



Band Students and Parents:

Welcome to one of the most exciting experiences in which you can be a part – the band! Now, more than ever, we have information to justify why we participate in this demanding, yet rewarding, activity. Experts have concluded that the study of music helps with spatial reasoning, test taking, and overall quality of life! Factor in social skills, emotional development, leadership training, group interaction, aesthetic perception, music-making, and the discipline of being in a band program, and I don't know why anyone would not want to be involved in a successful band program like the one at our school. The ultimate goal is a lifelong understanding and appreciation for high-quality music and music-making!

Everyone should read the information in the handbook, even veterans. Some of the information has changed, so make sure you're informed. For those new to the program, this is the "band bible," which keeps us running smoothly and efficiently. Most questions can be answered by consulting the handbook, and policies will be adjusted from year to year as the need arises to clarify issues within the program. It is my hope that the information contained within this handbook will both inform and inspire!

This handbook is designed to answer any questions you might have concerning the program. Please read all of the information, and sign the form in the back of the book. This form needs to be turned into a band director as soon as possible.

I am honored to be your band director and am looking forward to a great year!

Mr. Winters
Poplar Bluff HS Head Band Director

BAND CLASSES OFFERED

The following band classes are available next year. Please read the requirements for each class to determine which group you would like to participate in.

**To enroll in Studio or Stage jazz bands, you must also be in the Symphonic or Concert band (you cannot take a jazz band by itself).

WIND ENSEMBLE

Wind Ensemble is an auditioned ensemble that competes as a marching band in the fall semester and plays concert band music in the spring semester. Students in Wind Ensemble will attend: two weeks of summer marching band practice (color guard and marching percussion will attend three weeks of summer practice), after-school practices, marching contests, and all home football games. Wind Ensemble will perform grade three to grade five concert music and will participate in at least three band concerts throughout the year. Attendance to all required performances is mandatory for students to receive full credit in the class. Enrollment in class is by audition only.

CONCERT BAND

Concert band is an auditioned band that competes as a marching band in the fall semester and plays concert band music in the spring semester. Students in Concert Band will attend two weeks of summer marching band practice (color guard and marching percussion will attend three weeks of summer practice), all marching contests, and all home football games. Concert band will perform grade three to grade four music and will participate in at least three band concerts per year. Attendance to all required performances is mandatory for students to receive full credit in the class. Enrollment in class is by audition only.

STUDIO JAZZ BAND

Studio band is a year-long course available by audition only. Through the performance of jazz and contemporary music, students will study current styles, techniques, improvisation and harmony. Basic theory study and individual solo study are integral to the development of this performance group. This class will prepare students for more extensive musical education in college. Students will be expected to perform at several concerts and contests. Attendance to all required performances is mandatory for students to receive full credit in the class.

**Must be enrolled in Wind Ensemble or Concert band to enroll in Studio Jazz Band.

STAGE JAZZ BAND

This class is available by audition only and meets during the spring semester. Enrollment in the Spring Semester Jazz Band is open to any student who plays a jazz instrument (Saxophone, Trumpet, trombone, Bass, Piano, Guitar, Drums). Through the performance of jazz and contemporary music, students will study current styles, techniques, improvisation, and harmony. Basic theory study and individual solo study are integral to the development of this performance

group. Students will be expected to perform at several concerts and contests. Attendance to all required performances is mandatory for students to receive full credit in the class.

**Must be enrolled in Wind Ensemble or Concert band to enroll in the Spring Semester Jazz Band.

MARCHING BAND COLOR GUARD

Marching band color guard is a fall semester class that focuses on spinning flags, rifles, and sabers with the Sho-Me Marching Band. All marching band color guard members must enroll in this class. Students will attend three weeks of summer marching band practice, after-school practices, marching contests, and all home football games. During the Spring semester, all instrumentalists in color guard will transfer to Wind Ensemble or Concert band and non-instrumentalist members will transfer to another course of their choosing. Attendance to all required performances is mandatory for students to receive full credit in the class.

PIT PERCUSSION

One Semester Daily (Fall Semester Only) .5 Unit. **Prerequisite:** Must have been in band grades 7-8, permission/placement of the instructor, and complete a playing audition the prior spring. Pit Percussion is an auditioned percussion group for students placed on a mallet instrument, piano, timpani, or an auxiliary percussion instrument that competes during marching band season and plays concert music at the conclusion of marching season. Students in Pit Percussion will attend three weeks of summer marching band practice, all marching contests, all home football games, and the winter concert.

BATTERY PERCUSSION

One Semester Daily (Fall Semester Only) .5 Unit **Prerequisite:** Must have been in band grades 7-8, permission/placement of the instructor, and complete a playing audition the prior spring. Battery Percussion is an auditioned percussion group for students placed on marching snare drum, bass drum, or tenors that competes during marching band season and plays concert music at the conclusion of marching band season. Students in Battery Percussion will attend three weeks of summer marching band practice, all marching contests, all home football games, and the winter concert.

CONCERT BAND PERCUSSION

One Semester Daily (Spring Semester Only) .5 Unit **Prerequisite:** Must have been in band grades 7-8, completed either pit or battery percussion the prior fall semester, and permission/placement of the instructor. Concert Band Percussion is a percussion group for the beginning - intermediate level percussionist that performs grade three to grade four music. Attendance is mandatory for all performances and special rehearsals.

WIND ENSEMBLE PERCUSSION

One Semester Daily (Spring Semester Only) .5 Unit **Prerequisite:** Must have been in band grades 7-8, completed either pit or battery percussion the prior fall semester, and

permission/placement of the instructor. Wind Ensemble Percussion is an auditioned percussion group for the intermediate - advanced level percussionist that performs grade three to grade five music. Attendance is required for all performances and special rehearsals.

MARCHING BAND

Marching Band Camp

Marching band camp is held at the end of July and beginning of August. The first week is for color guard and percussion students only. These two groups start earlier because they have more music and routines to learn than the rest of the band. The last two weeks are for all band students.

Band camp is required for all students in band! Approximately eight weeks of normal rehearsal time is crammed into band camp so attendance is a must. On the final day of band camp, the band will perform for their parents and friends. Camp will end at the conclusion of the exhibition on Friday evening.

Band camp dates for 2021 are:

- o July 26-27 – Band leadership training (8-12)
- o July 28-30 – Drum and guard camp
- o August 2-6 – Band camp (required for all marching band members)
- o August 9-13 - Band camp (required for all marching band members)
- o August 13 – Parent night performance at 6:00 p.m.
- o August 16-19 - After school rehearsals (3-6 pm)

Marching Band Rehearsal Procedures

- Rehearsal begins at 3:15. Students need to be in the attendance block with their instrument by this time.
- Each student is required to have a dot book, pencil, instrument, water bottle, and tennis shoes. Students can purchase a “fanny pack” to help hold their equipment.
 - o Drum majors, captains, and section leaders: in addition to dot books, they are required to have their drill at all times.
 - o Students need to turn in their dot books at the end of each rehearsal to their section leader. Dot books will be returned to students at the beginning of the next rehearsal.
 - o Procedure for lost dot books: pay \$5.00 to directors for an additional copy of the dot book. Students will then have one day to completely fill out their book using their coordinate sheets.
 - o Water bottles need to be labeled with student’s name. The student will fill the water bottle at the beginning of rehearsal before going to the attendance block. Students should purchase a water bottle that can clip onto their clothes or hang on their shoulder.
 - o Students are required to have tennis shoes for each marching rehearsal (including Tuesday rehearsals at the junior high).

Marching Band Attendance Policy

Expectations of a Performing Ensemble

"Individual commitment to a group effort - that is what makes a team work, a company work, a society work, a civilization work. "- Vince Lombardi

The nature of this quote is simply understood amongst members of a performing ensemble concerning the significance of their individual contribution. It is a small part of our culture or unspoken code of musicians. There are very few other activities or events that absolutely require your attendance and participation like that of a performing ensemble. Absences affect not only the individual who is absent but the entire ensemble. As a member of this group YOU are interconnected to every other member's performance and learning in an infinite number of ways. An absence necessitates repeating educational instruction when the student returns, as well as eliminating the opportunity to develop blend, balance, and precision with the other students in the ensemble. We cannot do what we do without you regardless of the circumstances. As you gain more experience in band, this will become evident to you.

Attendance Policy

Band members are required to attend all rehearsals and performances in accordance with the Band Calendar in this Handbook and the online Band Calendar (www.shomeband.com/calendar). Rehearsals and performances that take place outside of school hours are part of the educational process and are mandatory for a grade and a member's performance eligibility. Students must be on time for all Band functions. Learning to be early (on time) now will establish a lifelong habit that is critical to success.

Excused Absences

The Following are the only reasons an absence will be excused by the band director:

1. Death in the immediate family.
2. Extreme personal illness – The student is expected to have a doctor's note stating the student's inability to perform/practice. Absence will not be excused without a doctor's note. Note: Feeling a little sick is normal at the end of a long school day. Eat a snack before rehearsal.
3. Students who are actively participating and representing PBHS in an actual competitive activity (sport) may be excused from rehearsal at the director's discretion. Students who miss a rehearsal due to a field trip or other similar activity may be excused at the director's discretion. Excused absences from performances (*very rare*) due to another competitive activity will be handled on a case by case basis in advance. All absences in this category must be discussed with and approved by the band director as soon as you become aware of the conflict and at least two weeks prior to be excused.

A lack of planning on your part does not constitute an emergency on ours; plan ahead!

Unexcused Absences

The following policies are in effect regarding rehearsals:

- Following an unexcused absence the student must schedule a meeting with the band director to explain the absence within 24 hours.
- An unexcused absence will result in the loss of available points in the grading category for each rehearsal missed resulting in a lowered grade and/or suspension from future performances. Parents will be contacted and informed of the resulting penalties.

The following policies are in effect regarding performances:

- Following an unexcused absence the student must schedule a meeting with the band director to explain the absence within 24 hours.
- Unexcused performance absence result in a failing grade for that event and possible alternate status for marching band.

Examples of Absence Excuses Not Accepted

Be responsible to know about and keep your parents informed of all Band performances, rehearsals, and activities. Excuses that will **NOT** be accepted are:

- “Had to work.” Make arrangements with your employer early.
- “Couldn’t get a ride.” Be responsible. Arrange this item early. Set up a car pool!
- “Didn’t know about it.” Be responsible. Listen and read all information carefully. Check the band website calendar-there is a calendar usually posted in both band rooms..
- “Forgot my instrument.” Be responsible. No credit.
- “Don’t have any reeds.” Be responsible. No credit.
- “Parents leaving town.” Make arrangements early before this conflict arises.
- “Parents made me stay home to work or study or babysit.” Maintain your grades at all times! Be responsible. Uphold your commitment to the band by being a good student!
- “I have a doctor’s appointment.” Be responsible. Try to schedule it at a different time, if at all possible. If seeing a specialist with no other options, arrange this absence in advance.
- “Family or relatives visiting.” Visit and explain your commitment to the total organization. Bring them to your practice or performance to let them watch!
- “I’m grounded by my parents.” Have them contact the band director for discipline assistance; there is much work to be done around the band room.

Alternate Status

Our success as an organization is dependent on our attendance. Even one person that is missing from a rehearsal or performance affects all other members. Each member is relied upon heavily to maintain their responsibilities in the drill – we cannot improve the show or make changes when we have “holes” in our drill at rehearsals. “Holes” at performances drastically affect the confidence of the performing members around that

missing person, which in turn affects the confidence of the entire ensemble. We also lose important musical elements from missing members – the performance simply does not sound or look the same without them! Everyone is important!

In an effort to maintain the quality of the PBHS Marching Band, we make use of an alternate program when and where necessary. Alternates are students that are members of the PBHS Marching Band, but they do not have a designated position in the show for one or more musical selections. Students may be placed on alternate status for a number of reasons: they may have missed part or all of a summer band camp, they may have missed a rehearsal unexcused, they may be chronically tardy to rehearsals or performances, they may be involved in a conflicting sport or club at school, they are unable to demonstrate the musical or marching skills necessary to contribute to the field show, have poor citizenship in the school or band environment or they may simply have just moved into the area and are a new student at PBHS. It is our goal to get our alternates worked into the show at some point, provided that there have been no disciplinary or attendance issues with the student and that the drill allows for the addition of the student and drill coordinate.

Alternates are required to be at all rehearsals and performances, as most of these students will perform in the field show at some point during the season. Alternates are members of the band, and are therefore responsible for all learned material and will perform in the stands, on the sideline and in all parades. Each alternate will be assigned a band member to “shadow” or to march next to on the field for all practices in order to learn the marching show. The only way for us to experience the greatest educational return and level of achievement is for every position in the drill to be occupied at all rehearsals and performances.

Lifting of Alternate Status

If positions in the field show are available and the written drill allows for addition of marchers, students may be placed in all or part of the field show upon director approval based on the following criteria:

- The student has maintained a good attendance record for all rehearsals and performances with 0 unexcused absences.
- The student shows adequate knowledge of the marching and playing required to be a full performer of the field show determined by a marching and playing test.

Football Game Procedures

- Before the game:
 - Only play in the band room or in the designated warm-up area – no playing in transit between rooms or the football field.
 - Girls will change in the small band room and boys in the choir room (make sure to have athletic shorts and t-shirt under uniform).
- During the game:
 - All band members must stand and participate in the stands by playing their instrument and performing cheers.
 - Students are not allowed to be on their cell phones during the game.

- o All sections will clean their own row and pass trash to the aisle where the drum majors will collect (at the end of first and fourth quarters).
- o All members must be back in their seats by two minutes left on the clock in the third quarter. Failure to do so will result in reduction or loss of third quarter break at the next game (for individuals or the entire band).
- o No student is allowed to hang out in the band room during the third quarter. The only students allowed in the band room are percussionists who are moving equipment back to the room. After moving equipment, all percussionists will be required to come back to the stands and sit with the band.
- o Non-band students are not allowed in band areas (stands, pre-game block, or band room).
- o Treat visiting teams, visiting crowds, and other band members with respect.
- o To receive credit for a football game, a student must stay for the entire game.
- o To leave a game or the stands area, students need to receive permission from a band director.
- Post-game:
 - o Section leaders need to check their section members to make sure they have all the required uniform parts (coat, pants, gauntlets, sash, hat, socks, and shoes).
 - o Band rooms must be clean before the band will be allowed to leave.
 - o After changing, students need to take their uniform to the uniform trailer to be loaded.

Marching Contest Procedures

- General procedures:
 - o When the band arrives at a location, students should not leave the bus or stand up until they are told to do so by a band director or chaperone.
 - o Medical emergencies – students should see a band director immediately. All festivals have a first aid station near the stadium. Students should have a friend go with them to the nurse’s station.
 - o After unloading instruments from the truck they should be placed in the designated storage area. After performing, the instrument should be placed back in the designated storage area. This area needs to be clean and organized at all times.
 - o After the band performs and equipment is organized, students will walk to the stadium together and sit as a large group.
 - o Wear band t-shirts to the marching festival and while sitting in the stands.
 - o No students will be allowed on the buses while the band is watching other bands at the stadium.
 - o Be good sports even if we do not get the placement that we want at the contest.
- Bus changing area
 - o Bus changing – separate buses will be provided for different sexes. No boys are allowed on girl’s buses or vice versa.
 - o There will be a band parent in charge of each bus – if you have any questions please ask them first.

- o Make sure you do not leave valuables out where they can be taken or damaged. You can put valuables in a band booster truck if needed.
- o Students need to have a t-shirt and athletic shorts on under their uniform so no skin shows when they change.
- o Bus cameras – the cameras on the buses do not work unless the bus is on. Do not tamper with the cameras in any way.
- o You can block the view from the outside by hanging your uniform bag on the window.
- Hotel Situations
 - o Parents and students will be responsible for paying for any incurred charges.
 - o Rooms are to be locked at all times.
 - o There will be no one of the opposite sex in your room unless accompanied by a chaperone.
 - o Please refrain from playing instruments in the room.
 - o All school rules will be enforced on trips.
 - o No one is to leave the hotel alone. Any student found leaving the premises without permission will be dealt with severely.
 - o Profanity is not a part of our organization! Make sure your language is not offensive.
 - o Band members are expected to be at the right place, at the right time, ready to go.
 - o Students will be checked in by an adult (director or chaperone) at curfew and are not allowed out of the room after that time.

Uniforms

- Students and parents are responsible for replacement or repair of the school owned uniform, whole or in part, if it should be damaged or lost. Students should avoid kneeling, sitting on or brushing up against surfaces that will soil the uniform (or pull the fabric - like brick walls or chain link fences).
- Students are required to hang their individual uniform up following all performances on the correct rack while following all instructions for hanging up each part of the uniform.
- Students will be required to purchase uniform parts or custom uniforms that are considered personal items that cannot be used again by other students. The items may include but are not limited to: gloves (one pair will be supplied by the band boosters), socks, marching shoes, dress shoes, black band shirt, etc. These items must be purchased through the band program (with the exception of socks) to ensure that models and styles match. An order form will be available online once prices for this season are determined.
- All students must wear black athletic shorts and their show shirt to the performance and wear it under their uniform enabling them to change in a designated area with all other band members.
- No hats are allowed unless provided by the band program for all members.
- Shoes must be polished and appear in like new condition.

Uniform Inspections

It is required of all band members to keep their uniforms and equipment in tip-top shape at all times. All members of the band will be inspected before each performance. The leadership officers will be inspected by the director and in turn will inspect their sections. The following is a list of what is expected at inspections. Any infraction will result in the loss of 3rd quarter break and/or suspension from the performance.

Personal Appearance

- No hair should touch the collar at any time, including time in the stands. Those members with long hair must put it in a pony-tail and put it up inside the band hat.
- There should be no visible jewelry: necklaces, large earrings and facial piercings.
- Members should not wear overly bright or distracting make-up.

Uniform

- Should be worn in the proper manner - the entire uniform should be worn until the directors tell you what to remove.
- Pant length should touch the top of the shoe without folding (this makes the band look taller and the legs straighter).
- With the hat on, no hair should touch the forehead bangs must to up inside the hat.
- LONG black socks must be worn and clean with no extra designs on them (short athletic socks are NOT allowed).
- Gloves should be clean and worn for all performances.
- The show shirt and black athletic shorts must be worn under the uniform (this allows us to remove the coat if needed and still look uniform).

Instruments

- Cleaned on the inside and the outside. Brass instruments and percussion must be polished.
- Mouthpiece must be cleaned and undented.
- Reed players need one extra reed at performances in a reed case or protector.
- Brass slides must move easily.
- Saxophone players must have solid black neck straps (no bright colors).
- Brass valves must be well oiled.
- Brass spit valve cords must be in good condition.
- All percussion instruments must be cleaned. Sticks must be uniform IF they are taped.
- All colorguard equipment should be clean and properly taped.

Music

- All members must have their flip folders with all stands music and a lyre.
- Flip folders should be clearly labeled with the student's name.

Water Jug

- All members must bring their official band water jug to all performances. This is required!

Grading Policy

The vast majority of student work takes place during rehearsals with all efforts culminating in performance. Students are actively engaged in learning activities throughout every rehearsal and their participation counts as their academic grade. Their attendance and contribution to the rehearsals and performances are paramount to their learning experience. Individual student practice is not required for a grade but is highly encouraged for advancement and to prepare for formal assessments (tests).

- **10% Class Preparation** - pencil, music folder, sheet music, working instrument and equipment needed.
 - Students who fail to prepare for class are unable to rehearse and learn within our performance based art. If your instrument is in the repair shop, please see a band director for help on acquiring a loaned instrument (you need your own mouthpiece and reeds).
- **20% Rehearsal Participation** - during and after school rehearsals.
 - Rehearsal is where we learn all of the skills, techniques, music and marching required to put together a good public performance. All learning in this setting is group learning. We learn by watching, listening, modeling, assessing, critiquing and supporting each other. Every person is linked to every other's learning, thus making their presence absolutely necessary.
- **50% Performance Participation** - concerts, games and parades.
 - A performance is the most important event that we have. It is the culmination of all the hard work we do in class, during outside school rehearsals and is what we are preparing for. It is the showcase of our student's amazing talents. It is also a learning experience that cannot be duplicated in any other ways as we are a performance art. As with any sports team, a band has many players, each and every player has a part to play in the performance that cannot be replaced or made up. Every person is counting on the next; this is an aspect of the band that makes it so great (working together)! We encourage you to make each and every performance a family event!
- **20% Assessments** - playing and/or written tests.
 - Students will perform excerpts of their music and/or routine individually or in small groups. This test will be announced well in advance. The playing test may consist of one or more of the following musical aspects: memorization, tone, intonation, rhythm, pitch, phrasing, articulation, dynamics, meter and steady beats. Tests may also include skills and techniques such as posture, embouchure, breathing and sight reading. Written tests may consist of musical terms and/or various aspects of music theory or history.

Any unexcused absence from a performance or rehearsal will result in losing all possible points for that assignment in addition to band program disciplinary actions.

Student Officers

All Band Members are LEADERS in making good choices within their lives, in band, on campus throughout the school day and in our community.

Student leadership is the most vital part of a successful band program. What we do can only be done well if we have everyone onboard with our shared aspirations and goals. Always do your best and never have any regrets. Your actions today sow the seeds of our future leaders; we are all connected throughout the history of our band program. Never underestimate the power of your words and actions. Your service to the band will benefit you for years to come with the leadership experience gained.

The following are expectations, eligibility requirements, responsibilities and descriptions of the leadership positions:

Expectations of All Positions

- Serve as a model band student in all aspects of performance and attitude.
- Promote band spirit and morale whenever and wherever possible.
- Maintain a constant sense of service to the band program.
- Be prepared to assist with teaching marching and music skills throughout the year.
- Help to maintain discipline (appropriate behavioral choices) within the band.
- Arrive at rehearsals and performances prior to all other members of the band to help set up and remain after until all work is completed.
- Attend all band officer meetings.
- Act as a liaison between the director and students.

Requirements to be an Officer

Grades will be checked at the end of the semester. You may be removed from your officer position if you fail to meet these requirements.

Students must:

- Have and maintain an unweighted 2.5 GPA or greater with no failures in any class for the past semester.
- Have no major disciplinary action at PBHS for the past academic year (minor infractions like tardies are acceptable as long as they do not become excessive).
- Attend all officer leadership camps, regular band camps and rehearsals with no unexcused absences.
- Be willing and able to serve for the entire upcoming school year.

Failure to meet or maintain any of these requirements will result in ineligibility and/or removal from the position.

Responsibilities and Descriptions

Drum Major-Marching Band Conductor

- Conductor for all marching band rehearsals and performances.
- Responsibilities include memorization of all scores exhibited musically with a discernible conducting pattern that maintains a steady pulse.
- Functions as the morale leader of the band at all rehearsals and performances encouraging all members to constantly perform at their best.
- Mandatory attendance at a drum major camp (if one is available to attend).
- May not miss rehearsals or performances for optional school related activities.

Band President

- Is the foremost student leader of the band who leads through example at all times.
- May run rehearsals at the behest of the band director.
- Oversees and assesses the duties and functions of all officers and proactively assures that all responsibilities are being carried out.
- May break rank only when necessary to carry out duties.
- First to enter the field, and the last to leave it.
- Schedules and presides over band officer meetings.
- Mandatory attendance at leadership camp.
- May not miss rehearsals or performances for optional school related activities.

Vice President-Personnel Manager

- In charge taking attendance at all outside of school rehearsals and performances.
- Oversees section leaders, assists the director in supervising sectionals, and assesses their teaching.
- Responsible for stage setup for all concerts.
- Assumes the role of band captain in his/her absence.
- Strongly suggested attendance at a Music/Leadership Camp.

Equipment Manager

- Coordinates all equipment transport with section leaders, parents & director.
- Responsible for instrument check-out/check-in.
- Responsible for the care and maintenance of instruments.
- Assists Vice President with stage setup.
- Strongly suggested attendance at a Music/Leadership Camp (if one is available).

Section Leaders (Assistant Section Leaders as needed)

- Must be model band students and know their music, marching, and be able to conduct sectionals.
- Assist individual members within their sections with all aspects of band.
- Assist the band director during inspections.

- Color Guard Captain - mandatory attendance at a Leadership/Flag Camp (if one is available).
- Section Leaders – strongly suggested attendance at a Music/Leadership Camp (if one is available).

Chief Quartermaster-All Rehearsal Facilities Manager

- Duties include making sure band members keep all rehearsal facilities clean and organized.
- Duties include checking out/in lockers and locks.
- Responsible for maintaining order and cleanliness of the locker room facilities. The locker room floor must be clear of all items at all times & all personal items found will be placed in lost & found and must be claimed by Friday of that school week before being discarded.
- Must conduct random lock checks to ensure security of personal and band-owned equipment.

Marching Uniform Manager

- Duties include fitting, repairing, organizing and collecting uniforms for cleaning.
- Responsible for communicating the correct way to care for and wear the uniform.
- Responsible for communicating the uniform needs of the band to the director.
- Must be prepared to fix uniforms at all times (sewing kits, extra buttons, etc.).
- Will maintain a list of uniform infractions at all inspections.

Technology Manager

- In charge of audio and video recording for all performances as requested by the band director.
- In charge of making sure all cameras are charged and all tripods and other equipment are taken to each performance.
- In charge of making sure that all microphones, cables, etc. are properly stored and available for performances.
- Setting and transporting PA speaker for rehearsals/games.
- Updates the Director with new ways to incorporate technology.

Band Librarians

- In charge of all activities related to the band sheet music and music library.
- Duties include distributing, collecting, organizing, copying, documentation and filing music.
- Librarians must communicate to the band director the sheet music needs of the band.

Historian

- In charge of documenting (taking pictures and video) of every band event for the entire year.
- Prepares a photo video for the spring band banquet (if you have the computer technology to do so).
- Create a digital archive of all band historical documents for the current year and previous years.

Band Boosters

WE NEED YOU!!! We cannot do this without the help of our wonderful parents. When you become involved you will quickly see how Band is quite the microcosm of the “real” world. If you have any skills or experience in virtually any area we can use your help! A simple list of areas we need help in during a given year: bookkeeping, carpentry, welding, handy man, manual labor, cooking, data entry, editing, copying, organizing, sewing, public relations, video, truck driving, chaperoning, moving, moving and moving.

Whether it is the beginning of the year during marching band or towards the end during our band banquet, it is never too late or early to get involved! If you can only help at the event itself, let us know, if you want to actually plan the event let us know too! The more help we get the better and more efficient our program will become!

The good souls who have graciously given their time to the band program this year:

PBHS Band Booster Officers

Please remember that all parents are Boosters. There is a membership form to fill out but, even if you do not want to fill out a form, we could still use your help when you can.

President (Band Booster Coordinator)

Oversees all booster activities and keeps the band director up-to-date on the status of all projects/jobs by regularly communicating with all booster titled volunteers. Helps run booster meetings once a month.

Vice President

Recruits, trains, organizes, and secures chaperones/volunteers for all band events. Updates all committee chairs regularly on volunteer status in our online for each event. Helps president where needed.

Bookkeeper (Treasurer)

Enters all monetary transactions into our financial database and assists with the band director with money deposits.

Fundraising Coordinator (Ways & Means)

Assists the band director in planning fundraising activities, establishing a budget, filling out required paperwork and carrying out all efforts to raise funds. Compiles a list of all sponsors for poster and thank you letter distribution. This position can be split between two different individuals as needed.

Uniform Coordinators

Assists in fitting all students for marching uniforms and coordinates hemming efforts.

Equipment Coordinator

Directly assists with and coordinates the logistics associated with the moving of all equipment throughout the school year.

Community Liaison (Public Relations)

Communicates band events and achievements to local press and the community.

Hospitality Coordinator

Solicits food donations from local merchants and band parents for all band events involving special guests, performers, or clinicians. Coordinates the end of the year Band Banquet.

Please do not hesitate to get in touch with any of these individuals if you would like to help out!

Financial Obligations

Each band student is assessed a dollar amount determined by the budgeted needs of the band for that year divided by the number of students in band and guard. The student earns credit toward this assessment by selling items during the various fund-raising activities held during the year. If the student does not earn enough credits to meet his or her fund-raising obligation, he or she is responsible for the remaining balance. Invoices will be sent out periodically by email and/or written letters.

The fundraising obligation is \$125 per band or guard student. Please note that this assessment does not pay for extra band trips or for incidental expenses (band shoes, gloves, flip folder). **Half of the band fee is due by May 8th (\$62.50)** – this fee will help the band purchase needed equipment for the marching show over the summer so it is ready for band camp. *Please note - no member will be denied the opportunities of the organization due to financial difficulties. Please talk with the director.*

Marching Band Lettering

Students in band are eligible to earn a marching band letter. This lettering system rewards students who are truly dedicated to the band program and helps maintain the overall integrity of the band program.

To be eligible for a marching band letter, students must meet the following basic requirements:

- Be enrolled in marching band or color guard class.
- Maintain at least a B average in band (1st and 2nd quarter).
- Attend all required band camp rehearsals (unless excused by a director ahead of time).
- Have upstanding attendance at rehearsals throughout the year (one or less unexcused absences).
- No absences from a major required performance date (including play-off football games).
- All band fees or outstanding invoices paid (or fundraised).
- No serious disciplinary actions by the band or the school (example - out of school suspensions).
- Complete at least 20 service hours. Examples of possible service hours could be:
 - Attend 4th of July parade and parade practices (9 hours possible)
 - Christmas parade (3 hours)
 - Basketball games (2 hours each)
 - Volunteer helping with fundraisers, cleaning the band rooms, organizing and upkeep of band instruments, helping with uniforms, etc.
 - Helping organize the band library.
 - Help another student on their instrument or marching technique (outside of normal rehearsal time).
- 1st year letterers: you will receive the large PB letter and one chevron.
- 2nd-4th year letterers: you will receive one chevron per year.

Jazz Band Lettering

In addition to being able to letter in marching band, students will be able to letter in jazz band. To be eligible to letter in jazz band, students must meet the following basic requirements:

- Be enrolled in Studio or Stage jazz bands.
- Maintain at least a B average in jazz band.
- Attend all required performances, festivals and practices (unless excused by a director ahead of time).
- Must audition for the district jazz band in the fall semester (in November).
- No serious disciplinary actions by the band or the school (example - out of school suspensions).
- Students will receive - metal "Jazz" pin to attach to their PB band letter (see above).

Band Calendar 2021-22

_____ This calendar will be incomplete due to the fact that we have to submit this handbook during the spring semester. Please see the band website calendar for a more up-to-date calendar (www.shomeband.com/calendar).

- May 10-13 - Spring band camp (3:30-5:30 pm)
- July 1-2 - Fourth of July practices (this is an estimate until we find out the exact date for the parade)
- July 3 - Fourth of July parade (we are guessing that they will run the parade on Saturday since the 4th of July is on Sunday this year)
- July 26-27 - Band leadership training (8-12)
- July 28-30 - Drum and guard camp
- August 2-6 - Band camp (required for all marching band members)
- August 9-13 - Band camp (required for all marching band members)
- August 13 - Parent night performance at 6:00 p.m.
- August 16-19 - Afternoon rehearsals (3-6 pm)
- August 27 - Football Game
- September 3 - Football Game
- September 10 - Football Game
- September 17 - Football Game
- September 18 - Farmington Marching Festival
- September 25 - Wright City Marching Festival
- October 9 - Potosi Bi-State Marching Festival
- October 15 - Football Game
- October 16 - Park Hills Bi-State Marching Festival
- October 22 - Football Game
- TBA - Playoff Football Game

Excused Absence Form

This form must be completed and turned in one week in advance of any anticipated absence by a band student (excluding extreme emergencies).

Student name _____ Today's date _____

Date of anticipated absence _____

Reason for absence _____

Please be specific! The policy is quite simple – if the school will excuse it, we will excuse it. If the school will not, we will not (important matters or family matters are not considered excusable by the school).

The high school will excuse any absences for a death in the family, a religious holiday, or illness with a doctor's excuse. The doctor's excuse must be submitted to the school attendance office, and a copy must be placed on file with the band director.

Parent Signature

Student Signature

All forms must be submitted to the directors of band and will remain on file in the band office for a period of one year.

Director's Signature

Date

Student and Parent Contract

I, the undersigned student, accept membership in the Poplar Bluff Sho-Me Band and understand I am responsible for all policies set forth in the band handbook. I fully agree to carry out my responsibilities to the very best of my ability.

Student Name (Printed)

Student Signature

Date

I, the undersigned parent or guardian, have read and understand the policies as set forth in the band handbook. I also grant full permission for my child to be an active member of the Poplar Bluff Sho-Me Band. In addition, my child has full permission to attend all band functions. Furthermore, I understand that I must meet all financial obligations.

Parent Name (Printed)

Parent Signature

Date

Type of instrument(s) _____

Manufacturer _____

Serial number _____

Parent e-mail address _____

