



Chelsea High School Band Handbook 2024-2025

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ATTENDANCE POLICIES

1. Attendance is mandatory for band events. Students are expected to attend **all** required rehearsals and performances.
2. Students are expected to **be on time** for all rehearsals and events.
3. Attendance will be taken for each band event.
4. Absences from band events should be document by guardians through an electronic excuse form provided by the directors.
5. Missing multiple rehearsals or events or excessive tardiness may require disciplinary action.
6. Continued negligence in attendance could result in removal from the band program.
7. Rehearsal times are always announced and will follow a strict schedule. **Parents, please be diligent in picking up your child when the rehearsal is scheduled to be finished.**

AUXILIARY POSITIONS

Students may audition for auxiliary positions with the band when they meet the following criteria:

Drum Major

- a. Must be in the 9th grade or above the year they audition.
- b. Must have marched as a regular band member for at least one year and must continue their participation in Concert Band or Wind Ensemble while serving.
- c. Must attend clinic prior to audition.
- d. Must be selected through audition by a panel of judges from outside the school community.
- e. Must represent the school, community, and band program in a positive manner.
- f. Must follow the directions of the band director and serve as a student leader.
- g. Must assume all expenses related to the position including camps, clinic, uniform, etc.

Majorette, Dance Line, Color Guard

- a. Must be in the 8th grade or above the year they audition.
- b. Must attend clinic prior to audition.
- c. Eligibility for audition and membership will be subject to regulations by the Shelby County Auxiliary Constitution.
- d. Must be selected through audition by a panel of judges from outside the school community.
- e. Must represent the school, community, and band program in a positive manner.
- f. Must follow the directions of the band director and serve as a student leader.
- g. Must assume all expenses related to the position including clinic, uniform, etc.
- h. Must adhere to all rules and regulations of the Shelby County Board of Education concerning performing groups as well as the rules and regulations from the Chelsea High School Auxiliary Handbook.

BAND STUDENT LEADERSHIP TEAM

The leadership team will serve the Chelsea Band in a positive and productive manner. The team will be responsible for promoting fellowship and camaraderie among band members, as well as assisting the band director in organizing activities. To serve on the band leadership team, a student must apply and go through an interview process, and must be at least a rising sophomore.

Positions may include, but are not limited to: Section Leaders, Field Crew, Coordinators, etc. Positions change each year to suit the needs of each band.

The positions of Band President, Vice-President, Secretary, Chaplain and Historian will be nominated and elected by their peers. A student may hold a leadership team position and these offices simultaneously.

CHAPERONE GUIDELINES

Chaperones are needed for all football games, marching competitions, Music Performance Assessment, the Spring Trip, and any other band trips. Chaperones must be 21 years of age or older. We will sign up for chaperones through Sign Up Genius. An e-mail with details on how to sign up will be sent out at a later date.

Chaperone Responsibilities

- Chaperones must always call roll and take a head count. If the Band Director has assigned a student the job, it is still a good idea to take a second count.
- The front seats of the bus are generally reserved for chaperones. In some cases, it may be necessary to sit further back in the bus.
- Chaperones should make certain no one other than band members are in the bleachers with the band.
- Chaperones are to make certain that band/dance/guard members do not eat while in uniform.
- Two chaperones need to stay in the bleachers during half time and 3rd quarter for security of band items.
- Always check the bleachers, buses, and warm-up areas for instruments/uniforms left behind.
- All chaperones should wear a name tag.
- Use of profanity by anyone is not permitted.
- Consumption of alcoholic beverages is strictly prohibited.
- Chaperones are expected to devote their attention to the welfare of the band students. For this reason, as well as liability and safety reasons, only band members, sponsors, and the adult chaperones will be permitted on the buses. Per Shelby County policy, non-band member siblings are not allowed.
- At away games, chaperones should clean up any trash left by the band before leaving the stadium.
- For home games, chaperones shall fill the coolers with water bottles for our band and the visiting band and place them in the bleachers prior to the games.
- Chaperones are to follow the checkout guidelines set by the Band Director for checkout after away games/competitions. Students are not allowed to be checked out until the equipment trucks are loaded and the band director notifies the chaperones they can allow check outs. If you are unsure what the guidelines are, please ask the Band Director or Chaperone Coordinator.

CONCERT BAND AND WIND ENSEMBLE

Rising 9th to 12th grade students will audition for band placement and chair positions for both Concert Band and Wind Ensemble in the Spring preceding the beginning of school. Students are placed in one of the two groups through audition and remain in that ensemble for the entire school year. Students are required to be enrolled in these classes in order to be in marching band. A student cannot just be in marching band without fulfilling a concert ensemble requirement. Conversely, a student cannot just be in Concert Band or Wind Ensemble without participating in marching band, unless extenuating circumstances exist and the situation is approved by the director.

CONCERT UNIFORMS

Students in Concert Band and Wind Ensemble will wear a concert black uniform that is determined by the directors. These uniforms are in addition to the standard band uniform and must be purchased individually.

The concert black attire is the student's responsibility and is not housed in the band room. Students will receive a handout with a series of options for these uniforms and will be checked off by a director prior to concerts.

CONCESSION STAND ASSIGNMENTS

Parents are assigned to work one shift in the concession stand per child in the band program. (Example, if you have two children in band you will be assigned two shifts). As part of online registration, parents will be asked for a preference of which type of game they would like to work. Concession stand shifts occur during varsity football games. You may choose to opt-out from working in the concession by paying the concession opt-out fee (amount located in the fee section of this handbook). The opt-out fee is assessed per child that you have in band.

DISCIPLINE

As a member of the band, students are expected to demonstrate a higher level of self-discipline than normally expected of students involved in regular classroom activities. To be a member of this group is an honor. Therefore, students are expected to be on time, to have required materials and equipment, to stretch themselves mentally and physically, and to always conduct themselves in a manner befitting an organization that strives for excellence.

Discipline administered through this organization is one of the motivational tools used to ensure that every student is working toward personal growth, as well as the continued success of the program as a whole.

Discipline for any major offense is referred to school administration.

FINANCIAL OBLIGATIONS

1. All supplies for the student's instrument – reeds, oils, mutes, mallets, sticks, etc. must be purchased by the student. A representative from various music stores visits our school weekly. Supplies may be purchased directly from their representative.
2. Band shoes will be purchased through the school. The shoe we use costs approximately \$40.00.
3. A field show shirt for the year must be purchased. Other apparel may be required to achieve a uniform look. Approximate cost of these items is \$50-75.
4. Band fees – This amount includes all fees related to band and all expenses related to the regular operation of the band program.
5. Entry fees for individual competitions and honor bands and all related expenses are the responsibility of the individuals involved.

FOOTBALL GAME PROCEDURES

1. All home games will be played at Chelsea High School and will begin at 7:00 p.m. The band will meet at the band room at a designated time and then march to the stadium as a group.
2. Instructions for the proper uniform will be given several days before each game.
3. Instructions for arrival times prior to games will be in an itinerary delivered before each game.
4. Arrive early enough to have all equipment ready for the designated warm-up or departure time.
5. While seated in the stands, only band members are allowed in the band section, and the band will sit in instrument and auxiliary sections. Friends and family are not allowed to sit in the band section, and students should remain in their individual instrument sections.

6. Students should only play their instruments as a group while in the stands.
7. Be organized, prepared, and very attentive to the drum major and band directors at all times.
8. Do not leave the stadium for any reason.
9. Only bottled water is allowed to be consumed while in uniform. No food is consumed in uniform.
10. Students should not make offensive remarks about anyone, especially the visiting band.
11. Away game procedures are the same as home game procedures where applicable.
12. All band members are required to attend play-off games outside the normally scheduled games. Please keep the five Fridays after the regular season open so as to eliminate conflicts.

GENERAL GUIDELINES AND RULES

1. During any trip or performance you are representing your band, school, community, and yourself. Please conduct yourself in a responsible and mature manner. All rules of the Shelby County Code of Conduct are in effect at any band event, regardless of location.
2. There will be no possession or use of any alcoholic beverages, tobacco, controlled substances, or pornographic materials at any time while participating in any band activity. Students found in violation will be disciplined according to policies outlined in the Shelby County Schools Code of Conduct.
3. Loud, noisy behavior or horseplay in any form will not be tolerated.
4. During the summer or after school hours students are not to enter any building or part of the school that is not being utilized by the band. This is also the rule for away ballgames or other events held at other school campuses.
5. The reasonable requests of staff members, chaperones, and student leaders are to be honored without question.
6. There will be no public display of affection (PDA) at band events or in uniform.
7. Each time you report to the bus, take your seat and be quiet while roll is being called.
8. Musical instruments should never be played outside the band room without permission from the band director or drum major.
9. Students requiring medical attention should report to the band director or chaperone.
10. Casual dress for all band activities, including band camp, should be neat, modest, and suitable. Clothing advertising alcohol, tobacco products, or obscene phrases will not be permitted.

HAZING

No hazing of any type will be tolerated in the band program. Hazing can include both physical and mental trials. Students who feel they are being mistreated in any way should notify the director immediately. Hazing will result in appropriate punishment.

HONOR BANDS

Band students are encouraged to enter individual honor bands through audition or application process if so desired. Honor band participation should always be with the director's permission. As honor bands are an elective activity, travel to and from honor bands as well as supervision and other related matters are all parental responsibility. This includes university honor bands, District Honor Band, All-County and All-State Band. The director does not set up travel or accommodations for honor bands.

PARTICIPATION

1. Students may join the Marching Hornet Pride in the 8th grade through audition.
2. High school band students are required to enroll in the appropriate band classes, either Concert Band or Wind Ensemble which is determined through audition.
3. All musicians in the Chelsea band program are fully expected to participate in both marching and concert band, unless an extenuating circumstance exists that is approved by the director.
4. Students may participate in individual honor bands, camps, and other performing ensembles when approved by the director, and when these events do not conflict with the scheduled activities of the band program.

PRIVATE LESSONS

Private lessons on a musical instrument are the only way advanced proficiency can be gained. The one-to-one approach allows the student to study with a teacher that is a professional on that instrument. No band student in a band class can gain all the technique and skills required to be considered an above average performer. The band director can help anyone interested in private lessons locate an appropriate teacher.

REFUNDS

The refunding of fee money and other band payments is rare. Band money is budgeted for various purposes, and therefore cannot be easily reclaimed. Any cases involving a refund will be reviewed individually.

SCHOOL-OWNED INSTRUMENTS

Any student using a school owned instrument will be assessed an annual fee (current amount is found in the fee sheet) for maintenance. Damage beyond normal wear and tear will be assessed to whomever damages the equipment, whether it is the student to whom it was issued or another student who damages it. The parents of the student responsible for the damage will be notified of the damage and the repair costs and shall be expected to reimburse the band for the cost of repairs. Damage to equipment that is owned by another student will be reported to the parent of the student who damages it and that parent will be responsible for making arrangements with the parent of the student whose property was damaged to repair it.

SPRING TRIP

The band program takes a large trip each year, generally in the Spring. Students and band parents are invited to attend. Payment schedules will be developed and sent out well ahead of time. All school rules and regulations are in effect for trips, regardless of destination. Trips and travel are privileges for the band program and can be revoked if necessary depending on behavior, extenuating circumstances, etc.

TRAVEL

1. All students are required by school board policy to travel with the band on approved transportation to all performances and events that are held off campus.
2. Students may leave events with their parent(s), but not until the entire band has been dismissed. Students may leave only with THEIR PARENT(S). Their parent(s) must sign the student out on a checkout sheet that will be provided.
3. All rules and policies of the Shelby County Board of Education and Chelsea High School are in effect when traveling with the band.
4. Extra passengers are not allowed on the bus unless approved by the director.

5. When the band travels, each student will be made aware of the estimated time of arrival back at the band room. It is each parent's responsibility to be at the school to pick up their child.

UNIFORMS

Uniforms are issued to students during band camp. The uniform coordinator keeps a log of the numbers of the components and the student to whom they are issued. Students are responsible for making sure the uniforms are properly hung up in the uniform boxes after each use. The uniforms are the property of the band and remain at the school. Band members are responsible for keeping up with their gloves, shoes and socks. If a student damages a uniform, whether it is the one assigned to that student or to another student, he or she is financially responsible for repairs and/or replacement. Band Boosters will notify the parent of the damage/loss and the cost as soon as possible.

WORK CREDIT GUIDELINES FOR 2024-2025

The band needs parent volunteers for various activities throughout the year. For every hour of volunteer work by parents at specified band events, your student's band account will receive \$10 in credit towards band fees for the following year, up to a maximum of \$200 (20 hours) per year.

Volunteers are responsible for signing in with whoever is in charge of the event in order to receive credit. Credits are from the date of band registration through the April Band Boosters Meeting the following year. They are then tallied and applied towards the student's account for band registration for the following season.

Band credits cannot be carried over to the following year. The Executive Board reserves the right to make exceptions for chaperoning out of state/overnight band trips. No money will be refunded if excess credits have been accrued.

- Examples of available credit opportunities are:

Committee Volunteers	set by chairperson
Working more than mandatory games in concession stand	4 hours / game / worker
Attending Band Boosters meetings	1 hour / meeting
Working at other events	set by chairperson
- The following positions receive a 100% credit of band and booster fees for the same calendar year:
 - Executive Board
 - Concession Coordinators
 - Equipment Coordinators
 - Uniform Coordinators
 - Stadium Clean-up Coordinators

Coordinators and/or committee chairpersons may not receive work credit hours in addition to completing their committee duties (EX: the Concession Coordinator does not receive work credit for working in the concession)

CHELSEA BAND FEE GUIDELINES 2024-2025

1. Fees not paid in full by August 23, 2024 will be subject to a \$50 late fee. (October 1 for auxiliary).
2. Payment(s) must be made by the designated due dates referenced in the payment schedule.
3. Outstanding band fees are considered school fees and must be paid in full each school year.
4. Families with more than one student marching will receive a \$50 discount for the second student.
5. Work credits and/or individual account fundraiser credits cannot be used to pay for spirit pack items or meals.
6. We do not want to prohibit any student from participating because of finances. Any parent unable to pay dues should contact the Band Director to make arrangements for their student to participate in the Marching Band. The Band Director will be the sole person to decide when hardship situations are warranted and all discussions between the parent and the Band Director will be confidential and limited to those parties. The officers of the Band Boosters will abide by the Band Director's decision in these matters without inquiry.

2024-2025 MARCHING and CONCERT BAND EXPENSES

Fee category	High school musicians	Guard/Dance/Majorette	8th Grade Musicians
Band Fees	\$500	\$360	\$400
Band Booster Dues Requested	\$100	\$75	\$75
Total Cost for Band Fees and Booster Dues	\$600	\$435	\$475
Additional categories:			
School Owned Instrument Fee (if applicable)	\$100	\$0	\$100
Concession Stand Opt-Out (if applicable, per child)	\$250	\$250	\$250

*Band fees encompass a wide range of needs for the general operation of the band program. These include music, halftime show and drill design, new equipment, equipment and instrument maintenance, transportation expenses, camp instructors, supplies, etc.

*See Spirit Pack Order Form for required items. Band fees do not cover Spirit Pack items.

*Concert Band and Wind Ensemble students will purchase personal concert black outfits.

Payment schedule	Amounts
May 21, 2024	\$200.00 payment for fees <u>plus</u> concession opt out (if applicable) <u>plus</u> any past due balance
June 14, 2024	Deadline for Spirit Pack orders to be placed and paid for (online)
July 15, 2024	\$200.00 payment
August 23, 2024	FINAL BALANCE for instrumentalists
October 1, 2024	FINAL BALANCE for auxiliary members (color guard, dance line, and majorette)

The \$50 late fee will be assessed after August 23, 2024 for instrumentalists and after October 1, 2024 for auxiliary members.

Auxiliary members will pay for squad-specific items first (uniform, shoes, etc) and then pay band fees once those obligations have been met.

Please make checks payable to Chelsea High School Band and give to Mr. Lawley or Mr. Johnson or place in the blue box in the band room. Cash and money orders are also accepted. Please give any cash payments directly to a director. Online payments are accepted through MySchoolBucks. The link for online payments is sent through email.