

# The Clayton High School Performance Ensembles Policy Manual 2011-2012

Boosters general email account:

Revised June 7, 2010

*Please note: The policies outlined in this handbook are subject to change based on policies and concerns voted on by the CHS Band Boosters Executive Committee throughout the year.*

*This Handbook is intended to provide students and parents with a point of reference concerning the policies and procedures of the Clayton High Band  
Parents and Students are asked to read and become familiar with the contents of this handbook to avoid any conflicts or misunderstandings that might arise.*

## **I. Introduction/Overview**

Band programs and ensembles at Clayton High School can be very time-consuming, and demanding, but the rewards of being a member of this group make it worth every minute. Leadership, teamwork and responsibility are the fundamentals for instruction in the Clayton High School Band program, and we pride ourselves on building character, fostering positive attitudes, and developing well-rounded students. Although we have the following policies and regulations in place, every band student is expected to abide by the Comet Code – **Be where you're supposed to be when you're supposed to be there. Do what you're supposed to do when you're supposed to do it. Say what you're supposed to say when you're supposed to say it. Respect you, others and their property. When you are with the band, your behavior is a reflection on the band and Clayton High School.**

### **Purpose**

The general purpose of the Clayton High School Band Program is to educate young people through performance, listening, and composition. Our time together will not be limited to learning about music, percussion and colorguard, although it is our primary purpose. By your participation in this organization, students will mature as performers, students, leaders and become part of a team.

### **Why Band?**

Band is intrinsic. As with all art, it is about expressing oneself via a different and unique language. Much of academia is impressionistic, which requires a definitive skill of following instructions. Band adds to that requirement the option of self-expression. Band is a group effort. Members are

required to shift from an I/Me reasoning to a We/Us concept. This means extending oneself beyond the normal considerations of much of our day-to-day living. Instead of the logic being, "What's in it for me?" it becomes, "What's in it for us?" The values of cooperation, communication, concentration, correlation, and completion come into play at each rehearsal and performance. Band builds positive self-worth. Although we share many similarities with our athletic counterparts, BAND is a place for everyone. Rarely is a person serving as an alternate or substitute. Everyone in the band plays a starting role. Band is preparation for life. Through the discipline of MUSIC, we are developing a consistent understanding between the intellectual (cognitive) and emotional (affective) thought processes. Band allows the person to create formulas that are directly transferable to other facets of life. Although these four points may seem lofty in character, they make up the fundamental framework of a band program.

### **Eligibility**

All instrumental musicians who have previous music study may select a band course as an elective. Students may participate in colorguard with no previous experience, although audition camps are required. Students are strongly encouraged to be enrolled in a band class for the entire year. Students may also participate in the other ensembles sponsored by the Clayton Band Program, which include Winter Percussion, Varsity and Junior Varsity Colorguard, Concert Band, Symphonic Band, Wind Ensemble, Jazz Band and may enroll in the Advanced Placement Music Theory course upon teacher recommendation. As with athletics, students must be passing three out of four classes to participate in extra-curricular activities.

### **What is expected of you the student?**

The policies and procedures outlined in this handbook come from the following basic expectations that we have for each member. Students are typically some of the finest young people in our school. As such, you are expected to be:

#### **1. Present.**

- Be here. You are now a vital part of a team that commits itself to providing you with some of the best experiences possible. When you are here you contribute to the success of the organization.

#### **2. Disciplined.**

- Understand the importance of practice and make time for it on a daily basis. Attain academic excellence.

#### **3. Punctual.**

- Always be on time for class, rehearsals, and performances.

#### **4. Persistent.**

- Understand that becoming a good musician and performer is a process. It takes time. Work to improve on a daily basis. All we ask is to be better today than you were yesterday. Push yourself and push the directors and staff to help you.

#### **5. Positive.**

- Attitudes are contagious. Be sure yours is worth catching. Smile and be a part of the solution, not a part of the problem.

#### **6. Honest.**

- Admit your limitations and mistakes. Take full responsibility for your actions. Do not lie, cheat, or steal.
7. **Responsible.**
    - You are young adults. Do not wait to be told the obvious. Do your part.
  8. **Well-Behaved.**
    - Follow instructions the first time they are given. Be quiet, attentive, and in control of yourself. Respect your ensemble, staff, and your school.
  9. **Prepared.**
    - Bring all materials to class, rehearsal, and performance and ready to use them.
  10. **Committed.**
    - Realize the impact of your individual attitudes, actions, and performances will have on the group. Be a team player and think of the band first.
  11. **Polite.**
    - Treat each other, teachers, administrators, and band parents with kindness, courtesy and respect.
  12. **Mature.**
    - Think before acting.
  13. **Proud.**
    - Remember who you are and where you are from. Take pride in yourself, your band, and your school. Let's celebrate success together.

### **Communication**

Communication is a very important aspect of our organization. Please be sure to appropriately let a director know if unusual circumstances arise so we can help you. You are a part of a team that works towards growth and success, and that includes looking after you! Please let us know if there is immediate academic, attendance, financial, or medical issues that may affect your participation with the program.

The Booster Association will communicate often with parents to ensure that parents are kept up to date regarding the current schedule, upcoming parent meetings, performance information and upcoming fundraisers. A majority of this communication is done via email. Phone calls will be made to those parents/guardians that do not have an active email address or at the request of the parent. Parents are encouraged to ensure that the Booster President is notified as soon as possible of any change with their contact information, mailing address or email address.

Contact information for each of the Booster Board members will be maintained on the band's website at [www.claytonhighschoolband.com](#). Grade parents will be established at the beginning of each season to assist and aid in ensuring communication is filtered out to all parents as well.

### **Attendance Policy**

Member attendance is one of the most important contributions one can make to the commitment and success of our program. Due to the excessive number of students involved, our attendance policy must be specific and strictly enforced. Attendance is mandatory at program events unless otherwise specified. Unexcused absences are not allowed. Excused absences for the Clayton High School Band Program are the same as the Johnston County School System's policy. A list of excused absences may be found in the Clayton High School student handbook. In the event of an unexcused

absence, you must make up your practice time BEFORE the next performance in order to participate. If a student has an unexcused absence and refrains from making up their time, this includes reasons surrounding in-school suspension (ISS) and out-of-school suspension (OSS), the student will travel and dress-out to the next performance, but will be ineligible to perform. Failure to attend the disciplined rehearsal will result in an unexcused absence for a performance. Unexcused absences from scheduled performances may result in removal from the next performance or from the remaining performances from the rest of the season according to directors' discretion.

### **Absences Due to Academics and Grades**

Academia is vital to students' success in school and overall grades come first. If an academic situation arises that may prevent a student from participating in rehearsals or performances, directors MUST be made aware AS SOON AS POSSIBLE! Band Directors are teachers, too, and can help you get your grades up! Missing rehearsals due to homework is not acceptable. If an academic issue arises, such as risk of failure, we will assist in setting you up with a tutor, a quiet place and any other materials you may need to get your work done here at school during rehearsal time. This ensures that you have several hours dedicated to your school work, and if you finish, you can attend part of rehearsal. Academic issues due to procrastination are not valid.

### **Absences Due to Transportation**

Absences due to transportation are not excused. Rehearsals and performances are scheduled months in advance and members and families are expected to make appropriate arrangements. In the event of an emergency and transportation is an issue, please let someone know ASAP so we can help you!

### **Tardiness**

Two tardies equal an absence, same as school policy. Tardiness to rehearsal can also affect the progress of the band. On occasion when tardiness is inevitable, please communicate this to a director in advance in person or by phone. The rehearsal schedule is established weeks in advance. This is done so that you can coordinate personal schedules with rehearsals. Should continued conflicts arise, a conference with a director may be in order. **We know that there is life outside of band and want to support you in other endeavors.** Attendance is also weighed in respects to end-of-year awards, letters, and certificates.

## **II. Rehearsals**

Our rehearsal schedule is on the band website: [http://www.mhschools.org/band](#). Rehearsals are scheduled in advance. There is a direct link between the amount of quality practice time and the success of the band. Rehearsals are not social gatherings. The rehearsal schedule is as follows: Mondays (3:00-6:00 PM), Tuesdays (6:00 PM-8:30 PM) and Thursdays (6:00-8:30 PM). Wednesday nights are always off unless extra practices are scheduled due to competition performance schedules. Additional practices may be scheduled on Fridays prior to home football games and on Saturdays prior to local competitions (these rehearsals are typically built in to itineraries the week prior). Every student and parent must understand the importance of being committed to attending all scheduled band events, including Booster meetings. Please be sure to continue to refer to your rehearsal calendar and the band website. **Should a conflict arise, please contact a director as soon as possible.**

### **III. Performances**

Ensemble performances include, but are not limited to:

**Football Games:** The Marching Comets provide musical entertainment and energy throughout the game. The musical energy and enthusiasm we provide in the stands is just as important as our half-time and pre-game performances. Please be prepared to play, cheer, etc. as much as possible so we may bring the crowd into the game. Once we complete the half-time performance, you will be able to rest, socialize, eat, and relax for part of the third quarter. Students are expected to be back in the stands with two minutes left in the third quarter. Should we have problems getting students back at the assigned times, this break may be eliminated. We will organize bathroom breaks as needed. Bring your water jugs/bottles to games so you can stay hydrated. Early games can be very warm!

Football game reminders:

- No drink other than clear liquid will be allowed in the band section or at any other time you are dressed in uniform
- Stay in your section
- Instruments are to be played only when told to do so
- Only play YOUR instrument
- Be ready to play/cheer at all times—remain attentive!
- No smoking!
- Percussionists should be prepared to load and unload equipment before and after the game
- The band will enter and exit the stadium as a group
- When the band has returned to the band room after the game, students should wait to be dismissed by a director

**Parades:** We participate in several parades during the fall and Christmas season. These performances are just as important as any other band event, and students are required to attend.

**Competitions:** During the fall semester, the marching band participates in several competitions. This is an opportunity to perform and be evaluated on the basic elements of our competition show. These competitions are held at various high schools throughout the state and at Bands of America regional and national venues. In the winter and spring seasons, the colorguard groups and percussion ensemble perform in similar venues.

### **IV. Travel/Bus Trips**

Out of town trips offer the marching band and other ensembles the opportunity to compare with bands from other areas and regions. These trips are educational, as well as fun. The primary concern of the student should be to represent the school in the very highest degree. Some of the general rules of these trips are (but not limited to):

- Radio/tape/disc/MP3 players are only permitted on the buses if headphones are used.
- Video viewing is permitted on extended trips and when advised by the Director. All videos/movies have to be coded as a PG-13, PG, or G rating and have to be approved by the lead chaperone of your bus for viewing by the group or individually.
- Food or drinks will only be allowed if they are in re-sealable containers and everyone uses trash receptacles appropriately
- NEVER use the back door of busses for unload unless told to do so
- Whenever possible, we load busses by class; seniors first, etc.

- Appropriate conduct must be exhibited at all times. Failure to do so could result in removal from the performance and discipline referral.
- Chaperones are a direct link between the directors and the students. Please do as they say! Do not question the chaperones when you are asked to do something. Always use good judgment, common sense, respect and patience. Chaperones have specific instructions from the directors as to the rules. Chaperones are here to ensure that each band member is well supervised as we travel, medical needs are attended to and everyone is safe and accounted for. Adults who wish to chaperone must speak to the chaperone coordinator.
- Unless there is a family or medical emergency, each member MUST travel to and from each event with the band. The directors are accountable for each member's whereabouts at all times.
- Each member is accountable for their equipment and facilities. We work as a team, we succeed as a team and we will travel as a team.

## **V. Uniforms**

### *Uniform – Marching Band*

1. Uniforms are provided for all band members by the band boosters.
2. Each student must purchase at least one pair of black marching shoes and black gloves, which will be special ordered by the Uniform Chairperson. Additionally, students must have a black t-shirt and black socks to wear with their uniform.
3. Each student will be held financially responsible for the loss or damage to any part of the band's uniform.
4. All uniform parts, when not on the body, will be hung properly on the racks provided.
5. Additional information regarding uniforms will be given by the directors.

### *Marching Band Uniform Rules*

1. All hair must be worn above the collar.
2. All shoes must be polished and appropriate socks worn.
3. No jewelry or make-up may be worn. (Colorguard may use costume make-up as specified)
4. All equipment must be clean, polished, and in working order.
5. All uniforms must be wrinkle-free for each performance.
6. All band members must wear appropriate undergarments (winds and percussion).
7. Additional apparel such as bandanas or hats are not to be worn while in uniform unless approved.
8. Sunglasses are not to be worn while in uniform.
9. Students may eat lightly and drink clear liquids only while in uniform, no exceptions unless a medical condition is present.
10. Refrain from using electronic devices, including cell phones, while in uniform unless approved by a director. Parents and family should have all itinerary information prior to band events.
11. Absolutely NO running, horseplay, foul language, etc. while in uniform!

Take pride in your appearance as a member of this organization! A sloppy appearance is not reflective of our commitment to excellence. Uniforms, jackets and shakos will be stored in the band room at all times. The Marching Comets uniform is to be worn as a full uniform at all times. At no time should you appear in public with only a portion of your uniform on. The only exceptions to this will be when the band travels in uniform and during warm-up at performances where the

temperature is high. In this case the jackets must be removed. The suspenders on the pants may not be taken off the shoulders.

## **VI. Fundraising**

Fundraising is necessary in order to maintain a quality band program. The band operates on a budget that exceeds what the school and county are able to provide for us. If we want to continue to perform and compete at a high level, we need to enact accountability from every band family. We have several fundraisers throughout the semester. As all money goes back to the students in the form of a quality band program that they can be proud to be a part of, all students are asked to participate in fundraisers.

The Clayton High School Band Budget is compiled from three sources: the school accounts which are very limited, booster fairshare accounts, and booster capital improvements accounts. The school accounts are small and cover some music purchases, some school instrument repairs, uniforms and an occasional purchase of new school-owned instruments. The booster fairshare accounts essentially cover the costs of the band from year to year, including: marching band camp, staff, supplies, auxiliary equipment and travel. When major expenses arise, the booster capital account is used for larger purchases that will aid in the long-term operation of the band.

### **Fair Share**

Fair share is a program that allows students who participate in marching band and other extracurricular activities to contribute to the costs of the programs. Each spring, the band directors and a committee of parents meet to outline the schedule of events for the next year's activities. We select predetermined dates, over the course of that particular band season, for portions of one's fairshare to be collected from each student. It is important to note that our intent is not to have "fairshare" paid out of pocket. To offset each individual's financial responsibility, the Booster organization operates several fund-raising opportunities throughout the year, for student's advantage. Students have the opportunity to earn a percentage of the profits from a particular fundraising event that will be applied to their student account. This percentage is determined and publicized prior to the beginning of the fundraising event. It is the booster organization's responsibility to provide many varied fund-raising opportunities for the members of the band to help meet the student's fair share requirements. However, if a student chooses not to participate in fund-raising ventures, and does not contribute to their fair amount, the organization will cease to perform at its current levels. Our fairshare program does not have an effect on students who participate in concert band, symphonic band, wind ensemble, or jazz band. Fundraising not only benefits the individual student's account but assists in the General Fund. By ensuring that we are participate in fundraising, it helps build up and/or maintain the General Fund balance so that we are able to keep the band expenses to a lowest possible cost possible without compromising the performance level of the overall band program.

### **Student Accounts**

Each band member automatically has an individual student account—one outlining fairshare expenses and payments as well as one outlining Travel expenses and payments. Travel payments are totally separated from fairshare accounts and not subject to Fundraising credits. These accounts are used only for band needs, and are maintained by the Band Booster Treasurer. The deposits into these accounts will add up so students can use them to help pay for band fees and trips or other band

needs. Monies earned for the Clayton High Band and placed in a student's account must be spent on the Clayton High Band. Therefore, no monies can be refunded from fundraising ventures. Students may carry student account totals into the next school year. All requests for expenses to be paid from student accounts toward fair share or other band related needs must be made in writing to the Treasurer. Upon graduation, any account credits of one student will only be placed into the account of another student so long as they are siblings and are currently in band as well. If there are no other siblings currently in band as well, then all account credits for graduating or non-returning students will be placed into the General Fund.

### **Capital Fund Raising**

It is absolutely imperative that the booster organization has reserve funds for capital purchases. The membership of this organization will be required to participate in at least two major capital fundraising projects each year, to maintain eligibility. Each fall, students will identify the method(s) each member will use to help with fund raising: i.e., car washes, yard sales, Band Classic, the Spring Fling AIA Show, etc. By volunteering during these various events, the Booster Organization is able to help cover major expenses that do not have to be passed down to the students. Without parental and student involvement, the band organization will not be a success.

### **VII. Band Boosters**

The CHS Band Boosters is an organization of the band parents and friends who work to support the performance ensembles at Clayton High School. By your child being a member of the Clayton High Performance Ensemble, you automatically are a member of the Band Booster Association. Their function is to support the entire band program, not just the marching band. Besides volunteer assistance, they raise money to pay for instruments, music, transportation, contest entry fees and travel. The Clayton Band Boosters welcome your involvement. There is a place for everyone and lots of opportunities for involvement. Please fill out the parent volunteer form to get started!

Note: Parents/family members of every band student are encouraged to donate your time and volunteer for as much time as you can by working in the concession stand during football season, at the Clayton Band Classic held in September/October, and the AIA Indoor Competition held in February/March. All profits made in concessions all go to benefit the Band program and the General Fund.

### **VIII. Leadership Positions**

#### **Drum Major**

In the spring, applications will be available for students interested in the drum major position(s). The directors will use the following criteria for selection: record in the band, commitment to the organization, strength of character, musical maturity, academic record, awards, and the results from an audition. The drum major candidates must have completed one year's membership in our organization to have their application considered. Once selection has been posted, it will be the responsibility of the drum major to attain instruction in the art of conducting and leadership by either enrolling in a camp or by seeking private instruction. All students must reapply each spring for consideration.

## **Section Leaders**

There are no single appointed section leaders. Upper-classmen are expected to take the greatest leadership roles. They are to lead by good examples. Everyone in the Clayton Band is treated like growing leaders and everyone needs to make every effort to do the best they can and encourage others to do the same in a positive manner. To be a good leader is to lead by example, encourage, and help those in need. Bickering, complaining, or bossing others around is counterproductive to our purpose. Participation in Clayton Band ensembles is most meaningful when surrounded by friends who want nothing but the best for each other and for the betterment of the band.

## **IX. Discipline/Conduct**

### **X. General Rules**

All rules and regulations of the Clayton High School handbook covering school policies will apply to all band members. This specifically includes any trips made off campus. All band members must remember that we are representatives of our program, school, community and county. **REMEMBER THE COMET CODE!**

### **XI. Grading**

Students enrolled in a performance class at Clayton High School will see grading structure similar to below.

Performances 40%

Playing Tests/Quizzes 30%

Participation 20%

Progress Reports/Homework 10%

Progress reports will go out approximately every three weeks and are expected to be signed and returned for a grade. Tape tests will be assigned weekly.

All students are expected to independently purchase Smart Music program as playing tests will be operated and graded based on this program. See the Director for information on where and how to purchase.

## **X. HOW PARENTS CAN HELP**

*“How often do we come in contact with men and women in whose presence we may dwell only for a short time, yet we can never look on their countenance or be in any way associated with them without being made better, or lifted up.” Booker T. Washington*

With each new school year, there is a program in place involving “rookies and pros” in an attempt to help things run smoother for our new parents and students. In remembering back to our first year of band, everything from the e-mails, meetings, money issues, fundraisers etc. was very overwhelming and intimidating. We are hoping that this program will ease the minds of the new parents and students, as well as help you to get involved by shadowing a “pro”.

### **How Parents Can Help:**

- Support the goals, policies, and procedures of the director. Your child succeeds when the program succeeds.
- Require practicing at home on a daily basis. Provide a regular time and place where your child can practice every day.

- Ask your child to play for you. Encourage performance.
- Teach your child to be punctual by helping them to be early for practice, class, or performances.
- Enthusiastically attend all band functions to show your support. Get involved!
- Help keep your child's instrument in good repair.
- During the season read any information posted, emails and information sent home as the information is intended for parents as well as students.
- Read and respond to emails that affect you or your child.
- At this time there is no band newsletter. However, the email system seems to be the most efficient and effective way to keep students and parents informed on a daily basis. PLEASE CHECK YOUR EMAIL, READ AND NOTE ANY CHANGES, NEW DATES FOR EVENTS, ETC.

#### **At Home:**

Regardless of your musical background, a parent's support and encouragement will have a tremendous impact on your child's progress in band.

#### **At School:**

Parents are strongly encouraged to become active members of the Clayton High Band Boosters. It takes a great deal of time and money to operate a successful band program. Without your help our students will not have the quality experiences that make high school band so rewarding. The band booster organization consists of the parents of the band members. The boosters cooperate with and support the band director in the activities and programs for the band and auxiliaries. Our goal is to help make the band program an enriching experience for our children and have a good time doing it. The boosters, through the Board of Directors and committees, organize a number of activities and volunteer opportunities throughout the year.

Some of these are:

- Band camp
- Chaperoning band trips—*student's account must be in good standing prior to scheduled trip; parents will have to chaperone a local trip prior to chaperoning out of state trip*
- Serve as pit crew at games and competitions. Loading hundreds of pieces carefully!
- Assist in creating props as needed
- Assist in maintenance of props and instrument equipment
- Drive the trucks if you have appropriate and designated license.
- Assist in planning and organizing various fundraisers
- Participate in and encourage the various fundraisers
- Assist in burning, hemming and creating flags (no skill necessary)
- Assist in pinning and hemming uniforms (some knowledge preferred but not necessary)
- Provide refreshments
- Plan an extended trip
- The awards banquet

Taking part in the band activities helps you get to know your child's peers and their parents. These students are bright, creative and fun to be around. Parental involvement helps make a band a

success. We hope you will be a part of our of band boosters who support the Clayton High School band program.

#### The Booster Board of Directors

- Band Director
- President
- Co-Vice-President
- Co-Vice-President
- Secretary
- Treasurer
- Fundraising Chair
- Parliamentarian
- At-Large
- At-Large

The Board of Directors meets at a minimum monthly to oversee the progress of the budget and ensure the success of the program. The Board of Directors is governed by the Articles of Incorporation and Bylaws and ensures the band's tax-exempt status remains in good standing. In addition to these huge tasks, the Board conducts a number of successful fund-raisers. Parents are not only needed to help with fund-raising, we need folks who can sew, cook, build, chaperone, organize, and assist with the daily running of the program or with an individual event that is occurring. You are just as important as your child to our success! The officers are nominated in April and elected in the spring, according to the Booster By-Laws. The President is awarded a plaque at the Band Banquet honoring their efforts and dedication for the year.

#### **Attend Meetings:**

The General meetings concerning the Clayton High Band Program are held, on an as needed basis, in the high school auditorium, band room or cafeteria. At least one parent and the band member are required to attend. Issues at hand are discussed in detail. These meetings provide opportunities for parents to volunteer for various needs. Sign up sheets are made available at that time. The last meeting of the year held in May/June will involve paperwork and information for the summer band camp program and the upcoming school year.

#### **Booster Spirit Wear and Souvenirs:**

CHAPERONES MUST WEAR A BLUE BAND BOOSTER SHIRT OR SHIRT OF SIMILAR BAND SHIRT (YOUR CHOICE) FOR STUDENT VISIBILITY. Items will be ordered through the band booster souvenir chairperson at different intervals throughout the year. You may contact this person if you would like to order something. Orders generally will be submitted when the minimum quota has been met. An order form is provided for your convenience.

#### **Standing Committees:**

These committees should have an assistant to be learning the "business" as our "senior" parents have earned their "retirement". What better way to learn the ropes than to work beside a 4-year veteran of the band volunteer program. These committees are the working parts to the booster club. There are numerous opportunities for your assistance. Please call the chairperson or fill out the band booster volunteer form.

- **Uniforms** - The uniform chairperson is responsible for fitting, issuing, and inventorying all uniform items issued to each band member, also maintaining the condition of the uniforms as far as cleaning and storing. Uniforms committed always needs assistance in pinning and hemming uniforms during the beginning of the system in order to prepare the uniforms for the band's first performance.
- **Ways and Means** - Along with offering various fundraisers throughout the year that the student / family can participate in – thereby adding money to their individual student account. These various fund-raisers require a lead person and will be coordinated with our Fundraising Chair and the Booster Board.
- **Chaperones** - The Chaperone Chairperson and/or Co-Chairperson schedules and organizes band parents as chaperones for all band events throughout the year. The Chairperson is at these events as head/lead chaperone or assigns another parent to act in that position.
- **Band Camp** - The chairperson of this committee is a member of the Board of Directors. Upon advice from the band director the Board of Directors, together with the director, will determine where and when band camp will take place. It is then up to the Band Camp Chair to organize summer band camp. Band Camp chair must make the arrangements for the local, logistics, food and any additional parental help, other than chaperones, needed. This can be a large job and would benefit with the help of a committee.
- **Booster Spirit Wear / Souvenirs** - This position coordinates the orders for apparel for the booster organization. Souvenir coordinator schedules orders periodically as needed to accommodate supply and demand.
- **Transportation** - Responsibilities of this chairperson include:
  - Reserving rental trucks for competitions, parades, band camp, etc.
  - Locating and reserving available busses for out of state competitions or trips
  - Locating drivers for busses for local competitions or trips and providing them with details (i.e.: times, dates, maps, and directions)
  - Creating “cell phone tree” and “walkie-talkie tree” among busses and Trucks
  - Deliver checks to bus drivers
  - Helping out with any other details that need attention!
- **Pit Crew** – This group of enlisted volunteers gives “blood, sweat, and tears” to the marching band program. They load and unload the instruments and special equipment for the band and the pit section. (The section of the band on the sidelines that is stationary throughout the performance.) This crew must work in a timely manner and then resume work immediately after a performance. They are the first to arrive to load the truck or trailer and the last to leave after unloading the truck or trailer. The pit crew is required to dress as the chaperones as they are with the band throughout the competition season.
- **Clayton Band Classic** – Each year the band hosts a local competition for local marching bands to perform and compete for trophies and awards. This is a huge fundraising event for the General Fund. The Chair is responsible for arranging all of the advertising, registration, securing the Judges and their transportation (along with the Director's assistance), securing volunteer assistance and managing the day's event.
- **Flags** – The Chair works closely with the Colorguard Instructor and Band Director in creating, cutting, burning and hemming all of the necessary flag material that is needed for the Colorguard Unit. Volunteers are needed to assist in cutting, burning and hemming the

flags as they are created and put together. No specific training or experience is needed in order to help in this area.

- **Staff One** – The Chair maintains a connection with the Staff One agency and the band parents that sign up in order to work at the various College or Private Concert events. Individuals that work through Staff One have their paid salary credited toward their student's band account. A majority of these events are held on Saturdays. There is a certain age requirement and a limit to the number of workers that can be signed up to work any particular event. A student can also have any number of family members to work through Staff One and have their salary applied to that student's band account.

ALL OF THESE COMMITTEES CAN USE YOUR HELP. PLEASE FILL OUT THE VOLUNTEER FORM THAT IS INCLUDED IN THE REGISTRATION PACKET PROVIDED AT THE MAY MEETING. FOR MORE INFORMATION ON VOLUNTEERING, PLEASE CONTACT THE BOOSTER PRESIDENT OR ANY MEMBER OF THE BOARD OF DIRECTORS.

### **Chaperone Guidelines**

The single greatest gift a parent can give their child is a piece of their self. Chaperones are essential to the team working well. Parents should take this opportunity to watch their children become adults. Time is fleeting and these days too will pass. Clayton High School Band Chaperones see that band members have sufficient adult supervision at all events. This is for the students' benefit, as well as for all parents' peace of mind.

#### **General:**

- Dress code is a blue band booster T-shirt or band shirt.
- Student safety is our primary focus.
- One chaperone is designated by the Chaperone Chairperson of the Band Boosters as lead chaperone for each event when and if the Chairperson is not present or needs assistance. The lead chaperone will disseminate assignments and communicate with the band director regarding issues.
- The first aid kit and medical forms are to be carried by the lead chaperone at all times. All chaperones should be aware of who has the "medical backpacks" in case of an emergency. If an injury occurs please use your best judgment on how to handle the injury, and do not be afraid to ask for assistance.
- The Clayton High Band student/chaperone ratio is one chaperone for every ten students. Bus drivers and band director and staff are generally not counted as chaperones.
- The band director sets student behavior expectations. Issue a warning to students and then report violations to the head chaperone and/or band director. Be familiar with the rules of the organization. Remind students of rules as needed. Assist band director in implementing his plan for the event. The director sets and modifies the agenda. Be aware of this and be flexible when changes are made. They will be made! Watch for band members that need assistance. Help students if in need.
- Help keep students aware of the schedule of events and keep them on time.
- Chaperones should never smoke or consume alcoholic beverages in the presence of the students. Foul language is also prohibited.

- If the band splits up for any reason (such as warming up in sections) at least one chaperone should go with each group, with the “medical backpacks” accompanying the largest groups.
- Should a single student or small group need to leave an area for any reason, a chaperone must escort them at all times. This is not negotiable.

### **Trips and Performances:**

- Chaperones are NEVER “off-duty” during a band trip and are needed at all times to monitor the students.
- Make sure your assigned group knows your name, has your contact cell number and that you are their chaperone.
- Wear your chaperone nametag. Make sure it is visible at all times.
- Chaperones do not necessarily need to stay with their group at all times, unless directed by the lead chaperone and/or director. Designate time intervals and locations to meet and “check in”.
- Ensure that there is a first aid kit, and know its location.
- Take roll before leaving any location.
- Prior to performance, help with instrument cases, dressing, and student needs.
- Be alert for tasks that need to be done.
- Ensure that there is water, (and cups, if necessary) and be ready to help serve water.
- Walk with the band during performances (if allowed) to shield them from crowds. Do not let anyone “break ranks”. This simply means asking anyone wishing to cut through the band while in formation, to please wait until the band has passed.
- When called upon, be a “go-for” and/or “pack-mule” for students and director.
- Help with the instruments and equipment.
- Monitor students for their individual needs. It is important to look for students in distress even if you are not their assigned chaperone and make sure that they are “ok”.
- Be on hand to solve minor and major crises that may occur.
- After performances help with instrument equipment and assist students as needed.
- Uniform volunteers are not scheduled as chaperones. However, they are usually available for assistance to the students as needed.
- Water is the bloodline for the band before and after performances. It is an important responsibility that is taken care of by the chaperones. Water coolers should be filled at all times and cups should be available to the band students. It is extremely important that students have access to water during warm-up and after a performance. Many times the Colorguard, band and percussion warm-up in separate areas and chaperones should attend each of these warm-up areas for supervision and water.
- There is an assigned uniform parent for each uniform detail. The assigned, gloved uniform volunteers handle plumes and gauntlets. Plume and gauntlet boxes will accompany the band at all performances and be distributed during warm-up.
- Plumes will be taken off of the hats as soon as the band is off the field from a performance, unless otherwise directed. When the plumes are to be left on the hat,

for any length of time, the student must keep the hat upright and not touch the plume with bare hands. Plumes will then be removed at the first available opportunity.

- Most of our trips will be on busses. Students may be assigned to ride a particular bus on any given trip. A head count will be taken before the bus departs from a particular site. Students will not be allowed to switch busses once they are assigned and seated on a bus unless directed to do so by the Director and/or Lead chaperone. No exceptions to this rule will be given.
- Any time the convoy pulls over for restroom break or a food stop, it is important to know how much time the students have before the bus departs. If students are crossing streets to get to a restaurant, a chaperone should stay at the crosswalk to monitor safety or stay with the group.
- Upon arrival to an event, find out from the director or lead chaperone when the appropriate time will be given to go to restrooms. It will depend on the event's schedule and arrival time.
- Water for the coolers should be addressed. Locate a safe supply and have water ready for the band at their designated warm-up areas. WATER IS IMPORTANT
- RIGHT BEFORE THE BAND GOES ON TO THE FIELD AND IMMEDIATELY AFTER THE PERFORMANCE. A number of chaperones will need to help with the distribution of water.
- Chaperones should be aware that there may be times at local and/or out of state competitions where they may have to pay for their entry into the competition site. The local competitions and Regional Competitions only provide a limited number of entry passes and there may not be enough to ensure everyone receives one. The Director and Band staff and Pitt Crew are given priority as they are required to assist in the walking the band students, equipment and possibly props onto the field area.
- Chaperones should also be aware that for out-of-state trips where travel buses are used, chaperones may have to pay a small fee of no more than \$25 for their bus seat. Chaperones will be made aware of any such fee prior to agreeing to chaperone that particular trip.
- If the band students are taken to any form of fun park or tour while on an out of state trip, the chaperone will have to be responsible for purchasing their own ticket for these events in order to ensure they can still properly chaperone and supervise their assigned group of students.

**While these are simply guidelines, there are Some Do's & Don'ts:**

- Please don't discipline or argue with students.
- Stop the unacceptable act and take names.
- Do not give information to students if you are not sure it is correct.
- If you don't know the answer to a question, ask the lead chaperone.
- Do not administer medication, aspirin, etc. without checking the medical form first.
- Stay visible.
- Monitor the rest room areas when the students are escorted to these areas.
- Help hand out drinks and snacks or meals during events or competitions as directed by the lead chaperone.

## **Clayton High School Band Camp:**

- You must prepare yourself physically and mentally for band camp.
- Everyone needs to be able to perform at his or her maximum level.
- Band camp is the foundation of the marching season. Prepare yourself by exercising, getting plenty of rest, eating well and drinking plenty of water before and during band camp. You are athletes in training, so you need to treat your body to proper nutrition, sleep, and hydration, especially during the intense training at band camp. If your body is starved of these important things, your performance will suffer and you may experience problems such as heat exhaustion, fainting, decreased concentration and weakness.

### **Hydration**

Start drinking fluids days before band camp (as well as competitions), especially in hot weather. Water, fruit juice or Gatorade type drinks are good choices. Soda may contain sodium and does not do an effective job. During camp you will have frequent water breaks to replenish the fluid you will be losing. You must drink during these brief breaks.

### **Dehydration and Heat Exhaustion**

These are serious conditions and may be prevented. Dehydration means your body does not have the fluid it needs to produce normal bodily functions. Early symptoms are dry mouth, headache, and lightheadedness: thirst may or may not be present. Heat exhaustion is also serious and means your body is overheating and cannot cool itself properly. Symptoms include increase in body temperature, absence of perspiration, nausea, fainting, weakness and probably thirst. These conditions can be very serious. Please seek immediate help from the medical staff if you are experiencing any unusual symptoms.

### **Exercise**

Marching while playing an instrument takes endurance. Your body needs to be in good cardiovascular shape. Get in condition prior to starting band camp to maintain good performance. Walking, swimming, biking, and hiking are good ways to increase your heart rate. Before band camp, start getting conditioned to working out in the heat. Living in air-conditioned comfort all summer then stepping out into the July/August mid-day sun for band camp is a tough adjustment.

### **Diet**

You must eat breakfast before coming to camp each morning. Your body will need the calories. Avoid salty foods. Eat a variety of nutritional foods.

### **GET PLENTY OF SLEEP!**

IT MUST BE NOTED THAT WHEN THE BAND TAKES BREAKS FOR MEALS, IT IS A TIME FOR RESTING AND REFUELING. IT WILL NOT BE A TIME FOR HORSEPLAY.

### **Requirements/Needs for Camp**

- Hat
- Water jug – (suggested insulated, 32 oz. or more) with a strap for carrying on one's shoulder. The best containers are the ones that you wear like a backpack. These can stay with you on the field while you practice.

- For proper nutrition, the consumption of all three daily meals is a necessity. That means getting up early enough to have time to eat before getting to the field for morning practice. Eat breakfast daily before coming to Camp.
- Athletic shoes and socks – NO sandals flip-flops, or backless shoes. It's extremely important to have proper footwear and socks for comfort, protection and the prevention of blisters.
- Sunscreen...applied BEFORE you start to burn.

#### **What to bring/wear:**

- Light-colored clothing\*
- Dot Book and/or three-ring binder (if advised). The band will provide each student with one dot book for their marching season. If at any time the student loses their dot book, then they will be required to purchase another dot book by and through the Band Director
- Sunglasses, optional
- Instrument supplies and/or equipment assigned – extra reeds, oil, grease, extra drumsticks, etc.
- Any prescription medications, properly labeled with name and dosage, should be left with the chaperone (first aid) at check-in to dispense as directed. A student may not carry his/her own medications. **THE ONE EXCEPTION TO THIS WOULD BE THAT A STUDENT CAN – AND SHOULD – CARRY HIS/HER OWN INHALER AT ALL TIMES – ESPECIALLY ON THE FIELD. PLEASE CONSIDER BRINGING A SPARE INHALER ALONG AS WELL.**
- Lunch every day in a personal cooler or insulated lunch bag if necessary. Refrigeration cannot be guaranteed. Name should be clearly marked.
- School dress code applies to band functions!  
No T-shirts with anything that could be taken in a negative way, no alcohol related shirts, and no tobacco-related shirts...got the idea? Also, the correct manner of wearing ones pants should be observed in the band! Falling pants play havoc on the marching drill and prevent you from properly playing your instrument while you struggle not to trip. Failure to adhere to rules and expectations of the band program may result in punishments from the band director or staff, and continual abuse of rules will result in a student being removed from the band entirely. Yes, it happens. Band is a privilege! Treat it as such! **THE BEST RULE TO FOLLOW: YOU KNOW HOW TO ACT...DO IT!** If there is any question as to whether you should or should not do something, the first clue that you shouldn't is the fact that you are questioning it in the first place...So don't do it! We already have a great band program. You're mission is to make it even better. The majority of information concerning band camp is given out to students and parents at the spring band meeting. This meeting is very important and a packet of information will be available to students in the upcoming band program. A list of permission forms and a medical release form must be filled out and handed in to the band director by a designated date. In accordance with Johnston County Policy, all medical, health, and related release forms must be filled out and on file before any student can participate or travel in any band activity. This will ensure that you have a spot in band camp and that your Clayton High Band T-shirt will be ordered in your size. This T-shirt is included in your band camp payment and can be worn at any band function that requires a T-shirt.

***“At Clayton, we stand unified, passionate about hard work, sacrifice, determination, and changing people’s lives.”***