

CARROLLTON HIGH SCHOOL TROJAN BAND

A Celebrated Past...

A Spectacular Present...

An Exciting Future!



**Student Handbook
2014 - 2015**



Where Tradition Never Graduates

Christopher M. Carr
Director of Bands

Dear Band Members and Parents,

Thank you for your warm welcome to my family and to me during this time of transition. I look forward to becoming a member of your community and doing what I can to continue the long tradition of excellence that has been established by the Carrollton High School Band Program.

The purpose of this handbook is to acquaint the members and parents of the Carrollton High School Trojan Band with the policies, guidelines, and procedures that are expected and govern our band program. It is not designed to list every detail or rule, but rather give an outline of what is expected from each student while he/she is a member of the band. It is my desire to provide the finest band program possible for our students. This will be achieved when **each member** gives his/her **absolute best** in the areas of behavior, attitude, musicianship, attendance, and overall dedication to our goal, and the complete dedication of **each and every parent**.

I hope that this handbook will help to guide each band member toward achieving his/her absolute best. Please keep your handbook to refer back to throughout the year when you may have questions regarding various situations. Let us all work together to build a band program that will honorably represent our school, community, state, and country.

Sincerely,

Carrollton High School rules and policies are in force at all times a student is directly or indirectly involved in any activity sponsored by or in the name of Carrollton High School. School policy shall have priority over band policy in the event of a policy conflict.

The band director has the authority to suspend or amend any band policy at any time deemed necessary in the best interest of the overall band program.

MISSION STATEMENT

The Carrollton Band will nurture and empower individuals to be lifelong learners who take personal responsibility for improving not only our band program, school, and community, but the world in which we live. The directors and staff are committed to meeting and exceeding the expectations of the students we serve by providing:

- a safe, healthy environment for all students
- the highest quality instructional resources and tools
- a challenging curriculum and learning opportunities
- a plan of continuous improvement
- a plan for developing and supporting the school and community

BAND MEMBERS RESPONSIBILITY

Members should improve through daily practice. The happiest students are ones who are improving themselves through regular habits of practice and daily progress. Members must develop a high sense of purpose toward which they are willing to work. They must know right from wrong and stand for their principles. The Carrollton High School Band Program will be conducted in a manner that will encourage all students to set and achieve goals. It is the responsibility of all band members to be present at all rehearsals and performances, or to be properly excused from sic in accordance with the attendance policy. Members must put forth a true effort to learn and improve daily, become responsible for and expect to assume the consequences for their actions, have respect for those in authority, follow all school and band policies and guidelines, cooperate with fellow band members and share with them the responsibilities, privileges, and rewards that are a part of our program, contribute positively to their music education and that of others by the best use of their talents, keep musical tools in proper maintenance, maintain tidy music rehearsals and storage areas, and participate in all band functions.

STUDENT CONDUCT

Members of the Carrollton High School Trojan Band are expected to conduct themselves as ladies or gentlemen at all times. They must keep in mind that they are representing our school, community, and band program and must dress and behave accordingly. Our members are proud, but not arrogant. Remember that there is no second chance for a first impression. Our behavior today influences our privileges and responsibilities tomorrow.

BAND ROOM ETIQUETTE

1. The band room is not a locker or storage area for personal belongings.
 1. Personal belongings left in the lobby or restrooms will be placed in a lost and found that is cleared out weekly.
 2. All articles of clothing must be removed from the restroom area, and placed into student's backpacks or duffle bags to be stored in appropriate and safe locations during all band functions.
2. No food or drink in the band room, except water or otherwise approved by directors.
3. No hats are to be worn in the classroom during rehearsal.
4. Instruments and equipment should be stored in the proper storage area with proper identification such as luggage tags or proper personal identification visible on the case.
5. The dressing rooms are for bathroom purposes and uniform changes only.
 1. Students are not permitted to "hang-out" in the dressing rooms.
 2. Students may not change clothing anywhere else in the band building.

BUS ETIQUETTE

Students shall follow the directions of the bus driver at all times. The following guidelines shall be followed:

1. Students will need to sign up on the bus list provided by the staff. Students should NOT sign up anyone other than themselves. Bus Captains will check roll prior to each arrival and departure.
2. Keep hands, arms, and/or objects to yourself, and keep them inside the bus.
3. Talk in a normal tone of voice and do not yell, play radios, tape cassettes, or CD players.
4. Do not bring onto the bus any items that obstruct the driver's view.
5. The band director will visit each bus for announcements before students are dismissed from the bus.
6. STUDENTS must pick up all trash upon exit and deposit in appropriate containers.
7. Follow all other conduct rules enumerated in policy or procedure.

STADIUM/FIELD GUIDELINES

With the new Astroturf field, there are strict rules that must be adhered to regarding the use of the stadium.

1. No food on or near the field and track
2. ABSOLUTELY NO gum
3. No sunflower seeds
4. No confetti/streamers
5. No fireworks or fire

ATTENDANCE POLICIES

Performance ensembles depend on your dedication and preparedness for all rehearsals. Attendance at all regularly scheduled rehearsals and performances is a responsibility of your membership in this organization. For your convenience you can sync the calendar from our website chstrojanbands.wordpress.com. Visual and musical concepts change when people are missing, your band mates rely on your attendance, make it happen.

Each absence from a rehearsal or performance, regardless of the reason, MUST BE DOCUMENTED IN WRITING BY THE STUDENT AND SIGNED BY THE PARENT. In the event a student will be absent, he/she will need to complete an **absentee form** and return that form signed by parent and student by the Friday before the expected absence. We understand that emergencies are sometimes unavoidable and these emergencies will be taken into consideration by the directors.

Excused absences are only those resulting from sickness, critical injury, or a death in the family. **All other absences are unexcused.**

Unexcused absences are severe. **Unexcused absence from a rehearsal** will lower your grade through loss of a rehearsal grade and could result in the loss of performance privileges for that week. Excessive, habitual, or routine unexcused absences from rehearsals will jeopardize your membership in this organization. **Unexcused absence from a performance** will result in loss of a performance grade, and reassignment of your seating to a lower position in the organization, possibly to an alternate status. **More than one unexcused absence** from a performance will result in loss of participation privileges in performance ensembles.

It is the student's responsibility to promptly notify the director of any reason of an absence.

Missing any portion of 2 days in one week or the Thursday rehearsal of a performance week will result in the suspension of performance privileges for that week, at the discretion of the director. Excessive absences will result in suspension for the remainder of the season.

To permit students to participate in other school sponsored activities during festival season we follow the following guidelines. Students are responsible for notifying Mr. Carr of all conflicts ASAP. If a rehearsal conflicts with a practice then the student should report to the rehearsal, because we will only have 1 a week. If a rehearsal conflicts with a game then the student should report to the game, and the rehearsal grade should be made up by scheduling a time with Mr. Carr within one week of the absence. If a performance conflicts with a game then we ask that the student attend the performance because we depend on all individuals of the ensemble at every performance. We do not have a "bench" of players who can fill in at the performance.

ATTENDANCE PROCEDURE

Attendance for marching band practices after school will be taken at 3:15 p.m. on Monday and Tuesday, and at 6:00 pm on Thursday, in the attendance block, or in sectionals, or in the concert set. Everyone in the band will be assigned a drill position in the attendance block. Individuals should stay in their position so as not to be marked absent.

An “**Attendance Notebook**” will be located at the Tower or base of the drum major podium for students who are tardy (after attendance is taken) or leave early. This documentation will assist in determining grades at the end of each week. **If there is no documentation from an individual explaining an absence, the absence will be considered unexcused and extenuating circumstances will not be applicable after the fact.** ALL absences must be documented to assure consistency in grading. Verbal excuses after the fact will not suffice.

DOCUMENTATION OF ABSENCE FORM

While band participation has a heavy weighting toward attendance, it is understood that there are situations in which a student may be unable to attend class/rehearsal. For this reason, there is a Documentation of Absence Form that must be filled out and turned in. **All absences should be discussed with the directors prior to the rehearsal or performance that will be missed.** If this does not happen the absence may not be considered excused. Continued absences must be discussed with the directors immediately and are considered grounds for removal from the Carrollton Band Program.

TARDY/LEAVE EARLY FORM

All excused tardy/leave early situations should be discussed with the directors prior to the rehearsal or performance. If this does not happen the tardy/leave early may not be considered excused. Continued tardiness or early departure from class/rehearsal must be discussed with the directors immediately and are considered grounds for removal from the Carrollton Band Program.

Extenuating Circumstances

No attendance policy is completely foolproof. Exceptions may be made at the discretion of the directors due to extenuating circumstances.

CHECKING OUT

Students may check out from trips away from the CHS campus, but will be released to their parents or legal guardians **ONLY**. We take the safety of your children very seriously and will not make exceptions to this rule. Despite any inconveniences, this is the safest way and the only way we will allow a student to check out. When checking out a student, parents must fill out and turn in the appropriate form, which has to be signed by one of the band directors. A director then must physically say goodbye to the student with his/her legal guardian. The student is still responsible for putting up his/her uniform and equipment.

DISCIPLINARY ACTION ATTENDANCE PROTOCOL

Suspension of performance privileges

A student who has loss performance privileges is still required to attend the performance. If the privilege is lost for performance in the stands then the student will sit in a designated area in proximity to the director and not participate in the stands. If the privilege lost is for performance during half-time then the student will perform in the stands during the game, but will stand at attention on the sideline during the band's performance.

In-school Suspension "ISS"

If a student receives ISS, that student will be expected to participate in all after school rehearsals and performances. However, that student will not be allowed to sit with their section in the stands during football games. The student will sit with a director or chaperone and not be allowed to play in the stands.

Out of school suspension "OSS"

Any student that receives OSS will be given the opportunity to make up any work missed while away from band. That student is expected to meet with the director to get the missed work. Any student that receives OSS a second time or more will be given a grade of zero for all daily grades or performances missed while serving OSS.

INSTRUMENT, EQUIPMENT, LOCKERS – Care of School Property

Students are responsible for proper care of all instruments, music, equipment, uniforms, books, supplies, computers, and furniture supplied by the school. Students who disfigure property or do other damage to school property or equipment will be required to pay for the damage done or replace the item, and/or receive additional disciplinary action. School property such as instruments, music, uniforms, and equipment must be turned in at the end of the season to the Band Directors. Charges for damages or loss will be assessed in the same manner as for textbooks.

All financial obligations for the previous term must be cleared no later than the second day of the next term. Un-cleared obligations will result in report cards and transcripts being held until cleared. The privilege of full-participation in any activity that occurs outside the Band Room will be withheld until all fines have been paid.

- School-owned instruments will be available for pickup during the beginning of Band Camp. All instruments will be labeled with the instrument serial number, student name, and term for easy identification.
- Instruments will be pre-assigned prior to the first day of camp. Returning students will likely be assigned the same instrument they used the previous year. Changes in instrument assignment will be dealt with on an individual basis and only after the initial assignment process.
- **There will be a contract for each student to sign concerning the care of, repair, and safety of the school-owned instrument during the term for which it is checked out.**
- **An instrument rental cost of \$30 per semester or \$50 for the year is due at time the**

instrument is received by the student. This pays for normal wear and tear and annual cleaning expenses.

- Instruments must be stored in the designated storage bins or shelves.
- At the end of the day only instruments and music will be allowed to be stored in the lockers. At no time will dirty clothes, food, or drinks be allowed in the lockers. Surprise locker inspections will be held throughout the year.

INSTRUMENT REPAIRS

- Repairs to school instruments will be assessed by the directors. Instruments will then be taken to a local shop for repair. **DO NOT take a school owned instrument to a music store without prior approval from a director.**
- When possible, another instrument will be temporarily issued at no cost.
- Students are responsible for all repairs to school instruments due to negligence that is not obtained from normal wear & tear. This judgment is reserved by the directors and staff.
- Personal instruments may be stored in designated storage bins or shelves. The directors or staff is not responsible for stolen or damaged items or instruments.
- **Students are responsible for all repairs to personal instruments.**

LOCKERS

Lockers will be available to all students who play an instrument. Students will be assigned a locker and a combination lock. Students will be allowed to store their instrument and personal belongings in the locker. Students will be responsible to keep the lockers clean and free of ants and roaches. No instruments or personal belongings will be permitted for storage in any room other than the instrument locker room, excluding percussion and guard. These locks will be key controlled and cannot be replaced by other locks. Any outside locks will be cut off. Students will be responsible for any damages or repairs to lockers besides normal wear and tear.

MUSIC AND DRILL CHARTS

1. Every band member will receive a copy of the music for their instrument, drill, and coordinate sheets for each show. Part assignments for each member will be made by the directors and should not be changed by any student once the directors assign the part. Music, drill charts, and coordinate sheets should be brought to each rehearsal and accompany the band member while marching.
2. Every band member should mark his/her moves in the music to assist in accuracy of both playing and marching.
3. Each band member will receive a drill number for each show based on their instrument, part, experience, and grade. **Do not change numbers.** This will aid us in keeping rehearsals organized and efficient.
4. Specific directions for each move in the drill have been indicated in the charts. Please follow these directions carefully.

MARCHING UNIFORM GUIDELINES

As a member of the band you are an ambassador for Carrollton High School. While in uniform you are representing yourself, your band, our school, and our community. Be sure to carry yourself accordingly. To wear the Carrollton Band uniform is a privilege, be sure to wear it correctly at all times: with pride and respect.

Uniforms are issued at the beginning of the school year to each student. Uniforms and hats are individually numbered; each student receives a specific uniform and hat. The Band T-Shirt may be purchased at band camp, and must be worn under the uniform.

Prior to each event, each student is responsible for collecting his or her specific uniform. Each student is also responsible for the purchase of black marching shoes. An opportunity is provided during band camp to order new and/or replacement shoes. In addition, each student wears black gloves to be in full uniform. These gloves may be purchased during band camp.

Hats are issued to each student at the beginning of the school year. The student is responsible for bringing gloves, hats, and other personal equipment to the band room prior to each event. Plumes are issued by volunteers just before marching and returned as soon as the band leaves the field.

UNIFORM CLEANING

The Band Fees cover the cost of cleaning the uniforms on a regular basis, however it is the responsibility of students to care for their individual uniforms: The jacket will be kept on a hanger or neatly folded when not wearing it (while loading equipment, etc.) Protect your jacket from exposure to dirt as much as possible. If you are allowed to remove your uniform jacket during a football game, please turn the jacket inside out and lay it carefully on the bleacher seat to keep it clean. Uniforms soiled by food due to carelessness (i.e. hot chocolate, food condiments, etc.) will need to be cleaned immediately after the performance to avoid the uniform from being permanently damaged and unusable. **Students' whose uniforms are damaged as noted above will be assessed a \$10 cleaning fee to have the necessary emergency care provided for the soiled uniform.** A Uniform Booster member should be made aware of this immediately as they will be responsible to have the uniform cleaned and will want to provide any interim care possible in clean-up to avoid permanent damage.

DO NOT ATTEMPT TO IRON YOUR UNIFORM AT HOME. This should only be done by a professional dry-cleaning service.

Any damage beyond normal wear and tear will be charged to the band member. Listed below are the replacement costs of individual uniform parts:

Uniform Pants	\$75.00 each
Uniform Jacket	\$200.00 each
Uniform Hat	\$50.00 each
Hat Plume	\$15.00 each
Color Guard Uniform (halftime, white dress)	\$200.00 each

UNIFORM GUIDELINES

1. Shoes must be polished before each performance.
2. Gloves must be washed before each performance or replaced when necessary.
3. Jewelry should not be visible while in uniform (earrings, watches, rings, bracelets, etc.). Color Guard should only wear pre-approved earrings.
4. Only natural looking make-up should be worn when in uniform. Color Guard will wear coordinating make-up as determined by the instructor.
5. Winds and Percussion: If hair touches the collar of the uniform, it must be worn up under the hat --- for both males and females.
6. Color Guard: Hair should be worn in a uniform manner as determined by the instructor.
7. The Performance-Day Uniform (band t-shirt, khaki shorts) will be worn under the uniform every time the band performs, unless otherwise specified by the director.
8. Students should remain in full uniform at all times during a performance (football games, concerts, festivals, parades, etc.) unless instructed otherwise by the band directors.
9. Students are not allowed to wear anything with the uniform except what has been outlined on these pages. **Jeans or pajama pants may not be worn under the uniform** (they are bulky and may become visible while marching). Winter coats are not to be worn over the uniform unless approved by the director(extreme cold conditions).
10. All uniforms are to be kept in ready-to-wear condition. Each student is responsible for any damage to the uniform due to negligence. When traveling, uniforms are to be kept in a black, cloth, zip-up garment bag, with each student's name clearly labeled.

Following each event, students are expected to return their uniforms in good condition. Pants should be hung with in-seams touching and creases sharp. Jackets should be placed squarely on hanger to prevent wrinkling and mis-shaping, and hanger top should form a question mark. (If these steps are not completed, uniform will not be accepted for return.)

CONCERT UNIFORM

Tuxes- \$142 (includes jacket, pants, shirt, cummerbund, bow tie, studs, and cuff links)

Dress Shoes- \$20 (used from Squire Shop)

Jacket- \$72

Pants- \$29

Shirt- \$17

Cummerbund/bow tie- \$24

Dresses- \$100 (includes dress, shoes, and jewelry)

BAND CAMP

All camps are held at the school. Times listed are starting and ending times. It is important that students report early enough to prepare all equipment so that we start on time. During lunch breaks, students will not be allowed to leave campus. Even students who can drive must remain on campus during breaks for safety reasons. Remember to bring a healthy lunch in a cooler that is **labeled** with your name. Students need their instruments, pencils, flip folders, music, and items to battle the elements (ie. sunscreen, hats, sunglasses, insect repellent, chapstick, towels, etc.) Although water will be provided, it is encouraged that students bring a personal water bottle and or Gatorade to help stay hydrated. The keyword is **stay** hydrated; it is imperative that students report to band camp already hydrated. This is achieved by drinking sufficient water everyday, not just at camp.

BAND CAMP RULES

1. Attendance is required for all members for the entire camp.
2. Students will NOT be allowed to leave campus for any reason.
3. Any visitor who is a distraction will be asked to leave.
4. Tennis shoes and socks are required. Flip flops, sandals, etc are not allowed.
5. Wear comfortable, lightweight clothing - school appropriate shorts and t-shirts. Jeans are not allowed.
6. You are advised to wear and bring extra sunscreen, a hat, sunglasses, water-bottle, and a hand towel.

FOOTBALL GAMES

The Carrollton Band performs during the entire football game. Students will not be permitted to leave early. The band will always march into and out of the stadium together.

Before each game, the following procedure should be observed by each student:

1. Collect your uniform; get fully dressed and be prepared for inspection.
2. Stand at attention during inspection by the leadership.
3. Move to the designated area to line up and march into the stadium.
4. March into the stadium in reverse score order.
5. File into the stadium and come to attention in your spot, or go to stadium-assigned seating.
6. Play prior to kick off.
7. Perform pre-game if home football game.
8. Perform during first and second quarters.
9. At about 8 minutes before halftime, go onto the field to warm up.
10. Play the half time show.
11. File back into stands to perform for third quarter or be dismissed for break.
12. Be back by the buzzer for the beginning of fourth quarter to play during the third quarter break.
13. Full band performs during the fourth quarter.
14. Perform after the game ends.
15. Line up and march to the band room.

Remember that all school rules apply while at the school, at the game, or traveling to or from the game. In addition, the following rules will also apply:

- Each student should be in complete uniform at all times.
- People who are not in band are not allowed to be in the band section at any time.
- Non-CHS Band Uniform hats are not allowed in the stands.
- **NO one is allowed to return to the band room during the game except to use the restroom during 3rd quarter break.**
- You may only play your instrument in the stands when a band director or a drum major directs the entire band or section to play.

CALENDAR

This is our best estimate to allow proper planning - you will be notified promptly of any changes via our website chstrojanband.wordpress.com. Please check it regularly for updates.

Pre-Camp: July 21 - 25, 2014 • 8:00AM - 5:00PM • Required for all members

Members will be outside for most of the day. Plan for hot weather and be sure to wear sunscreen and dress appropriately to battle the sun. We will work on fundamentals and begin learning the show.

Band Camp: July 28 - August 1, 2014 • 8:00AM - 8:00PM • Required for all members

Members will be outside for most of the day. Plan for hot weather and be sure to wear sunscreen and dress appropriately to battle the sun. We will be joined by extra staff members so that students have an opportunity to learn from specialists on their instruments. Camp will culminate in a parent preview performance on Friday evening.

Trojan Night: August 1, 2014 • 6:00PM • Required for all members

Trojan Night is a preview performance of the marching show and a way for the students to show what they have learned during the band camps. This is a beginning of the season family celebration, which includes great entertainment and a good meal. Parent volunteers are needed for Trojan Night, please let us know at booster meetings how you would like to participate.

Fall Weekly Rehearsal Schedule

Monday	3:00pm-6:00pm
Tuesday	3:00pm-6:00pm
Wednesday	No Practice
Thursday	6:00pm-9:00pm
Friday	Game

Trojan Marching Band Schedule

Please refer to our calendar at chstrojanband.wordpress.com for a complete calendar

July 1 and 3	Fourth of July Parade Rehearsals • 3:00PM-6:00PM
July 4	Fourth of July Parade • 10:00AM
August 15	West Forsyth (H)
August 23	Korky Kell Classic at McEachern HS vs. Kell
August 29	Newnan (H)
September 5	Calhoun (A)
September 19	North Hall (H)
September 20	March-A-Thon (Saturday Practice) 1:00PM - 9:00PM
September 23	Marching Band Exhibition • TBD
September 26	Banneker (H)
September 27	Possible Competition*
October 4	Possible Competition *
October 10	Fayette County (A)
October 11	Possible Competition*
October 17	Whitewater (A)
October 18	Possible Competition*
October 24	Troup County (H)
October 25	Possible Competition*
October 31	Sandy Creek (H)
November 7	Woodward Academy (H)
November 11	Veteran's Day Concert 7:00PM
November 14-15	Playoff Game 1 • TBD
November 21-22	Playoff Game 2 • TBD
November 28-29	Playoff Game 3 • TBD
December 4	Holiday Wishes Parade • TBD
December 5-6	Playoff Game 4 • TBD
December 12-13	State Championship Game • TBD

*We will only attend 2 competitions. Please block off these dates so that we can avoid conflicts. Once we know which two we are attending you will get your Saturday's back.

Fall Weekly Rehearsal Schedule

Monday	3:00pm-6:00pm
Tuesday	3:00pm-6:00pm
Wednesday	No Practice
Thursday	6:00pm-9:00pm
Friday	Game

STUDENT LEADERSHIP

Student leaders must have served at least one year as a member in the Carrollton High School Band before attending leadership training. During the spring/summer prior to the fall semester, leadership training classes will be conducted by the director(s). Students wishing to serve as leaders will attend these training sessions in addition to completing the leadership application. Leadership selection will be based on behavior and attitude, attendance history, discipline history, playing ability, participation in the leadership clinics, and content in the leadership application.

Leadership Job Descriptions

All

1. Arrives early and stays late for all band commitments
2. Leads by example on and off the field: Academically, Musically, and Behaviorally
3. Aids with accountability of members by checking that all responsibilities are completed.
4. Be the last to leave after rehearsals and performances and make sure the band room is clean and equipment is put away properly

Band Captain

1. Act as a liaison between band and directors
2. Oversees the logistics of all band rehearsals to ensure they are completed prior to rehearsal

Drum Major

1. Assist directors at all marching rehearsals and performances
2. Serve as the student conductor of the marching band
3. Sets the model for discipline and behavior on and off the field in all actions and words
4. Ambassador Receive awards at competitions as the representative of the band
5. Be the last to leave after rehearsals and performances and make sure the band room is clean and equipment is put away properly

Section Leader

1. Appointed by directors based on conduct, attendance, and playing ability
2. In charge of rehearsing section in both drill and music
3. Assists directors, band captain and drum majors in managing and instilling discipline in band members
4. Be sure members within sections are accountable for having the appropriate equipment, uniform, music, drill, and any other required aspects required by the directors
5. Know and follow rules in handbook and strive to instill the rules in others as determined by the directors

Percussion and Colorguard Captain

1. Assist band directors and instructor (where to be, what to accomplish for day)
2. Makes sure long ranger, first-aid kit, and any other necessities are taken to and from practice/performance every day
3. Checks attendance promptly and accurately and report it to Ms. Dothard
4. Receive awards at competitions as the representative of the band

DROPPING STUDENTS OFF BEFORE SCHOOL

Administration allows parents to drop band students off at the band room before school begins; however, this must be done in the band room parking lot. Do not drop students off in the circular drive in front of the band room as this may disrupt morning bus traffic. Parents must pull their vehicle in the band room parking lot instead to drop their child off.

PARKING

NO PARKING AT ALL WILL BE ALLOWED IN THE CIRCULAR DRIVE IN FRONT OF THE BAND ROOM, AT ANY TIME.

This passage must be kept clear of parked cars at all times, even during after-practice pick-up. You are welcome to use this convenient drive-through to pick up your students, but we ask that you refrain from early arrival that would require you to park there as you wait.

The CHS School Buses will utilize the circular drive as they drop off and pick up students during the regular school day. This area will be very congested both before and after school. Many of our band students will also be arriving to drop off their instruments before school each day.

Please display great courtesy to the buses, and wait patiently for their departure, (especially in the afternoons, as they must make their way to pick up students at CJHS.) We trust that you will reflect the positive attitudes that our defines our excellent Band Program!

Students may not park at the Band Room during or after school. Because it will cause disruptions with the buses leaving after school, students will not be allowed to move vehicles to the band room before practice begins.

The Band Room parking lot will be secured well in advance of any home and away games to ensure passage for our 18-Wheeler and our 24-foot trailer to load and unload equipment. Thank you in advance for your assistance in these measures.

FINANCIAL RESPONSIBILITIES

Funds to support the Carrollton High School Trojan Band generally come from three major sources: the Carrollton City Board of Education, Band Fees from the band students and their families, and Band Booster Club Fund Raisers. Gifts and donations from other sources are welcome and encouraged.

Every parent of current Trojan Band members is automatically enrolled in the Carrollton Band Booster Club. Information on Booster Club meetings will be forthcoming.

No student will be denied participation in the band program because of financial inability to make up payments. Without the financial participation of our band families, a marching band program would not be possible. A family who is unable to make payments should send a note in to the Band Secretary explaining their situation. If requested, the Secretary will work with the family to structure a payment plan. These arrangements should be made before the first payment is due.

Notice will be given well in advance of the upcoming seasons that will outline the financial obligations of the band's activities. Being in the Band & Color Guard has its financial commitments. Contributions from musicians are essential to the full functioning of the band. The Carrollton City School System strongly supports the Fine Arts programs that are provided, but not nearly enough to approach the expense of the "full service" band program offered at Carrollton High School.

Such expenses include and not limited to: the cost of additional custom arranged music, custom design drill, custom designed Color Guard uniforms, professional staff, expenses for band camp, equipment for the field shows, transportation of band vehicles to away games, possible charter bus transportation to distant games and competitions, entrance fees for competitions and festivals, awards and band letters, purchase and repair of school owned instruments, cleaning, repair and replacement of uniforms, and operating expenses, (printing and mailing, copier lease, etc.), related to communicating with the band's members.

OTHER COSTS

Annually it is necessary for participants in the band program to bear individual expenses in addition to annual Band Fees. These include but are not limited to GMEA events, District Honor Bands, All-State Band, Solo and Ensemble Competition, Trips, Band Shoes, Band T-Shirts, and Gloves.

BAND TRIP COST (BIG TRIP YEAR)

The costs of any trip the band may take are in addition to all other costs. To determine the cost per student of an anticipated trip, the Band Director, with advice and consent of the Band Booster Executive Board, will estimate the total cost of the trip. This total amount will be divided by the number of students taking the trip to arrive at the per-student cost.

2014 CHS MARCHING BAND FEES

Woodwind, Brass, and Percussion Fees

2014 Marching Band Fees (for all woodwind, brass, and percussion students) are crucial for our program to continue to function at the high level we have all come to expect. Fees pay for halftime show music, drill, band camp staff, other staff throughout the season, and many extras such as when we feed the kids before Friday night away games and Saturday competitions.

\$225	Marching Band Fees (\$50 off for multiple member families)
\$50	School-owned instrument (per year)
\$30	School-owned instrument (semester)
\$25	Cloth garment bag from Ozier Apparel (check made out to Ozier Apparel)
\$38	Shoes from DeMoulin (check made out to Jeff Therber)
\$10	T-shirts
\$3	Black Gloves

*The marching band fees can be paid as soon as you would like to pay them. All band fees will need to be turned in to Mrs. Dothard, the high school band secretary, and she will write you a receipt. We accept cash or check (make checks payable to Carrollton High School Band). Please drop checks off at the band room instead of mailing them as that is the only way to get you a receipt. Also call before coming during the summer months to verify that someone will be at the band room. You may also choose to pay fees in installments. Here is the payment schedule for marching band fees (\$225.00) paying with installments:

1st installment due - \$75.00 by Friday, May 23 (last day of school)

2nd installment due - \$75.00 by Monday, June 23

Final installment due - \$75.00 by Monday, July 28 (1st day of band camp)

Color Guard Fees

\$450	Guard fees (\$50 off for multiple member families)
\$34	Duffle bag from Ozier Products
\$30	Flag Bag from DeMoulin

*These fees are crucial for our program to continue to function at the high level we have all come to expect. These fees pay for your uniform, shoes, wind-suit, and numerous other items as well as drill, band camp staff, other staff throughout the season, and many extras such as meals before Friday night away games and Saturday competitions. As mentioned previously, you may begin making payments ASAP or you may choose to pay fees in installments. Listed below is the payment schedule for color guard fee installments:

1st installment due - \$133.00 by Friday, May 23 (last day of school)

2nd installment due - \$133.00 by Monday, June 23

Final installment due - \$134.00 by Monday, July 28 (1st day of band camp)

CARROLLTON BAND COMMITMENT/CONSENT FORM

By signing below, I have read and understand the 2014-15 Carrollton Band Handbook and commit to full participation in the Carrollton High School Band Program. I agree to follow all band rules, policies, procedures, and guidelines, and school rules, including attendance at all rehearsals and performances of the band (games, festivals, parades, etc.) I am also committing to the financial obligations involved in this activity. I understand that if I choose not to do so, there may be possible consequences as outlined in the Handbook.

Name of Participant (Print)

Participant (Signature)

Date

Parent / Legal Guardian (Print)

Parent/Legal Guardian (Signature)

Date

Carrollton High School Band-Behavior Contract

Our mission is to provide exceptional instruction, facilities, programs and experiences that engage, inspire and enrich lives. Carrollton HS Band Directors and Staff reserve the right to dismiss any student if his/her behavior jeopardizes other students' safety and wellbeing.

Disruptive or dangerous behavior by participants will not be allowed. Carrollton Band Staff will issue an oral warning to the student, contact their parent by phone or email, or hold conferences to eliminate such behavior. Children will be dismissed from the program if problems cannot be corrected or behavior imposes a risk to other students or staff. Students will abide by the policies and procedures of the Carrollton HS Band Handbook.

This behavior contract is designed to allow the student the greatest opportunity while outlining students' most important responsibilities to ensure their education.

To all students:

Please read over the guidelines and the expectations and the consequences associated with them, sign your name and the date at the end. Have your parents sign this as well.

Appropriate behavior is expected of all students in the Carrollton Band Program. Behavior conflicts within the Band will be addressed promptly and appropriately to the disruptive behavior and is at the discretion of the Carrollton Band Staff. Appropriate and respectful interactions with directors, staff, band parents, and students are essential to having a successful band program.

I have read and understand the above statement and I will abide by the rules, policies and procedures stated in the Carrollton HS Band Handbook.

Name of Participant (print)

Participant Signature

Date

Parent/Legal Guardian (print)

Parent/Legal Guardian Signature

Date

MEDICAL RELEASE FORM - CARROLLTON HIGH BAND

STUDENT'S FULL NAME _____
ADDRESS _____
MEDICAL HISTORY _____

DOES STUDENT TAKE MEDICATION DAILY? YES ____ NO ____
NAME OF MEDICATION AND DOSAGE _____

WILL YOUR CHILD BE TAKING THIS MEDICATION DURING SCHOOL ACTIVITY HOURS? IF YES,
PLEASE INDICATE THE NAME OF THE MEDICATION AND WHEN IT IS TO BE ADMINISTERED.
(STUDENT MAY CARRY OWN MEDICATIONS) _____

NAME OF INS. CO. _____

POLICY # AND POLICYHOLDER _____

FAMILY DOCTOR _____

TEL # _____

FULL NAMES OF PARENTS/GUARDIAN _____

HOME TEL # _____ WORK # _____ CELL # _____

THE PERSON TO CONTACT IF PARENTS CANNOT BE REACHED: _____
TEL # _____

I DO HEREBY GIVE MY PERMISSION FOR ANY MEDICAL TREATMENT DEEMED NECESSARY BY MICHAEL CATER, DIRECTOR OF CARROLLTON HIGH SCHOOL BAND, OR BY THE BAND CHAPERONES FOR MY CHILD, AND/OR CHILDREN, WHILE IN THE CARE OF THE BAND, FROM THE 23rd DAY OF JULY, 2014 TO THE 23rd DAY OF MAY 2015. SPECIFICALLY, I AUTHORIZE THE USE OF THE MAJOR MEDICAL INSURANCE AS SPECIFIED ABOVE AND AS EXEMPLIFIED BY A COPY OF THE ATTACHED INSURANCE CARD. FURTHER, I HEREBY INDEMNIFY AND HOLD HARMLESS MICHAEL CATER INDIVIDUALLY, AND AS DIRECTOR OF THE CARROLLTON HIGH SCHOOL BAND, AND ALL CHAPERONES AND THE BOARD OF EDUCATION FOR THE CITY OF CARROLLTON FROM ANY AND ALL EXPENSES WHICH THEY WOULD INCUR FOR SUCH MEDICAL TREATMENT OVER AND ABOVE THE INSURANCE COVERAGE AND AGREE TO REPAY SUCH ENTITIES FOR ANY SUCH FUNDS SO SPENT. IT IS UNDERSTOOD THAT THIS REIMBURSEMENT FOR MEDICAL CARE SHALL BE DUE AND PAYABLE WITHIN THIRTY (30) DAYS FROM THE DATE OF RETURN OF MY CHILD OR CHILDREN FROM SUCH TRIP AND THE PRESENTATION OF SUCH BILL.

SIGNATURE _____ RELATIONSHIP _____

DATE _____

**CARROLLTON HIGH SCHOOL BAND
2014-2015 TRIP RELEASE FORM**

I/WE, THE UNDERSIGNED PARENT(S) OR GUARDIAN OF

_____, HEREBY GIVE MY PERMISSION
FOR MY SON/DAUGHTER TO TRAVEL TO FOOTBALL GAMES, PARADES,
BAND FESTIVALS AND OTHER BAND EVENTS ON TRANSPORTATION PROVIDED BY
THE SCHOOL. TRANSPORTATION WILL BE BY THE CARROLLTON CITY SCHOOL
BUSES OR BY CHARTER BUSES.

THIS PERMISSION EXTENDS TO ALL BAND TRIPS COVERED IN THE
2014-2015 SCHOOL YEAR.

SIGNATURE OF PARENT OR GUARDIAN

DATE

SIGNATURE OF PARENT OR GUARDIAN

DATE

Student Contact Information

Name: _____ Current Grade _____

Current Address _____
(City, State & Zip) _____

Home Phone: Student Cell #: _____
(These will be called if we have school closings, emergencies at school, etc.)

Email Address: _____

Circle preferred mode of contact for non-emergency: home phone cell phone email

Please provide all information on the persons below:

Mother's name: _____

Home Phone _____ Work phone _____

Cell phone _____

Email _____

Father's name: _____

Home phone _____ Work phone _____

Cell phone _____

Email _____

Guardian/Other's name: _____

Home Phone _____ Work phone _____

Cell phone _____

Email _____

Adult t-shirt size: _____

CARROLLTON BAND PROGRAM VOLUNTARY RELEASE, WAIVER, AND ASSUMPTION OF RISK FORM

In consideration for the opportunity to participate in the Carrollton Band Program, I voluntarily agree to assume all risks involved in my child's participation in the Band Program and all related activities. I understand that if I allow my child to participate, my child may be exposed to inherent risks that include but are not limited to the physical activity associated with playing a musical instrument or spinning a flag or weapon, marching, and traveling in a vehicle. I also recognize that there are both foreseeable and unforeseeable risks of injury or death that may occur that Carrollton City Schools and the Directors and Staff cannot specifically anticipate and list here.

Voluntary Release of Liability, Waiver, and Assumption of Risk:

I, the participant, or parent/legal guardian of the participant, understand and agree that neither the Carrollton City Schools, the administration, the directors, staff, agents, or assigns of the above listed individuals and/or entities (hereinafter, the "Released Parties") may be held liable or responsible in any way for any occurrence which may result in personal injury, property damage or stolen, wrongful death or any other damage to me or my family, heirs, or assigns that may occur as a result of my participation in the Carrollton Band Program as a result of the negligence of any party, including the Released Parties, whether passive or active.

I, the participant, or parent/legal guardian of the participant, by this instrument, do hereby exempt and release all Released Parties from liability, claims, costs, expenses, injuries and/or losses that I or my child may sustain as a result of my child's participation in the Carrollton Band. My child's participation includes, but is not limited to, travel to and from band activities in a private or public vehicle, and any activity connected with the Band, and while using school or Booster equipment or facilities whether on or off Carrollton City School property.

I, the participant, or parent/legal guardian of the participant, by this instrument, do hereby exempt and release all Released Parties from all liability, claims, costs, expenses that may be sustained as a result of my child's participation in the Carrollton Band for personal injury, property damage or stolen property, wrongful death, however caused, including, but not limited to, product liability or the negligence or the Released Parties, whether passive or active.

I acknowledge that I have read the foregoing paragraphs, fully understand the potential dangers incidental to engaging in the Carrollton Band Program, am fully aware of the legal consequences of signing this instrument, and that I understand and agree that this document is legally binding and will preclude me from recovering monetary damages from the above listed entities and/or individuals, whether specifically named or not, for personal injury, property damage or stolen property, wrongful death, however caused, including, but not limited to, product liability or the negligence or the Released Parties, whether passive or active.

I am satisfied that my child can safely participate in the Carrollton Band Program. I certify by my signature below that I am this child's parent or legal guardian. I sign this document freely and voluntarily.

Name of Participant (Print)

(Signature)

Date

Parent/Legal Guardian (Print)

(Signature)

Date

Carrollton High School Trojan Marching Band

Payment Agreement Form

We understand that many of you have questions and concerns regarding band fees for the 2015 marching season. Some of you have already paid your child's dues in full. For those of you who still have questions about fees (how much are they this year), please feel free to contact the band room @ 770-834-0550. We would love for all band students to be able to pay their band fees by the end of band camp this year but we understand that there are many students that will be unable to do this. This form is for those students. I want to work with students and parents and give them an opportunity to make monthly or even weekly payments if they need to. Please be as specific as possible in the space provided below. Understand that we must have a deadline for collecting marching band fees but this date is much later than you were originally told. Please refer to the marching band fees page in this packet for specific totals. **All marching band fees (woodwind, brass, percussion, and color guard) must be collected by Monday, Dec. 16, 2014.** Please make every effort to maintain your payment schedule. If for some reason your payment will be late you must inform Ms. Dothard, the band secretary, by calling the band room @ 770-834-0550. Thank You.

Sincerely,

Christopher M. Carr

Return the bottom portion of this form to Ms. Dothard.

Payment Agreement

I _____, parent/guardian of _____, agree
(print parent's name) (print student's name)

to the following payment plan. I also understand that all marching band fees must be paid in full by Monday, Dec. 16, 2014 and I agree to pay these fees. Please provide your payment arrangement below. Be as descriptive as necessary.

Name of Parent (Print)

(Signature)

Date

**CARROLLTON HIGH SCHOOL TROJAN BAND
SCHOOL-OWNED INSTRUMENT CONTRACT**

I, _____, agree to the terms and conditions outlined in the CHS Trojan Band Handbook that pertain to the use of a school-owned instrument for my child. **I understand that the rental charge for the use of this instrument will be \$30.00 for the semester, or \$50.00 per year.** This money will be used to cover the wear-and-tear maintenance on this instrument.

I also understand that the Carrollton High School Band Program will assume responsibilities for routine repair costs on this instrument. However, if undue usage beyond the normal wear and tear or damage is done to this instrument, I understand that I may be assessed further charges for the repair or replacement of this instrument.

Student's Name: _____

Instrument/Serial Number: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

**PERSONALLY-OWNED INSTRUMENT
INFORMATION SHEET**

Student's Name: _____

Instrument: _____

Make/Model: _____

Serial #: _____

**LUGGAGE TAG WITH PERSONAL ID MUST BE
VISIBLE ON EVERY INSTRUMENT CASE**

**CARROLLTON HIGH SCHOOL TROJAN MARCHING BAND
DOCUMENTATION OF ABSENCE FORM**

I, _____, will be/was absent from a CHS Trojan
Band
(print student's name)

rehearsal/performance on _____.
(date)

Attached is the documentation of this absence with
my parent's signature.

Student's Name: _____

Today's Date: _____

**CARROLLTON HIGH SCHOOL TROJAN MARCHING BAND
DOCUMENTATION OF TARDY/LEAVE EARLY FORM**

I, _____, will be/was absent from a CHS Trojan
Band
(print student's name)

rehearsal/performance on _____.
(date)

Attached is the documentation of this tardy/early departure with
my parent's signature.

Student's Name: _____

Today's Date: _____

THE FOLLOWING FORMS ARE DUE BY

MONDAY, AUGUST 5, 2014

COMMITMENT CONSENT FORM

BEHAVIOR CONTRACT

MEDICAL RELEASE FORM

TRIP RELEASE FORM

STUDENT CONTACT INFORMATION

RELEASE, WAIVER, AND ASSUMPTION OF RISK FORM

PAYMENT AGREEMENT FORM

SCHOOL OWNED INSTRUMENT CONTRACT

PERSONALLY OWNED INSTRUMENT INFO SHEET