations of the Arlington High School Band program.

By signing a contract the student agrees to attend all summer camps and fall rehearsals and performances including: competitions, parades, football games (exceptions through directors approval), and is required to attend Band Camp. Conflicts must be cleared with the directors with at least two weeks notice. Each member must meet all financial obligations and must attend all performances. This contract is a binding agreement between both parties and will be honored by both parties for the entire year.

3.0 Alternate Status

It may be necessary for an alternate system to be employed in the Marching Band with every student getting the opportunity to perform during the year. Due to sickness, moving, and other occurrences, it is necessary to write the field show for fewer students than are on the roster. Alternates march on an as-needed basis — alternates can be utilized in the event someone cannot perform due to illness, excessive absences, or has ceased to exhibit the necessary enthusiasm, attitude, and dedication needed to be a member of a top-notch organization.

Alternates must be present for all rehearsals and performances and must meet their budgetary obligations. They are considered full members of the organization and will have duties related to the preparation of the band for performances, when not on marching status.

If a student does not turn in their contract by the designated deadline, they will still be able to join the AHS Marching Band, but will be given an alternate status. We will only give the drill writer numbers based on the signed contracts and those numbers cannot be changed without being charged large fees by the drill writer. Alternates are considered full-fledged members of the Marching Band. These students must meet all requirements during the marching band season. The students will rehearse and occasionally perform with the group, possibly earning a permanent spot at any time when deemed so by the directors. Alternates will also perform in all pre-game show activities. This means that the alternates are expected to attend all rehearsals as per the rehearsal policy. Alternates may be rotated in and out on a per performance basis in order to provide the opportunity for more students to perform. Alternates will travel on all trips with the Marching Band. All financial obligations apply.

4.0 Attendance Policy and Communication of Conflicts / Illnesses

All students are required to attend all rehearsals, performances, and events that the student signs up for. The directors should be notified IN ADVANCE if a student is going to be absent from a rehearsal or performance. Absences from band rehearsals or performances are unexcused unless due to (a) personal illness, (b) death in the family, (c) an emergency, or (d) special permission of the directors obtained in advance by the parent or guardian. Students must exhibit consistent responsibility in these areas. Excessive absences for any reason may result in the student being placed on alternate status.

Please compare our schedule with your family schedule to make sure that there are no last minute conflicts. Work schedules, senior pictures, doctor appointments, driver's Ed training, dentist appointments, college visits, etc. MUST be worked around these camps, rehearsals, and performances. Those types of absences (unless they are emergency doctor's visits) may result in the student being made an alternate in marching band or rearranging parts in concert season bands to accommodate for the absence. Students and/or parents must inform Mr. Simpson or Mr. Schirmer of any schedule conflicts (in writing) as soon as they are known. Advanced communication is the key! We may be contacted via email at timothy.simpson@acsk-12.org; samuel.schirmer@acsk-12.org; which is the best way to reach us (email must include all information and a phone number for confirmation).

Any time that the student needs an exception/exemption please contact Mr. Simpson or Mr. Schirmer as soon as possible. We can accommodate for your child's conflict/situation more easily if we have advanced notice (we ask for at least two weeks). The best way to contact Mr. Simpson or Mr. Schirmer is by email, but please also feel free to ask for a time to discuss your child's situation in person, as this is the best form of communication.

As we are responsible for all of our students during rehearsals and performances, we ask for communication (in writing or email) from the parent/guardian of any student that will be absent. If the student must miss a rehearsal for an emergency doctor's appointment, illness, or unexpected life event or situation, he/she must bring or email a note from their parent/guardian prior to the absence. If the student sees the doctor for an injury or illness, he/she must bring in a doctor's note with instructions about their ability to participate and the date in which they can go back to normal activity. We want to follow the doctor's orders to ensure the health and well-being of all of our students.

5.0 2019 Summer and Fall Marching Rehearsal & Performance

The rehearsal schedule is set well in advance and will be posted on the band website in plenty of time to allow students to plan other activities and obligations around the established schedule. Punctuality is a trait that will serve students well in any endeavor. Students should plan to arrive well in advance of the beginning of rehearsal and should avoid being late. It is essential that we make efficient use of the rehearsal time we have. This can only happen when every band member is present and working to improve. The band member that misses rehearsals cannot improve, and the other band members around them have a less effective rehearsal due to the absence.

Band Schedule – Please refer to the calendar on the website for all band schedules which includes Percussion, New Member & Leadership Camp, Color Guard, and Band Camp

Sectionals: May be called by the director or student leaders, only if needed, with proper notice of at least 5 school days.

Football Game Schedule: All games begin at 7 pm. The football schedule will be posted on the band website and a detailed schedule will be provided the week of each performance. Students will need to be in the band room at the time indicated by each individual performance schedule.

Competition Schedule: We will attend approximately four competitions in September and October and this does not include the Arlington Open Invitational that we host. The dates for the band competitions will be posted on the band website, on the band schedule and detailed information about each contest will be provided.

IMPORTANT NOTES: The Thursday Rehearsal before each Football Game is considered a mandatory dress rehearsal. Any student that is absent from this rehearsal will not be allowed to perform during the Football Game Half-Time Show of the same week and may not be allowed to perform at the Saturday Competition as well. All competition schedules will be different. We will have a rehearsal (usually at AHS) on the Saturday morning/afternoon before all competitions. We ask that students block out the entire day for all competition dates. These Saturday rehearsals are considered mandatory dress rehearsals. Students that are absent from a Saturday Competition Rehearsal will not be allowed to perform in that day's competition. If your child has a conflict, please discuss

the situation with Mr. Simpson or Mr. Schirmer well in advance. Parents/guardians who wish to bring your child home from any of our competitions must provide an email or note signed by the parent/guardian before we leave AHS for our destination.

Remember: Attendance at these rehearsals and performances is **EXTREMELY** important. Work schedules, senior pictures, doctor appointments, driver's Ed training, dentist appointments, college visits, etc. **MUST** be worked around these camps, rehearsals, and performances. Those types of absences (unless they are emergency doctor's visits) may result in the student being made an alternate. Inform Mr. Simpson or Mr. Schirmer of any schedule conflicts (in writing) as soon as they are known. Advanced communication is the key! We may be contacted via email at timothy.simpson@acsk-12.org or samuel.schirmer@acsk-12.org and email is the best way to reach us (email must include all information and a phone number for confirmation).

6.0 Guidelines for Outside Band Practices and Excessive Heat

Rehearsals are never cancelled due to inclement weather. We will usually not rehearse outdoors in the rain, unless it is just drizzle or intermittent light rain. In the event of steady rain, we will rehearse indoors and then go outdoors at the first opportunity. Students should dress for the weather. In the event of extreme temperatures, rehearsal schedules will be adjusted to indoors. Students should wear low-top tennis shoes and socks for rehearsals. This is important in that the style of marching step we use requires that the foot and ankle be permitted to move freely. Hats and sun block are recommended. In the rare event that we must cancel or reschedule a rehearsal or performance, we will give notice as soon as possible. "In the event schools are closed due to inclement weather or other calamity, all extracurricular activities scheduled for those days will be canceled or postponed." (Arlington Community Schools Student-Parent Handbook, page 14)

Parents and students, we need your help in following the recommendations listed below:

- Students should begin hydrating (drinking) upon waking up in the morning. Students should have consumed 24 to 36 ounces of fluids prior to practice.
- Students should avoid beverages with caffeine and carbonation since this can cause excessive urination, which can then cause dehydration (loss of fluids).
- Students must have a good breakfast before arriving in the morning. Eat a good solid lunch and avoid heavy foods, greasy foods, heavy sugared items, excessive dairy products, and foods with a heavy citrus acid. These foods may cause stomach upset and even vomiting during practice.
- Water containers must be brought to all outside rehearsals and preferably containers that are insulated. We will provide Gatorade, in addition to water, for all our outside rehearsals; however, we encourage each student to have a chilly pad or small towel to use around the neck area to help cool down.

- If the student begins to feel bad, then he/she must let the directors, staff or chaperones know immediately so that he/she may be moved to the tent area. Please be aware of the following symptoms that may be present in the heat: unusually excessive sweating, no sweating at all, vomiting, diarrhea, dizziness, and confusion.
- Make sure health forms are kept up to date, especially in regards to medication changes.
- When the heat index is between 95-104°F, we will re-check the temperature and humidity every 30 minutes to monitor for increased heat index.
- All directors, staff and chaperones will be aware of medical conditions, such as asthma, that could exacerbate heat related problems.
- If the heat index rises above 104 degrees, we will stop our outside rehearsals and move inside. This will most likely occur during the first couple of weeks of school, when our practices are from 2:20 pm to 5 pm when it is usually the hottest portion of the day. We will then make use of several inside areas of the school.
- We will keep all students practicing in areas where they can be observed by a director, staff or chaperone

Directors, staff and chaperones will make sure the following items listed above are observed at all times during outside rehearsals.

All directors, staff and chaperones will monitor water breaks and will ensure that students are hydrating properly.

If there are any questions or concerns, please direct them to Mr. Simpson and Mr. Schirmer and we will be glad to answer them. Email is the best way to contact us (timothy.simpson@acsk-12.org or samuel.schirmer@acsk-12.org) or in person. We have a show to produce, but more importantly, we have students that we are responsible for.

7.0 Concert Season Bands

We have three concert season bands at AHS: Concert Band, Symphonic Band, and Wind Ensemble which will be selected by audition. Information about each band is noted in Section 9.0.

All band students will be encouraged to participate in West Tennessee School Band and Orchestra Association (WTSBOA) All-West Auditions and Clinics, and Solo and Ensemble Festival (S&E) as part of their individual development.

- Concert band and Symphonic Band students are required to perform in an ensemble for S&E Festival in addition to either auditioning for All West OR performing a Solo at S&E (it is encouraged that they do both, but not required).

- Wind Ensemble students are required to audition for All West AND perform both a solo and ensemble piece at S&E.

8.0 Concert Ensemble Daily Procedures

Parents and students please be aware of all of the concert ensemble daily procedures listed below:

- All students are to be inside the band room before the tardy bell sounds. At two minutes after the bell, each student is expected to be in his/her seat, with stand, music, and necessary materials (including a pencil). Students should begin to warm up while roll is being taken. There should be silence in the rehearsal hall when the conductor gets to the podium.
- Warm-up is a very important part of each rehearsal. This is when we focus on the fundamentals of our playing so that we may improve both as a group and as individuals. Students should always have all of the required equipment needed to perform on his/her assigned instrument. Students must provide their own mutes, reeds, and sticks as required by their instrument.
- Brass players should have all necessary mutes.
- Trumpet players should all have straight and cup mutes since these are used quite often.
- Reed players should have at least two spare reeds at their seat during rehearsal. Ideally, students should have three to four reeds that all play that are rotated with use from day to day. Reeds will last longer and will get better play if they are rotated.
- Percussionists should each have a pair of concert snare drum sticks, general pair of keyboard mallets, and general pair of timpani sticks during Concert Season.
- Cases should be left in the Instrument Storage Room. They are unnecessary obstructions in the rehearsal area. Books and book bags should be stored around the walls in the band room during rehearsal. Books, book bags, personal belongings, and non-band related items should not be stored in the band room or storage rooms. These items should be stored in a school locker.
- At the end of rehearsal, the student should make sure that his/her equipment is put away.
- Instruments should be put in the Instrument Storage Room until time to take home for practice.
- Percussion equipment is to be put away at the conclusion of rehearsals.

- Timpani, Bass Drum, Chimes and Mallet instruments for which there are covers should be covered.
- Small equipment, including cymbals and concert snare drum should be put in cases (if available) or returned to the appropriate storage area. This will help keep non-percussionists from “playing around” and will keep the equipment in better working order.
- Problems of an individual nature (music missing, problems with instruments, etc.) should not take class time. These issues should be dealt with before school, after school, or just before class as a last resort.
- Talking during rehearsals is prohibited and takes away from the goals that need to be met. Talking, when necessary, should always be about the music we are studying. Talking should never be a distraction to the conductor or other students.
- DO NOT leave money, purses, wallets, or other valuables UNATTENDED during rehearsals or during the school day. We cannot be responsible for valuables left in unsecured areas.
- All band students will have several chair placement tests and performances throughout the fall/spring semester to help develop excellent understanding of literature and proper performance etiquette. This will also help to prepare students for scholarship auditions and other types of auditions throughout this area and region.
- Students will receive all chair placement materials at least two weeks prior to the test date. Playing tests may cover prepared music, scales (Major & chromatic), and sight-reading. Please see the band website (www.ahstigerband.com) for further dates and details on these tests.

9.0 2019 Fall – 2020 Spring Concert Season Schedule

Band meets every day during the designated scheduled period during the regular day. Please visit the band website for updates on what music, standards, and concepts students will be working on each week/day. Student’s will work on scales, arpeggios, warm-up techniques, chorale books, sight reading books, etc. to work on tone, technique, rhythm, pitch, balance, blend, intonation, musicality, etc.

We will start working on concert music in class, starting in the fall. Students will need to bring their concert instrument to school on the designated concert rehearsals. These dates will be announced in class and posted to the website.

9.1. Concert Band

Concert Band meets every Monday – Friday during 3rd Period – or as designated by the week's schedule changes. Concert music rehearsals and dress rehearsals will be after school on Wednesdays,

(Students who are absent from the dress rehearsals for any reason will not play on the concert. Please speak with Mr. Schirmer or Mr. Simpson with advanced notice if there are any questions or conflicts.)

9.2. Symphonic Band

Symphonic Band meets every Monday, Wednesday, and Friday during 4th period – or as designated by the week's schedule changes.

Concert music rehearsals and dress rehearsals will be after school on Thursdays.

(Students who are absent from the dress rehearsals for any reason will not play on the concert. Please speak with Mr. Schirmer or Mr. Simpson with advanced notice if there are any questions or conflicts.)

9.3. Wind Ensemble

Wind Ensemble meets every Monday, Wednesday, and Friday during 6th period – or as designated by the week's schedule changes.

Concert music rehearsals and dress rehearsals will be after school on Tuesdays,

(Students who are absent from the dress rehearsals for any reason will not play on the concert. Please speak with Mr. Schirmer or Mr. Simpson with advanced notice if there are any questions or conflicts.) *Students must follow all school rules during these after-school rehearsals. See General Rules.

10.0 Additional Guard and Percussion Opportunities

10.1. Indoor Guard (Winter Guard)

The Winter Guard is a select group with membership through audition only. The student and parent/guardian will sign a contract agreeing to attend all rehearsals and performances. Exceptions are through the directors' approval only. A schedule will be given out with the contract in mid-October. There will be a parent meeting in October. The student must have been a member of the fall Marching Band and must have met his/her financial obligations for the fall. Each member must be enrolled in the AHS Winter Guard Class or one of the three band classes. Each member must meet all financial obligations as set on their Indoor Guard Contract.

10.2. Indoor Percussion (Winter Drumline)

The Winter Drum Line Program is a select group with membership through audition only. The student agrees to attend all rehearsals and performances. Exceptions are through Mr. Simpson's or Mr. Schirmer's approval only. A schedule will be given out with the contract in mid October. There will be a parent meeting in October. The student must have been a member of the fall Marching Band and must have met his or her financial obligations for the fall. Exceptions are through the band directors' approval only. Each member must be enrolled in one of the three band classes or orchestra class. Each member must meet all financial obligations as set on the Indoor Percussion Contract.

11.0 Dropping a Class

Any student who drops out of any of these band programs during the season will not be allowed to rejoin at any time and must drop that specific class immediately or as soon as the administration deems possible. Any student who drops out will not be allowed to rejoin unless approved by directors. The directors and the principal must approve any exceptions to the requirements above. Any fees paid will not be refunded.

12.0 Grading Procedures

Band is a unique course at Arlington High School. It has curricular requirements, just as any other academic discipline, but it also has out-of-class time requirements. In accordance with the Arlington Community Schools grading policy, band is considered a co-curricular course. A co-curricular course is a course that is based on performance and requires after-school rehearsals and/or performances. The strength of our band program is the consolidation of these requirements into one performance-based, academic course of study. The level of commitment from each individual student is the driving force behind the organization and is reflected in the level of achievement reached by the individual and the program.

Band is a learning activity. Rehearsals, whether during or after school, are the means by which students learn, and by their very nature hard to be reproduced or made-up. Therefore, it is imperative that students be present unless the absence is unavoidable. Excessive rehearsal absences will undoubtedly affect a student's performance, as well as the ensemble's performance. Great bands are not made from excuses but by the dedication shown by its members.

The band as an organization provides a medium through which students progress academically, musically, and socially. Musicianship, attitude, attendance, punctuality, conduct, and a desire for excellence are absolutely expected from each member of the Arlington High Band. Therefore, individual practice and preparation are essential. No other discipline in education requires the high level of achievement from all participants (as a

team) as does musical performance. Through the level of commitment required, we hope to better prepare our students for the responsibilities encountered throughout their lives.

13.0 Weekly Participation (during the school day)

Having all equipment needed for class rehearsal (example: attendance, instrument, pencil, mutes if needed, proper percussion sticks and mallets, etc.) is a weekly grade of 100 points (20 points per day – If there are less than 5 days in a week, then the 100 points will be divided among those days). Absences from a class must follow the policies and procedures set by Arlington High School and Arlington Community Schools. Since ACS considers band a co-curricular class (a performance-based class), the student must be present in class to earn credit for participation. If a regular class (during the day) is missed, the student will not be able to make up the participation grade, excused or unexcused. The only exceptions are absences due to school field trips, tests (not to be confused with makeup tests for a teacher without prior approval from the directors, which should only occur if the test or quiz was missed due to a band activity), or other school-related activity. If a student misses a large amount of classes, that are approved excused absences, then it will be up to the directors to exempt the student from the participation grade for the appropriate weeks. This will be done on a case-by-case basis.

14.0 Homework

Homework is based on practicing at home and showing improvement on music assigned in class. Students should spend thirty minutes a day on music assigned in class. A weekly homework grade of 100 points will be assessed. This will include recording assignments with school-issued technology. Occasionally, written assignments will be made to assess and encourage growth of musical fundamentals.

15.0 After School Rehearsals (preparation)

Students must have his/her equipment for rehearsals (e.g., instrument, music, mutes if needed, dot cards (for the marching season), pencil, percussion sticks, mallets, etc.) Attendance is an important part of this area; therefore, if a student is absent then this hurts the individual as well as the ensemble. The directors, upon student request, will assign make up assignments for only excused/approved absences. Each after school rehearsal is worth 100 points.

Absences from rehearsals are only excused in the event of an extreme emergency such as a serious illness, injury, or hospitalization of the student, death in the family, religious holiday, or other reasons deemed excusable by the directors. All other types of appointments should be worked around the rehearsal schedule and two week's notice should be given for consideration. The band directors must approve all absences from rehearsals IN ADVANCE.

Students are required to attend all rehearsals. If a student is absent from any rehearsal, with an excused absence, the student will be required to do make up work for the absence. It is up to the student to schedule a time with the directors to make up their excused absence from a rehearsal.

16.0 Performances

Based on having all required equipment and being on time, each performance is worth 200-400 points. Major performances will be weighted heavier (example: contest or festival will be worth 400 points). Performances are viewed as major tests and a performance is a learning experience that cannot be duplicated in a rehearsal hall or practice room. The level of concentration required in a public performance assists each student in developing an insight into his/her own level of performance. A performance is an important evaluative tool, allowing comparison of a student's performance in relation to classroom objectives presented and with past performances.

Absences from performances are only excused in the event of an extreme emergency such as a serious illness or hospitalization of the student, death in the family, religious holiday, or other reasons deemed excusable by the directors. The band directors must approve all absences from performances or rehearsals **IN ADVANCE**.

Students are required to attend all performances. If a student is absent from any performance, with an excused absence, the student will be required to do make up work for the absence. It is up to the student to schedule a time with the directors to make up their excused absence from a performance.

17.0 Playing Tests

Based on tone quality, pitch, technique, rhythmic accuracy, musical expression, and scales – each assignment is worth 100 points. Music check off may be given with or without notice and are worth 50 points each.

The Arlington High School Band grading is based on participation, performance, and improvement and not on raw ability. Four playing tests will be given throughout the year and the level of proficiency is considered in the assessment. All playing tests will be graded on a curve to account for performance errors. If a student spends at least 30 minutes a day practicing the required material for each playing test, then he/she should do fine on the test. We can tell the difference between performance errors and lack of practice. If a student has any concerns about their performance on a playing test, they can speak with one of the directors before and after they take their test.

If a student fails to complete the playing test, music check off, etc. they will lose the points for that music evaluation.

18.0 Making up Work for Other Academic Classes Due to an Absence Associated with a Band Event / Performance

If students are absent from their other academic subjects due to a Band Event, they are still responsible for all of the material covered during their absence. They are also responsible for working out when they need to turn in any missed classwork or homework. If a student misses a test/quiz in another academic class because of a band event/performance, then that student may make-up the test/quiz during their scheduled band period. This may also apply to classwork that cannot be made up outside the classroom. The student must schedule their make up test in a timely manner following the event/performance (no more than one to two weeks). The student must bring a note (email is preferred) from the respective teacher and ask permission before leaving the band room to take the test/quiz. This may also be arranged in advance. Students should only make up work that was missed due to the band event/performance. All ACS faculty will be sent an email with this information.

19.0 Attitude

Those students who have a positive mental attitude, regardless of their individual skills, will always have a place in the Arlington High School Band. Regardless of a student's ability, if his or her attitude is not positive and he or she is not doing their personal best to make the group successful, then he or she should not be a part of this organization. In fact, students who do not project an attitude that is positive and cooperative will be given the opportunity to change their personal perspective or leave the organization. Those who have self-pride will generally project a positive mental attitude. Characteristics of a positive mental attitude include a generally cheerful outlook toward rehearsals and performances, cooperation in the preparation and maintenance of equipment and facilities, and an eagerness to do what is necessary to be successful. In short, the total band member is someone who is always willing to give his or her best for the good of the organization.

20.0 Instrument Care

School-owned instruments become the responsibility of the student to whom they are issued. (Instrument Check Out Forms are available from the directors). Only Arlington High School band students may be issued instruments owned by the Arlington High School Band. Any damage other than normal wear and tear will be repaired at the student's expense.

Remember that horseplay can cause damage to instruments and equipment. Be careful with an instrument and place it out of harm's way if it is necessary to put it down. Students are not to play around with or play on anyone else's instrument. If a student should damage another student's instrument or instrument owned by the school but issued to someone else,

then that student will be liable for the cost of repair. An invoice will be sent to the student's parent/guardian.

There is a \$50.00 (for one instrument) and \$75.00 (for multiple instruments) rental fee for school-owned equipment. The rental form should be completed and signed by the student, parent/guardian and band directors. Any problems with the instrument (dents, missing part, etc.) should be noted on the form.

21.0 General Rules

Please read over the following general rules:

- Rules for Couples — remember this is a band function—not a date! NO PDA!
- No smoking or vaping at band camp, on the bus, in the stands, at band competitions, or at any other band event including while on school property.
- No food or drink is allowed in the band room. Any food or drink must be taken outside or in the hallway.
- Students should clean up any trash made and he/she should not leave trash outside or in the hallway. All trash must go in the trashcan. If this is not done, food and drink will no longer be allowed outside or in the hallway. No gum is allowed in the band room or at rehearsals, at any time.
- All parts of the uniform, except for shoes and gloves, are to be turned in after each performance.
- Equipment (instrument, flag, rifle, etc.) should be stored in the proper room or taken home for practice.
- Do not leave equipment out in the band room.
- Students are to make sure his/her name is on all equipment (shoes, instrument case, bag, etc.).
- Students must always, bring and/or wear white socks on performance days.
- Section Leaders are responsible for checking each person in his/her section to make sure they have all parts to their equipment and especially on competition days.
- Students should remain in full uniform (minus hat) at all times at performances. Instructions will be given as to changing at competitions.
- All band members are to remain until the band is dismissed. We will march out of the stadium as a unit.

- Following any performance, students should hang his/her uniform on the proper hanger and rack. Hats should be put in the proper slot (by section leaders). Do not remove the plume off of the hat. Uniforms will be issued and returned by section leaders.
- Valuables should be left at home (e.g., jewelry, money, etc.).
- Students must always wear his/her show shirt and lightweight shorts on competition days.
- No T-shirts, hats, or any type clothing with alcoholic beverages, drug, or other vice advertisements are to be worn during any band or school activity.
- Visible, pierced jewelry is not acceptable. This includes ears, nose, lips, eyebrows, tongue, or any other visible part of your anatomy.
- No colored hair (e.g., green, blue, purple, etc.) will be accepted at any time.
- If a student needs to bring a purse, then a chaperone must not be asked to keep up with the purse. A student may ask a chaperone to keep money for them if needed. We cannot be responsible for any valuables that a student brings in a purse.
- Flip-folders and music will be taken to all football games.
- Students are to do what the chaperones ask. They are here to help students and are equipped with Band-Aids, pins, Tylenol, etc.
- All students are expected to keep their language clean. Please remember that there are people around that may be listening.
- No screaming or yelling.
- Each section is responsible for keeping an area (Instrument Storage Room, section rehearsal area, band room) free from clutter. Each section will also have a designated clean-up day for the entire band room. A schedule will be posted at the beginning of the fall.
- Students should remember to always cheer for the other bands.
- The purchase, use, or possession of narcotics or alcohol in any form is strictly prohibited. The use of alcohol as a medication is not acceptable. If a student is taking a prescription drug, then the directors must be notified in advance.
- AHS Band Students must always conduct themselves as ladies and gentlemen.

22.0 Rules for the Stands

Please read over the following rules for the stands while at football games and band competitions:

- No food or drinks in the stands before halftime.
- Students are not to wear hats in the stands or with their uniform (except regular marching band hat). If it is cold, then stocking caps, earmuffs, or something for warmth is permissible.
- There is to be no random playing of instruments at any time. Any section or solo cheers should be cleared with the directors prior to the game.
- While at the home games, students must sit in their assigned section (seating for away games and competitions will depend on the type of stands). Students must sit in their assigned section the entire game including after the third (3rd) quarter break.
- No outsiders are allowed in the band sections including alumni.
- Concession breaks will be during the third quarter.
- Students must be back in the stands in time to play at the end of the third quarter. Students are not to be late and are to watch the clock carefully. Students who are late will lose their break at the next game.
- Students are not to yell and scream at each other but are encouraged to yell for the football team.

23.0 Bus Rules and Procedures

Please be aware of the following rules and procedures for the bus:

- Students are assigned buses and are not to change buses. Students must ride the same bus to which they are assigned.
- All noise must be kept to a minimum (e.g., no screaming, loud music, etc.).
- Students are not to play their instrument on the bus.
- Students are to keep head, arms, and legs inside the bus and not outside of the bus windows. DO NOT throw anything out of the windows.
- Students must answer for themselves during roll call. Student leaders and/or chaperones will call roll each time we load the bus.

- Trash must be disposed of in garbage bags. On short trips, students must take their own trash off of the bus when leaving.
- Students are to close bus windows upon returning to school from an event. This will help the drivers.
- At away games and competitions, all students must return with the band, unless parents/guardians are picking up his/her child in person. Parents/guardians must sign a dismissal form in order for a student to be dismissed with a parent/guardian. The dismissal form must be given to the chaperone assigned to the student's bus.
- Home games are over at approximately 9 p.m. Parents/guardians will be notified if at all possible of the time that the band will return to school on away trips. Students must arrange to have their rides on time and at the school so that the directors, staff and chaperones are not left to wait on student rides.
- Students are to always be courteous, do what the chaperones ask, and thank the drivers and chaperones when the band returns from an event.
- Emergency exit doors are not to be used for loading and unloading the bus and are only to be used if an emergency arises.
- If a student needs to bring a purse, then a chaperone should not be asked to carry a student's purse. A chaperone may keep a student's money, if needed. Valuables should be left at home.
- Students may listen to music; however, headphones must be used out of courtesy for others.
- Students are to get their equipment off of the band trailer and/or bus when the band returns to the school. All students must put their instrument and equipment back in the band room. If a student rides home with a parent/guardian, then he/she must make sure that someone can take care of his/her equipment.

24.0 Band Camp Do's and Dont's

Please read over the following do's and dont's for band camp:

- Students are to wear proper clothing for band camp such as shorts and short sleeve shirts. Students are not allowed to wear bathing suits or tee shirts, hats, or any type of clothing with any type of vice ads on them when they are representing the Arlington High School Band.
- Students should wear good, comfortable, sturdy shoes with socks. Students are not to wear sandals and must not go barefoot.
- Students are encouraged to wear a hat to protect from the sun.

- Students should be very careful of the sun. All students are encouraged to bring and use sunscreen and especially if he/she has fair skin or burns easily. A sunscreen of at least 50 SPF is preferable and reapplying during the day will provide protection. Students will not be able to give 100% during band camp if they are sunburned.
- Students are encouraged to bring a small towel for morning exercises, which can be, used wet around the neck area in the afternoon.
- There will be no initiations of any kind (e.g., hazing).
- Parents/guardians who volunteer during band camp are chaperones and are at band camp to help with any student that feels sick. If a student does not feel well or becomes sick, then he/she should let the directors, staff or chaperone know.
- Chaperones will serve the students Gatorade or water during the marching breaks.
- All cups from Gatorade and water must be placed in the trash and students must not throw water or ice.
- Students must be courteous to all staff and chaperones.
- Students must conduct themselves as ladies and gentlemen at all times.
- If a student must miss a practice due to an illness or a death in the family during camp or any time during the year, the student must let the directors know before rehearsal. Students could lose their spot in the show.
- Students must schedule doctor and dental appointments around band camp or rehearsal times if possible.
- Students must have a pencil, reeds, oil, and/or any other equipment needed for their instrument. Each student will receive a dot-card with their coordinates for the show and are expected to keep up with it.
- Students must ensure that his/her name is on all of their equipment (e.g., instrument, notepad, notebook, etc.) These items will be checked periodically.
- Students should always remember to have a positive attitude.

25.0 Travel Tips / Rules

Please read over the travel tips/rules, which also include tips/rules when staying in hotels overnight:

- Students must follow instructions of directors, staff or chaperones at all times.
- If the band has an overnight trip, then there are no boys allowed in the girls' rooms, and there are no girls in the boys' rooms allowed. There are no exceptions at all.

- Students must not have unnecessary moving around on the bus, no standing in seats or sitting on backs or arms of seats on the bus. Students are to follow all instructions given by the bus driver.
- Each bus will have a designated kit for the chaperones on the bus, which will include supplies that a student may use (e.g., hair pins, Band-Aids, etc.).
- Students must be quiet and cooperative during roll call on the bus.
- If a trip requires an overnight stay in a hotel for the band, then each student will be responsible for any damage done to his/her room.
- Students are encouraged to know who the chaperone is for their group and should know his or her hotel room number.
- Students are not allowed to make any additional charges to their hotel room such as room service, movie rentals, etc.
- Students must not take any items from their hotel room, restaurants, or any other place of business (e.g., bath towels, linens, utensils, etc.) since this is considered stealing which is a crime.
- Students should not make phone calls between rooms after lights out, unless a chaperone is needed in order to report a problem.
- Students should not leave his/her hotel room unlocked.
- No alcoholic beverages, non-prescription drugs, or any controlled substances (which includes tobacco and alcohol) are to be taken, bought, or consumed during the trip. The directors, staff and chaperones must be notified in writing if a student is taking any prescription drugs.
- Students are not allowed to change buses or hotel rooms without the directors' permission.
- Students are encouraged to keep valuables with them such as money or leave non-essential valuables at home.
- Students must always watch their belongings since these can be taken if left unattended.
- Students are not to use any profanity while at a band event (e.g., football game, band trip, band competition, etc.). Language should never be offensive to others listening.
- Curfews will be announced and strictly enforced. Students are expected to be in their room at the announced time. Students are expected to be at designated places at a designated time.

- Personal devices (e.g., cell phones, iPad, tablet, etc.) are to be used with headphones when on the bus and the volume should not exceed to the level of being heard by other people.
- The behavior of all band students will be exemplary at all times.
- All school rules are in effect throughout the duration of any trip.
- Students are encouraged to show courtesy to all directors, staff and chaperones at all band events.
- There shall be no action for which an explanation is necessary. If there is ever a situation where someone might ask a student “Why did you do that?” then it is never a good idea to do it.
- Students that violate any of these rules will result in disciplinary action that could include removal from the organization, confinement to the hotel room for the duration of the trip, or being sent home, at the student or parents/guardians expense. Detailed information sheets, showing departing and estimated arrival times, will be distributed prior to any trip.

26.0 Competitions and Festivals

Competitions, festivals, and other adjudicated activities are important features of the Arlington High School Band program. It is through these activities that we obtain valuable feedback about our progress as individuals and as a program. Although we never “live or die” by any one judge’s or any panel’s opinion of our performance, it is important that we learn the value of giving maximum effort and standing by the results as our best possible effort that day.

Competitive performances are packed with emotion. Because of the amount of time, work, and discipline required to produce award-winning performances, we develop great camaraderie within the organization. We share hardship, discomfort, fatigue, oppressive heat, chilling cold, long bus rides, disappointment, tears, success, and joy. Along with these emotions goes a high level of tension, which often causes students to react immaturely. We learn to avoid these normal pitfalls and to channel our energies and attention toward the goal of performance excellence and the ultimate success that will follow. Our band is successful when we continue to achieve better scores (which are subjective, but we hope to gain superior ratings) and perform at our best as a unified team. Our biggest competition is always ourselves and we will strive to make each performance better than the last.

The Arlington High School Band will stand with silent pride as scores are announced and will graciously accept the results, regardless of the outcome. We show our appreciation and respect for those who have earned the right to score ahead of us and gracefully accept our own successes. Many of our competitors will not understand that we are able to

congratulate those who are ahead of us and appreciate their performance. Those are the people that will never know the true reason for participating in competition, but will mistakenly equate winning with coming in first. We will come in first when we deserve to, based on our performance. We know “winning” is the state of every individual having endured the hardships, taken the chance of competing, and done their personal best in the pursuit of excellence.

The band’s image is based on each individual. Our public reputation is based upon our appearance, our actions, and our projection of pride and organization. It is the responsibility of each band member to insure that we present the best possible image at all times.

27.0 Individual Opportunities

All-West Band, All-West Orchestra, All-West Jazz Band and other Honor Band activities provide students with the opportunity to excel individually on their instrument and to receive recognition for their musical achievements.

27.1. Honor Bands

Students may choose to participate in various honor bands throughout the area, but it will be up to the student to find, sign up, and obtain the proper approval from the administration to participate in these events. These events are often used as recruiting tools for the colleges that host them, and are a great way to help students make decisions about where they want to go to school if they are interested in participating in the college music program. Due to the increased number of periods in a day, decreased time spent in each class each day, and the number of days that our students will already be missing due to All West, All State, Concert Festival, and Jazz Festival, we may or may not be able to organize trips for honor bands.

27.2. All-West Auditions

Information about All-West auditions including location, date, and times will be posted on the band website. All-West auditions include All-West Orchestra and All-West Junior & Senior Bands/Jazz Band. If a student signs up to audition for the All-West Band, he or she is required to attend the audition or receive a zero (unless the student has an approved excuse from the directors).

If a student auditions for the All-West Band and makes it, the student is required to attend the All-West clinic and performance.

Students will receive the All-West Audition Music in mid-August, which will be available in the band office, along with scales, and sight-reading. The audition process ranks the students from West Tennessee on their specific instruments. Students can only tryout on one instrument per event.

There are always outstanding musicians in the Arlington High School Band, and we strongly encourage widespread participation in these activities. Often, colleges and universities use membership in these organizations as partial criteria for music scholarship consideration. It also gives our young musicians a chance to develop their audition skills needed to obtain scholarships.

27.3. All-State

Students in grades 9-12 are eligible for Senior All-State Orchestra/Band/Jazz Band. Students are selected through the All-West auditions in January. More information will be forthcoming after the WTSBOA meeting in August.

If a student makes the All-State Band, he or she is required to attend the event, unless the student obtains an approved excuse from the directors.

27.4. Solo and Ensemble

Solo and Ensemble Festival gives students an opportunity to excel individually or in small instrumental groups. Students may select their own music (with the directors' approval) or the directors will assist in the selection. The student band fees cover entry fees for this event. A student may participate in a maximum of three (3) events.

If a student signs up for the event, then he or she must attend, unless the student obtains an approved excuse from the band directors.

28.0 Band Leadership

28.1. Band Officers

28.1.1. Band Captain – A Senior or Junior Band Member

Represent the band in the absence of the directors. Assist the directors however needed. Provide leadership by example, meeting all expectations for proper behavior. Be aware of all band policies and procedures, follow them, and assist in making all band members aware of them and the importance of following them. Help in the collection of items, when needed (ex. taking attendance from each section, lists from section leaders, donations for special events, etc.). Assist in organizing band activities (car washes, social get together, etc.)

28.1.2. Assistant Band Captain - A Senior or Junior Band Member

Assist the band captain as needed. In the absence of the band captain, assume the duties of band captain until the band captain is able to resume activities. Assist the directors however needed. Provide leadership by example, meeting all expectations for proper behavior. Be aware of all band policies and procedures, follow them, and

assist in making all band members aware of them and the importance of following them. Throughout the entire school year, maintain a historical record of the band's accomplishments for inclusion in the band scrapbook, for placement on the band web site, and for use in publicity efforts.

28.1.3. Secretary – A Sophomore Band Member

Assist the directors however needed. Assist the band captain and assistant band captain when needed. Provide leadership by example, meeting all expectations for proper behavior. Be aware of all band policies and procedures, follow them, and assist in making all band members aware of them and the importance of following them. Help the directors in writing the script for the field show each week during marching season. Write up announcements for the AHS-TV morning news (getting them approved by the directors before turning them in) and assist the band booster publicity officer in developing press releases (when needed).

28.1.4. Freshman Representative

Assist the directors however needed. Assist the other officers when needed. Provide leadership by example, meeting all expectations for proper behavior. Be aware of all band policies and procedures, follow them, and assist in making all band members aware of them and the importance of following them. Be aware of the opinions and thoughts of fellow classmates, especially those in the marching band. Voice those opinions to the directors.

28.1.5. Field Commanders

Assist the directors however needed. Provide leadership by example, meeting all expectations for proper behavior. Be aware of all band policies and procedures, follow them, and assist in making all band members aware of them and the importance of following them. Lead the band during rehearsals and performances during the marching season. Assist in maintaining order during rehearsals. Have a thorough understanding of the show music (and stand music). Meters (for conducting patterns), entrances (for cues), dynamics (for size of conducting pattern), and style (for variation of pattern style). Have the ability/skill to rehearse the band, when needed, to clean the musical performance (full band or sectionals). Maintain a high level of morale among band members. Motivate students to meet high but reasonable expectations for performance. Assist students who do not seem to be fitting in.

28.1.6. Section Leaders

(Fall - chosen by audition / interview; Spring - chosen by chair placement when auditioning for concert band). Work with the field commanders, and assistant

leaders of his or her section - overseeing the assistant leaders and assisting them when needed. Organize special section activities (social activities, birthday celebrations, etc.). Responsible for the musical performance of each member in the section and of the section as a whole. Hold playing rehearsals as needed (full section or smaller groups - even individual tutoring). Section leaders must be strong musicians and be able to play all parts in the section if needed. Should be patient, able to give clear instructions, and exhibit a good example to their section. Assist the band captain in collecting special items (lists, donations for special events, etc.).

28.1.7. Assistant Section Leaders

(Chosen by audition/interview)

The number of assistant section leaders will vary. They will be assigned to lead a squad that is compiled of marchers grouped together during the field show. They are responsible for the marching and music performance of each member of his or her section. Make sure all members of their section execute marching fundamentals accurately (help those who need extra help), have drill charts, pencil, music marked to represent their marching assignment, and dot cards marked as needed with position highlighted and all special instruction written down. Know how to read their drill charts, learn the marching, assignments correctly and the first time. Help in the teaching of drill, especially during band camp. Hold section practices throughout the season in order to clean drill execution and fundamentals, as needed. These practices may be held with other squads as needed - this should be arranged with other leaders and section leader.

Assistant Section Leaders must be patient, able to give clear instructions, able to read drill charts quickly and accurately, able to learn the marching assignments for all members of their section, be strong fundamental marchers and players, and be able to give strong, clear verbal commands. Marching Assistant Section Leaders will be responsible for uniforms for each member of their squad.

28.2. Equipment Workers

(Chosen by interview)

28.2.1. Chief of Equipment

Assist the directors as needed. Supervise a crew of equipment workers. Give them assignments for moving equipment (in preparation for rehearsals, performances, and other band events - AND - in loading the equipment for travel). Assist them in moving equipment. Know the placement of all equipment on the band field of performance and instruct all equipment workers and special helpers (band members

with band field duty) in that information. Supervise a crew of equipment workers for small trailer loading. Give them assignments for loading equipment (in preparation for travel). Assign workers from each section in the band (that have equipment on the trailer) for crews to each marching band event. Maintain trailer, make sure they are clean and ready for use. Working with pit percussion on the trailer for maintaining of the trailer. Assist the directors in maintaining an inventory of all band equipment. Responsible for obtaining check out forms from each band member with a school owned instrument.

28.2.2. Equipment Crew

Assist the Chiefs of Equipment as instructed, especially preparing the band field for practice and in loading equipment for travel. Know the placement of all equipment on the band field of performance and have all equipment in place at the appropriate time.

28.3. Uniform Crew

(Chosen by interview):

28.3.1. Chief of Uniforms

Assist the directors as needed. Supervise a crew of uniform workers. Supervise a crew of uniform workers. Give them assignments for uniforms (in preparation for performances, and other band events). Assist them in checking in/out uniforms to squad leaders. Know the placement of all uniforms in the band uniform room and instruct all squad leaders and special helpers in that information. Supervise a crew of uniform workers for handling uniform needs and checkout and check-in. Give them assignments for checking out uniforms (in preparation for travel) and checking in uniforms after events. Maintain uniform room and make sure the room is clean and ready for use. Working with uniform parents when sizing of uniforms. Assist them in maintaining the uniform room.

28.3.2. Uniform Crew

Assist the Chief of Uniforms as instructed, especially preparing the band for performances. Know the placement of all uniforms in the uniform room and have all uniforms returned by squad leaders and in place at the appropriate time.

29.0 Band Uniform Guidelines

Parents and students please read over all of the following important guidelines pertaining to the band uniforms:

- **White Shoes** will be ordered around the beginning of school. Information about cost and how to order will be provided.
- **White Gloves** will be ordered around the beginning school. Cost will be announced per pair. Each band member except percussion and guard is required to have at least one pair of gloves.
- **White socks** are required to be worn with the uniforms. The socks should be long enough to hide any skin that may show between the shoe and hem of the bibbers.
- **Marching Show Band Shirt** (1) will be provided to each student during Band Camp. Information on how to order additional shirts for a fee will be provided. Parents, other family members and friends are encouraged to purchase the show shirts in order to show support of the band at competitions. Information on when and how to purchase the show shirts will be provided.
- Section leaders will check with each person in their section to make sure each individual has his or her instrument and all parts of his/her uniform, especially on competition days.
- Students are to make sure shoes, instrument cases and all belongings have their name on them.
- Students **MUST** remain in full uniform (minus hat) at all times at performances, unless otherwise directed.
- While in uniform, students must not eat foods with ketchup, mustard or any other dark colored sauce since these will stain the uniforms.
- After dismissal following any performance, students are to remove their uniform and hang it properly inside their assigned garment bag. The hat and gauntlets should be placed in their proper storage box. All uniforms are to be given to the student's section leader and checked prior to placing in the uniform storage room. Each student is responsible for keeping up with all parts of his or her uniforms (We do not have extras). Students will take home shoes, socks and gloves after each performance.
- Students are encouraged to leave all valuables at home. Students must remove all earrings, facial piercings, and rings (anything showing). Nail polish is not to be worn.
- Students must always wear their show shirt under their uniform.
- No T-shirts, hats, or any type of clothing with alcoholic beverages, drug, or other vice advertising are to be worn during any band activity.

- On days of performances, all band students should wear gym shorts that are preferably light in color (no dark colors) in order to make it easier when changing clothes.

30.0 Band Awards

Each student that participates in the band program at Arlington High School, including the Marching and Concert activities, will receive a Band Certificate of Merit at the annual Band Banquet. Each subsequent year they will receive an appropriate award signifying another year's service. Seniors will receive a beautiful wooden plaque with their name and instrument(s) listed on it. In addition, students may be eligible for several special awards, selected by the directors, staff, or by vote of the band.

31.0 Private Lessons

Private lessons are the key to developing an outstanding musical organization. Students who study their instruments privately with a professional show rapid improvement in individual musicianship. As these students improve, their excitement towards practicing increases, they continue to improve, and they become a stronger contributor to the overall success of the band. Private instruction has a great impact on the individual student and on our band program both this year and in the future. The directors will assist a student, if needed, in selecting a private instructor. The key to satisfactory results from private instruction is to start as soon as possible so please consider starting private lessons now.

32.0 Staff / Chaperones

Anyone on the staff of the Arlington High School Band has been selected due to the skills and qualities they possess and for the benefit that they can bring to the band program and should be considered an extension of the directors. They are to be treated with the highest level of courtesy and respect. Chaperones are also extensions of the authority of the directors. Without the dedication of our chaperones and other staff who assist the band, we could not travel or perform in the way that we do. These people work hard, and the only payment they receive is our appreciation. Be respectful, polite, cooperative, and remember that the words "Please" and "Thank You" are highly valued by the recipient.

If a student disagrees with something a chaperone has asked him or her to do, then the student is not to argue with the chaperone. The student should do what is asked by the chaperone and then inform the directors as soon as possible. This policy will be strictly enforced. (In the extreme unlikely event that a chaperone's instruction would cause a student to violate civil law or moral standards, the student should ask to be taken by that chaperone to the directors immediately). If a chaperone has to report a student for being uncooperative or for any other reason, then that student is subject to removal from the group.

33.0 Band Booster Association

Parents/guardians are an important part of the Arlington High School Band. Without the assistance and cooperation of the band parents/guardians, there would be no chance for the level of success we want the band to reach. Here are some of the things parents/guardians can do:

- Attend Band Booster Meetings. Meetings are held according to a schedule set forth by the Band Booster Board. Meetings are held at a designated time (usually in the evening) in the band room unless otherwise stated.
- Volunteer for committees. We need assistance with many different tasks. Everyone can find a niche that suits him or her best. Uniforms, equipment, transportation, sewing, concessions and publicity are just a few of the areas that are available.
- Be supportive of the band program and your child's participation by:
 - Assisting your child to be prepared and punctual for every rehearsal and performance.
 - Notifying the directors if your child is to be absent or late for a rehearsal or performance. This should be done in advance unless in an absolute emergency.
 - Encouraging your child to practice at home and helping them find a quiet place to practice
 - Showing your interest and support in your child's music study by enthusiastically attending every performance possible. The students love a cheering section!
 - Discussing with the directors and staff anything that will help them understand and better serve your child.
 - Arranging private lessons for your child if possible.
- Check the band website regularly for updates. Every attempt is made to keep the website updated with the most current information.
- Join Remind apps in order to receive communication from the directors and band boosters.
- Visitors are welcome at rehearsals but request they remain quiet so as not to disturb the focus of the students or staff.
- A parent/guardian may incur an out-of-pocket expense while serving on a committee. Prior approval from the Band Booster Board or directors must be obtained prior to any purchases. All reimbursements must be completed on the

Check Request Form and submitted to the directors or to the Band Booster Treasurer as soon as the purchase is made and no later than 2 weeks from the date of purchase. Receipts must accompany the Check Request Form for reimbursement.

- At least one parent/guardian is strongly encouraged to volunteer in some capacity at the Arlington Open Invitational. Although we have more than one general fundraiser that benefits each child, AOI is the only one that we encourage participation from at least one parent/guardian.
- Parents/guardians are responsible for paying for any unsold fundraising merchandise not turned in by the deadline.
- A charge will be assessed by the band booster treasurer for any returned checks.
- No credit will be given on fundraisers until all money is turned in by the student and/or parent or paid by the vendor to the Band Boosters. No credit will be given for fundraisers if money and/or unsold goods are not turned in within 2 weeks of the deadline. Returned checks do not count as payment. Expected, projected or hoped-for credits do not count whatsoever and are not an excuse or justification for delinquency.
- The Booster Board Officer positions are posted on the band website for the school year. Booster Board Officers may be contacted by going to the website. Emails are available for you to contact any officer with questions or concerns. You may also address any questions or concerns by emailing the general booster email at ahstigerbandboosters@gmail.com

34.0 Band Budget / Fees

Each year the Booster Treasurer spends an inordinate amount of time trying to collect past due fees. Each child should pay their fair share so that the other students do not subsidize one student's participation. It is hoped that this fee policy will eliminate some of the effort and the inequity by outlining a clear-cut policy on fee payments and consequences for non-payment of fees.

34.1. Budget

Each year the Band Booster Board works together, under the direction and guidance of the Band Directors, creating a budget for the upcoming school year. The budget is voted on and approved by the Board and directors. During that time, the number of students who will be participating in the program are also estimated, and a fair share fee amount is calculated and published on the web site. The Band Booster Board, which includes the directors and booster officers, develops and submits a comprehensive budget of expenses for the upcoming school year. This budget is amended, if necessary, and approved by the

Board and directors. The amount of the annual budget is divided equally among the number of students for expenses applying to all members. Specific band groups' (Winter Guard, Winter Percussion, Jazz Band) expenses will be divided equally among each participant. This amount is called the Student's Fair Share. The Student's Fair Share for the new school year will be that amount set and approved by the Board at the end of the current school year (around April/May). The payment may be paid in one payment or over monthly installments as set by the Board. Other arrangements may be made and will be set forth in the Financial Contract to be signed by the parent/guardian.

34.2. Fee Schedules

Prior to the new school year and prior to band camp, the Board in conjunction with the directors will establish the amount of band fees along with a fee payment schedule for the payment of band fees. The amount for each band participant will be posted on the band website and provided to parents/guardians. Band fees and the fee payment schedule are established during the budgeting process. Everyone is expected to pay on this schedule, but there are exceptions. If a parent/guardian is unable to make payments on and before the deadline, then please communicate to the band directors, Band Booster President, or Treasurer. We are willing to work with parents/guardians on payments as long as the parent/guardian communicate. Any information that a parent/guardian provides to these individuals will be kept in strict confidence.

34.3. Alternative Schedules

If the published fee schedule cannot be met, then you may submit an alternative schedule to the Treasurer for approval by the Treasurer, President, and directors of the Band.

34.4. Payments In Full

The full balance of the band fees due may be paid at any time.

34.5. Delinquencies

If your band fees are not paid within two weeks of the due date from either the set schedule or the alternate schedule, then you will be considered delinquent, and a conference with the Band Directors will be required to determine your child's continued participation in the program. If your fees are still delinquent four weeks after the agreed upon scheduled due date then you will be asked to meet with the Principal and Band Directors to discuss the options for your child's continued participation in the program.

“Debts/Property - Local education agencies are authorized to withhold all grade cards, diplomas, certificates of progress or transcripts of a student who has taken property which belongs to a local education agency, or has incurred a debt to a school, until such student makes restitution in full.”

34.6. Previous Delinquencies

If you have been delinquent in paying fees in the past, (i. e. You have had report cards or registrations held) then we reserve the right to remove the two week grace period and you will be considered delinquent if your payment is not received by the agreed upon scheduled due date. You will be notified of such a decision on the part of the Board in writing.

34.7. Returned Checks

If a personal check has been received and is unable to be deposited due to insufficient funds, a closed account, or other reasons then you will be notified. You will be responsible for paying any fees incurred by the Boosters due to the returned check. Your fees will be considered unpaid at that point until the amount is presented either in a cashier's check, a verified personal check, money order or cash. We will not run the check back through a second time. Should this happen two or more occurrences within the school year then you will be required to pay by cash, money order or cashier's check for the remainder of the year.

34.8. Refunds

If a band student decides not to be a part of the band program, then any request for refunds will be assessed on a case-by-case basis. No refunds will be made for those expenses that have already been incurred or if the deposits have been made.

Budget overpayments may be refunded upon request if the request is made in writing prior to April 1. (This applies only to payments made out-of-pocket since IRS regulations prohibit cash refunds of fund-raising credits.) If you have paid all of your band fees for the year and any other additional band fees (trip fees), and there remains a credit balance in your account, then you have these options:

- 1) Request that your credit balance be transferred to your next year's account (written request by April 1), or
- 2) Donate the credit to the general band budget, or The Band Scholarship Fund, or to another band student

If you have not expressed a written preference by the April 1 deadline, the allocation of any excess funds as well as funds raised after April 1 will be determined by the Band Booster Board.

34.9. Monthly Statements

Statements of student's accounts will be emailed out via the CHARMS emailing system. Statements should be scrutinized closely and any questions or errors must be brought to the attention of the Treasurer in writing within 45 days. After that period, statements will be deemed correct no matter what