

Parkview High School Band

Student Handbook

Revised 4/14/2010

School Phone Numbers:

Main office: 770-921-2874
Attendance: 770-806-3794
Band Room: 770-564-1316
Counseling: 770-806-3795

STAFF

Mr. Richard Magner

Mr. Michael Barr

Directors

The directors oversee the entire program and are in charge of administering policies.

Band Director: Richard Magner

Richard Magner received his bachelor of music from the University of Georgia. While at the university he was trumpet section leader of the Redcoat Marching Band, played principal in the Symphonic Bands and Symphony Orchestra. He was also a member of Jazz Band I. After graduation Mr. Magner taught for 1 year in Albany, Georgia at McIntosh School, a 6th grade school. Responsibilities included teaching beginning band students and music appreciation. Mr. Magner then spent five years as the band director at Central Gwinnett High School in Lawrenceville where the marching band received several placement honors and the concert bands were rated excellent to superior at district festival. Richard is the director of bands at Parkview High School. He has been at Parkview since 1997 where he is responsible for working with the Symphonic, Concert, and Marching Bands. Mr. Magner is a member of Phi Mu Alpha Sinfonia and is a member of GMEA and MENC. Mr. Magner's family consists of his wife, Laura, and two children, Noah and Erin.

Assistant Band Director: Michael Barr

Originally from Piney Flats, TN, Michael Barr is our new assistant Band Director. Michael earned the Bachelor of Music degree from Georgia Southern University in 1998 and graduated from the band instrument repair program at Minnesota State College – Southeast Technical in 2005. Prior to attending repair school Michael held positions at Morrow High School, Perry Middle School, Perry High School and Milton High School as well as district- and state-level executive board officers with the Georgia Music Educators Association. Michael is an avid percussionist and the leader of Atlanta's "Steel Dreamin'" Steel Band as well as a member of the Northwinds Symphonic Band in Gainesville. In his spare time Michael enjoys amateur radio, disc golf, weather monitoring, river rafting, autocross racing, restoring his 1988 Pontiac Fiero and most of all college football (Go Vols!). Michael is the Executive Secretary/Treasurer of the National Association of Professional Band Instrument Repair Technicians and is the owner of North Georgia Band Instrument Service. Michael and his wife Keren (Parkview Band Alumni and music teacher at White Sulphur Elementary School in Gainesville) attend Hamilton Mill United Methodist Church. They reside in Chestnut Mountain with their five cats.

Sponsors/Coaches

Sponsors and/or Coaches are responsible for the activities of their specific group. They are responsible for selection of the group and assist the director in administering policies.

Color Guard/Winter Guard: **Janice West**

Instructors

Instructors are responsible for helping to teach music and drill. They report to the directors and sponsors to collaborate on drill and music. Instructors are hired for Band Camp and Festival preparation.

OVERVIEW

The Parkview Band program is structured around three concert bands: the Freshman Concert Band, Concert Band; and Symphonic Band. The Color Guard is a group providing visual aspects to the marching show including flags, replica weapons and dance. The Winter Guard is a competition group that also uses flags, replica weapons and dance for indoor competition during second semester.

The percussion section rehearses and works in a separate class during the marching season. As a result, the Concert and Symphonic Bands are comprised of winds only during the fall. Selected marchers from all three bands combine with the percussion section and auxiliary groups after school hours to form the Panther Marching Band, which performs during football games. With the exception of the first two or three weeks of school, concert work takes place in class during the entire school year.

The Parkview Panther Marching Band is a co-curricular performance organization whose purpose is to perform during football games. One of the main activities is to support the football team during games. Over the summer, the marching band begins a schedule of mandatory practices, including 2 weeks of band camp, to prepare for the marching season. This organization is the largest and most visible part of the band program and allows students the chance to participate in an exciting part of Parkview High School.

The Marching Band competition show consists of members of the Marching Band marching ability and experience along with playing ability determining their participation in exhibition and competition performances.

Parkview Band members participate in GMEA and GAJE event, regional college workshops, and the Governor's Honors program. Membership and participation in metropolitan area community bands is encouraged. A number of students study privately with area teachers and performing professionals. Many students in the band program continue in music at the college level.

Student leadership in the band is emphasized. The student leaders in the band are given vital rehearsal and management responsibilities. The band is highly supported by the booster association, community, and school administration. The emphasis is placed on memorable musical performances rather than memorable awards and trophies.

BAND ORGANIZATION

Curricular

Course offerings for daily instrumental music classes are as follows:

Symphonic Band

A performance ensemble consisting of advanced instrumentalists with the ability to perform level 5-6 music. Acceptance is by audition only.

Concert Band - Second Level

A performance ensemble consisting of students with the ability to perform level 3-4 music.

Concert Band - First Level

A performance ensemble consisting of students with the ability to perform levels 3-4 music. Rudiments are given greater emphasis. No audition is necessary for students who have completed 8th grade band at Trickum Middle School.

Percussion Ensemble

A performance ensemble consisting of percussionists with varying degrees of ability. No audition is necessary for students who have completed 8th grade band at Trickum Middle School. During Fall Semester percussion class consists of all the marching band percussion section. In all the above classes, required out of class activities, as stipulated by the teacher, will determine a portion of the student's grade. See each class syllabus at the beginning of each semester for grading procedures.

Co-Curricular

In addition to the daily course offerings, The Parkview Panther Marching Band is a co-curricular organization. Students will be required to attend rehearsals and performances for a portion of their grade.

Extra Curricular

The Color Guard and Winter Guard only rehearses after school hours. The Color Guard rehearses with the marching band in the fall.

How to Letter in Band, Color Guard and Winter Guard

In order to earn a Letter in Band, the following requirements must be met: Students must complete two consecutive semesters in band in one school year, including marching band, in order to letter. Color Guard and Winter Guard members must complete a year (season) successfully in order to letter.

RULES AND REGULATIONS

All band members should be willing to cooperate with others and improve themselves through regular practice. They must have a sense of purpose toward a common goal and be willing to work toward that goal. We intend to conduct the band program in a manner that will encourage all students to achieve individual and group goals. Each student is the determining factor in the success of the organization.

1. Respect others and their belongings
2. Be regular in attendance; account for all absences
3. Be responsible for your actions
4. Make a sincere effort to improve and contribute
5. Respect those in authority
6. Follow classroom and rehearsal procedures, school regulations and instructions
7. As with all school functions, use of cell phones is prohibited during any band event: whether at school, traveling to football games or contests, or on extended trips. The exception to this rule, however, once buses arrive in Lilburn close to the PHS school parking lot, students may call to inform parents of their impending arrival.
8. Respect the facility and equipment

Band Room Rules

1. No food or drink in the band room, except water
2. No hats are to be worn in the classroom during rehearsal
3. Instruments and equipment should be stored in the proper storage area
4. The band room is not a locker or storage area for student belongings

Rehearsal Procedures

1. When the director, officer or student conductor is on the podium, all talking should cease.
2. Rehearsal will begin promptly on time. "On time" means being early to allow set up time and warm up time.
3. Students will be permitted to warm up on their own as long as it is appropriate warm-up technique. Failure to warm up properly will result in loss of the privilege.
4. Rehearsal time is work time. There should be no talking during rehearsal. Even talking about music or other problems can be a distraction. Usually the director will answer questions if you pay attention to what is being said.
5. Students should always have correct supplies such as: music, mutes, 2 good reeds, mouthpiece and a pencil.
6. At the end of rehearsal there will be closing comments and/or announcements that are very important. Students should not put instruments away until they have been dismissed. Make sure the room is clean when you leave.
7. Never use or play another person's equipment, even if s/he says it is okay.

Rehearsal and Sectional Management

(Guidelines for Student Leadership)

1. Begin and end rehearsals promptly
2. Always be physically and mentally prepared to rehearse
3. Call on different students to answer questions
4. Try to keep all discussions relative to the music or what you are trying to accomplish
5. Try to involve everyone a majority of the time
6. Give positive feedback
7. Contact the director concerning problems or obstacles that may occur
8. Be yourself, be honest, be fair, be firm, and be friendly
9. Keep everyone busy; don't spend a lot of time talking or people will lose interest
10. Use your eyes so that the section knows that you are paying attention
11. Sarcasm and ridicule are not appropriate actions or reactions
12. Humor in small doses can be helpful
13. Be consistent

STUDENT LEADERSHIP JOB DESCRIPTIONS

Band Captains

1. Take roll at all rehearsals and performances, check with quartermasters with regard to logistics and report to directors
2. Act as a liaison between band and director
3. Make rehearsal and performance announcements
4. Oversee the other officers and make sure that they are doing their job
5. Devise seating plan and implement during the games
6. Receive awards at competitions as the representative of the band
7. Lead by example
8. Exhibit and demand self-discipline
9. Set up duty roster for clean up
10. Be the last to leave after performances and make sure the band room is clean

Drum Majors

1. Conduct basic fundamentals at the beginning of each marching rehearsal
2. Conduct warm-ups before rehearsals, competitions and games
3. Direct and assist directors at all marching rehearsals
4. Assist Band Captains
5. Receive awards at competitions as the representative of the band
6. Lead by example
7. Exhibit and demand self-discipline
8. Be the last to leave after performances and make sure the band room is clean

Quartermasters

1. Responsible for organization and issuing of uniforms
2. Assist in teaching music and drill
3. Meet with Captain to plan
4. Work to maintain discipline within the band
5. Exhibit and demand self discipline
6. Lead by example
7. Be the last to leave after performances and make sure the band room is clean

Librarians

1. Care for, file, and catalogue music
2. Keep library neat and orderly
3. Distribute and collect all music in score order
4. Copy music as needed
5. Keep account of lost or damaged books or music

Section Leaders

1. Appointed by directors
2. In charge of rehearsing section in both drill and music

Color Guard or Winter Guard Captain

1. Arrives for practices and performances at least 5 min. prior to report time
2. Coordinates each days' practice with band directors and instructor (where to be, what to accomplish for day)
3. Leads group warm-up for practices and performances (The warm-up routine will be established by instructor)
4. Oversees assistance with teammates requiring help with routine or drill. (Either helps team member or sees that another officer or experienced team member gives assistance)
5. Oversees other officers' jobs and communicates problems/needs to sponsor(s) and/or instructor(s)
6. With aid of other officers, checks equipment for practices and performances. Makes sure everyone takes all of her/his own equipment to practice area and returns the same. Ensures equipment is put away properly after use. Makes sure long ranger, tackle box and first aid kit are taken to and from practice/performance every day
7. Checks attendance promptly and accurately according to the by-laws. Inspects other officers and then oversees their attendance taking and inspection of the rest of team (To be completed by report time)

8. LEAVES LAST EVERYDAY
9. Attends officer meeting on Tues. 20 min. prior to beginning of practice
10. LEADS BY EXAMPLE (i.e. attends non-required functions, shows good work habits, maintains positive attitude, etc.)
11. Helps maintain discipline in stands at games and performances
12. Knows and follows rules in by-laws
13. Knows disciplinary infractions and supports actions to be taken as outlined in by-laws
Communicates with sponsors for enforcement (miss 3rd quarter break, etc.)
14. Has name announced at performances
15. Receives any awards at competitions
16. Leads group circle before performances
17. Greets other band officers at games
18. Chooses "Guard person of the week"
19. Creates and leads dances in stands (with help of other officers). Meets w/cheerleaders to help coordinate cheers
20. Is first to board buses

Color Guard or Winter Guard Co-Captains

1. Arrive for practices and performances at least 5 min. prior to report time
2. Assist Captain with warm-up
3. Assist other team members with routine or drill as requested by captain, instructor(s) and/or sponsor(s).
4. Assist Captain with checking equipment in and out of band room for each practice and performance
5. Assist in maintenance of all equipment. Resolve problems, if possible, or report problems requiring assistance to sponsor(s)
6. WITH TEAM AT ATTENTION - Take attendance promptly at stated report time and report absences and tardies to sponsor(s) & captain immediately upon completion
7. WITH TEAM AT ATTENTION B Perform inspection of team at stated report time for performances and report to captain and sponsor(s)
8. Attend officer meeting each Tues. 20 min. prior to beginning of practice.
9. LEAD BY EXAMPLE (i.e. attends non-required activities, good work habits, maintain positive attitude)
10. Help maintain discipline in stands, at performances and during practices
11. Communicate team needs and problems to captain, sponsor(s), and instructor (if necessary)
12. Know and follow rules in by-laws
13. Know disciplinary infractions and support actions to be taken as stated in by-laws; communicates any infractions to sponsor(s) and captain for enforcement
14. Possibly receive awards at competition
15. Greet other band officers at games
16. Help choose "Guard person of the week"
17. Help create and lead dances in stands at games; Work w/captain & cheerleaders to coordinate cheers
18. Is first to board buses.

How to become an officer

Musician Officers

At the end of the school year, students who are interested in an officer position will be asked to write a one page letter addressed to the band directors and the band on why they would like to be an officer, what previous experience they have, and what they can do to help the band. Each candidate should state which officer position they are interested in (up to 2). Each candidate will be voted on by the band. Drum Majors will be selected on an audition basis. See the band directors for the package of material for auditions.

Color Guard Officers

1. Write a letter of self-nomination stating which position(s) you want to be considered for, why you want to be an officer & what you feel you can contribute as an officer
2. Teach a short routine to other officer candidates (or assist in teaching basics during tryouts, and

- run that portion of practice each day)
3. Sign a contract outlining acceptance of the duties and rewards of your position
 4. Be elected by vote of returning members

REHEARSALS

Band Camp

(For clarity, 'Band' refers to all musicians and Color Guard) The marching band generally starts band camp 2 weeks before school starts. Refer to the calendar in the appendix for exact times and dates. The marching formations will be based on who is present on the first day of band camp. If a student is not at the camp, but would like to march, he/she has the option of being an alternate. An alternate would fill in for any students who are absent from performances during the year. Anyone wanting a full time position in the marching band needs to be at all of band camp. The extended practice schedule in late July and August requires that students build their endurance to tolerate prolonged heat and sun beforehand. Water will be provided during band camp rehearsal breaks, particularly in extremely hot weather. However, it is important for students to come prepared for exposure to sun for the length of the rehearsal: sun block, clothing, lightweight, but protective from excessive exposure to sun, hats (when outside), etc.

Practice during School Year

Generally, practice for marching band is in the late afternoon on Tuesday and Thursday immediately following school. Practice times are listed in the appendix for marching band.

ATTENDANCE POLICIES

All rehearsals and performances are required.

Excused absences are as follows:

- Personal sickness
- Religious holiday
- Close family wedding or funeral

Unexcused absences include:

- Doctor or Dentist appointment
- Work schedule conflicts
- Camps or retreats
- Club meetings
- Make up work for another class
- Church activities

Students should arrange Doctor and Dentist appointments around rehearsals. There are 3 days that a student can see a Dentist or Doctor that do not conflict with band rehearsals. Although church retreats, Boy Scout camps, etc. are valid activities, they are not excused absences. It is too difficult to try to put a value judgment on any of them. Having an excellent band requires full participation by all members.

Students should talk to their club sponsors **ahead of time** to arrange club meeting times with respect to band rehearsals. Remember that band is a class and has priority.

Make up work should be scheduled around rehearsals. There is time before after-school rehearsals specifically allotted to allow students to talk to teachers and get make up work done. Any student missing a Thursday rehearsal **for any reason** will not be allowed to march at the following performances for that weekend. There is no way for a person to make up what is missed immediately before a performance.

Excessive absences may result in the student's loss of position in the band. It is very difficult to have a marching band with students missing.

The band directors realize that the time commitment for band is great, but to do any less would result in a below average band program. We also realize that the football schedule is longer for us than for many schools. After the band's last competitive performance we will lessen the time requirement for rehearsals. Generally, the last competition is in mid to late October.

DEMERITS

A student's **semester grade** may be adjusted by the following point system, if necessary:

- -4 unexcused absences from any rehearsal
- -10 unexcused absences from any performance
- -1 unexcused tardy to rehearsal
- -2 unexcused tardies to performance
- -2 failures to bring instrument and/or required accessories
- -1 failure to bring music
- -1 instrument, uniform or music not properly put away

FOOTBALL GAMES

The Parkview Band performs during the entire football game. The band will always march into and out of the stadium. Before each game, the following procedure should be observed by each student:

1. Collect your uniform; get dressed and be prepared for inspection
2. Stand at attention during inspection by the officers
3. Move to the designated area to line up and march into the stadium
4. March into the stadium in reverse score order
5. Officers will keep track of attention breaks
6. File into the stadium and come to attention in your spot
7. Play first and second quarters
8. At about 8 minutes before halftime, go onto the field to warm up
9. Play the half time show
10. File back into stands to be dismissed for third quarter break
11. Be back by the buzzer for the beginning of fourth quarter
12. Play the fourth quarter
13. Line up and march back to the band room

Remember that all school rules apply while at the school, at the game, or traveling to or from the game.

- Each student should be in complete uniform at **all** times.
- No food or drink in the stands.
- Friends who are not in band should not be in the band section at any time. You may socialize with them during third quarter break
- Non-Parkview Uniform hats are not allowed in the stands.
- Only play your instruments in the stands when a band director or a drum major directs the entire band or section to play.

MARCHING UNIFORM GUIDELINES

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, and the quartermasters keep record of these numbers. The Band Association provides T-shirts to marching student at band camp. One of these, along with khaki shorts will be worn under the uniform. Prior to each event, the student is responsible for collecting his or her specific uniform from the quartermaster room. Each student is 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 white 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 hat, gloves and other personal equipment to the band room prior to each event. Plumes are issued immediately prior to marching and returned as soon as the band leaves the field. The band association covers the cost of cleaning the uniforms on a regular basis; however it is the responsibility of students to care for their individual uniforms: Keep jacket on hanger or neatly folded when not wearing it (while loading equipment, etc.) Protect jacket from exposure to dirt as much as possible. 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 Committee 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. As a member of the band you are an ambassador for Parkview High School and you need to carry yourself in a manner that is characteristic of such a position. Everything you do in uniform reflects positively or negatively on the band and school.

The following guidelines have been established to insure that the band's appearance is of the highest quality possible:

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.). Auxiliaries should only wear pre-approved earrings.
4. Only natural looking make-up should be worn when in uniform. Auxiliaries will wear coordinating make-up as determined by the sponsor.
5. Winds and Percussion: If hair touches the collar of the uniform, it must be worn up under the hat.
6. Auxiliaries: Hair should be worn in a uniform manner as determined by the sponsor.
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 director or sponsor.
9. Students are not allowed to wear anything with the uniform except what has been outlined on these pages. Jeans should not be worn under the uniform (they are bulky). Winter coats are not to be worn over the uniform unless approved by the director (extreme cold conditions). All uniforms are to be kept in ready-to-wear condition. Each student is responsible for any damage to the uniform due to negligence. Auxiliary uniforms are to be cleaned and pressed before each performance and kept in a garment bag.

To wear the Parkview Band uniform is a privilege, not a right.

It is to be worn correctly and with pride and respect.

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

BAND TRIPS

At the beginning of the school year, a single permission form is completed for travel to all football games, honor band, competitions, festival, etc. If additional travel occurs during the year, parents will be asked to complete a specific permission form for that event. Travel to away football games, festival and competitions at local schools are by school bus. If travel is to more distant schools, a charter bus will be considered.

Competitions

Concert Etiquette

Parkview Marching Panthers generally participate in one exhibition and two marching competitions each year. We have consistently received superior ratings in all areas of marching and musicality.

Be completely silent and respectful of all groups. Applause is fine, but "pep rally" cheering and yelling is inappropriate. When a performance involves several movements for one piece of music, hold applause until the completion of the last movement. Often, the conductor will lower his baton, signaling the conclusion of play.

In the Spring, both concert and symphonic bands participate in the Georgia Music Educators Association Festival. These performances of Concert and Symphonic Bands may be at different times so participants in the alternate band can appreciate the performance of their compatriots. On occasion, the Symphonic Band will also participate in a festival sponsored in the Southeastern states, during March or April.

Competitions for smaller groups of students:

All State Band Tryouts (Dec./Jan.) State Jazz Workshop (Oct./Dec.)

District Honor Band (mid Feb.) Jan-Fest at UGA (January)

All State Band (early March)

Festival at UGA for entire band (March)

Trip Rules/Policies

The following policies apply to any travel of the band, whether en masse or as smaller groups:

Possession or use of tobacco, alcoholic beverages, or illegal drugs of any type is strictly prohibited. If these illegal items are found in a room, and no one claims responsibility, all students in the room will be held responsible.

ANY NEGATIVE BEHAVIOR not specifically mentioned above, which tends to reflect unfavorably on the

students and chaperones making the trip will be in violation of these policies and procedures. Examples: shoplifting, destruction of property, indecent exposure, sexual harassment, etc. Students found in violation of one or more of these policies will be brought before the chaperone(s) and one of the following penalties will be imposed, depending upon the severity of the violation:

- a. Warning to the student and/or loss of a privilege or event on the trip.
- b. Phone contact with parents of student. Severe warning to student and discipline referral to Disciplinary Asst. Principal after return to school.
- c. Phone contact with parents of student. Student transported to nearest bus terminal and sent home. Band boosters will pay for ticket and parents will be expected to reimburse actual cost. Band trips are planned and approved as an appropriate educational experience for the students involved. Discipline and behavior requirements for the entire trip are the same as those of the regular school day.
- d. All elements of the Parkview Discipline Handbook are in effect for the duration of the trip

Staying in Hotels

1. Once room assignments are established, no changing of rooms will occur. Only four people are allowed to sleep in one room.
2. Hotel rooms assigned to females will be OFF LIMITS to males 24 hours per day and hotel rooms assigned to males will be OFF LIMITS to females unless an adult chaperone is physically present in the room.
3. Swimming Pool: No rough-housing or running, etc.
4. Courtesy will be shown to other guests at all times by refraining from loud and boisterous conduct when either in your room or in the vicinity of the other hotel guests. Be very conscious of your surroundings. Other hotel guests have paid for and deserve a peaceful stay at the hotel. We MUST not create noise nor interfere with anyone else's activities or operations.
5. Students will at no time depart the immediate hotel area unless directed to do so by one of the chaperones or band directors.
6. Curfew is established for the safety of the students as well as courtesy to other hotel patrons.
7. Be in your assigned room with the door closed and locked by CURFEW. Remain there quietly until 6:30 A.M. or wake up call. Students caught breaking curfew will be required to call their parents immediately for a conference with Mr. Magner or the head chaperone
8. Chaperones will make room checks at curfew. It is students' responsibility to keep their rooms safe, secure and quiet. Inappropriate noise, departure from rooms after curfew or commotion during the night will be reported to the head chaperone or band director.
9. A security guard will patrol the areas students are assigned throughout the night.
10. Always represent Parkview and Parkview Band at its best!

FINANCIAL RESPONSIBILITIES

Band Student Account

The band student account will be activated for any shifts worked at the Gwinnett Arena or for any other fund raising monies. Each student participating in the band (marchers, color guard & nonmarchers) will be given the opportunity to raise additional funds through various Band Booster Association sponsored activities. Each person receives a portion of the profits from fundraising activities (unless otherwise stated.) Funds raised by students and their families will be placed in a special account (Band Student Account) designated for that student. The fundraisers sponsored by the Band Association are made available first and foremost to assist students and their families to pay their annual band contribution. Band sponsored fundraisers (i.e. Arena events, Scrip, etc.) where Band Student Account funds are earned are applied automatically to the annual contribution first. No written or verbal authorization to apply Band Student Account earned funds is needed since application to annual contribution is made automatically. Once the annual contribution has been satisfied in a band year (June 1 – May 31) and the balance due is "\$0", any earned Band Student Account funds are then available for band trip assessed cost. The exception to the rule of application stated above is made only in the event the band and color guard students have made their annual band contribution prior to December 1 via check or money order. The Band Student Account is kept for the students' benefit to apply as indicated above throughout the time he/she is enrolled at the Parkview High School. There will be NO REFUNDS of band student accounts. **Senior students with funds remaining in their Band Student Account may assign the**

money to another student on or before May 31 of their graduation year. This assignment must be made in writing or via email to the Band Boosters Registrar on or before May 31 of the year they graduate. Any student who fails to designate remaining funds by May 31st of their year of graduation from Parkview High School, surrenders such funds to the Parkview Band Booster Association.

Band Student Account Posting will continue to be on the website. The Band Student Account link will have a summary listing by student name and fund raising dollar amounts.

No unpaid, past due, etc. amounts will be contained on the website. You may opt out by requesting no information be listed for you with an email to the Band Booster registrar. If the student drops out of the band program **or color guard, they may assign any remaining balance to another student or keep their account active until they return or Graduate. Students who have dropped out must also assign remaining funds on or before May 31 of their graduating year in writing or email to Band Booster Registrar. Any student who fails to designate remaining funds by May 31st of their year of graduation from Parkview High School, surrenders such funds to the Parkview Band Booster Association.**

Parkview Band Boosters Association, Inc. (A 501 (c)(3) corporation)

Membership

The Parkview Band Boosters Association, Inc. includes all parents of band, color guard and winter guard members, and other concerned members of the community interested in promoting and furthering activities of the band. Additionally, grandparents, neighbors or other members of the community interested in furthering the arts through band performance may join in the activities sponsored by the Band Booster Association, as long as behaviors and performance reflect the philosophy of the Band Association.

Purpose

- To promote and facilitate the production of music by the PHS band for the edification and enjoyment of others.
- To raise additional funds to supplement band fees to cover expenses of performances, travel, etc.
- To provide support to the band director and assistant band director
- To facilitate communication between band director and band parents.
- To coordinate auxiliary projects which will ease the tasks of the band director: provide water during marching practice, drinks during third quarter breaks at football games; chaperone band events; make phone calls and send e-mail to inform of band events; and coordinate social events. To assist in care, maintenance and distribution of marching uniforms
- To capture on film, for photos and video, activities of the band members to provide memories for band members.
- To assist in transportation, set up and break down of pit equipment during performances.

We Need You!!

Welcome to the Parkview High School Band program. Parkview enjoys one of the most respected band programs in our region. We are fortunate to have excellent instruction and leadership from our Band Director, Richard Magner. Our band program has received national recognition and won numerous awards the Sudler Flag of Honor, an international award that recognizes high school concert bands of outstanding musical excellence. To receive the Sudler Flag, the band program must offer its participants a complete and balanced program of musical activities including concert, solo, ensemble, and marching areas. The band should have performed at regional, state, national, and professional meetings of significance, to include but not limited to state music conventions, regional or national MENC meetings, and state or national band association conventions. A number of students in the band should have participated in district and all-state honor bands or similar all-area groups. The concert band will have placed itself in situations where there has been opportunity for evaluation by qualified persons or has been rated "superior" at state, regional, or national levels in concert activities. This award is administered by The John Phillip Souse Foundation and sponsored by Louis and Virginia Sudler. The Band Association is very active in providing financial and other assistance to the band. The Gwinnett County School system provides some financial support to the band program, but the full support of the Band Association is

needed to maintain the caliber of program that we have come to expect. As a parent or guardian of a band student, you are automatically a member of the Band Association. We encourage your active participation. Even if your time is limited, there are numerous ways in which you can help make the Parkview Band Program better. Your talents and abilities are needed. There are plenty of projects for everyone who wants to be involved. The more involved you are, the more you experience the benefits that your student enjoys as part of the band. Don't wait to be asked: volunteer where you see you are needed. If you want to be involved but don't see a job to be done, ask for ideas, there are plenty to go around.

Parents' Responsibility to the Band

It is the responsibility of every parent and guardian to see that the policies outlined in this booklet are followed. Parents' responsibility also includes encouraging their children to practice daily: on instruments or flag routines. Parents are also responsible to support their students' band activities. The band directors need the help and encouragement of ALL band parents. Please attend football games and sit next to the band whether you are an "official" chaperone or not. Parents sitting between the band and other spectators provide a barrier to help protect our students' belongings, and offer the opportunity to know other students and parents in the band. But even more importantly, it shows our love and support for our Marching Panthers. You are encouraged to attend competitions to enjoy and appreciate your student and the band's performance. These adolescents may be "almost grown" and think they don't need their parents around, but ***they still want parent's interest and approval***. Even if your student(s) says s/he doesn't want you there, come anyway and give that particular student a wide berth. There are many other students who will recognize and appreciate your interest. And in future years, your student will look back and appreciate your presence also. Competitive performances have always typically been the band performing at their peak and are a performance you won't want to miss!

Band Association Work Teams

These teams, sponsored by the Band Association, provide an excellent opportunity for parents to be involved, to get to know other parents and band students. Please take a minute to look at these descriptions and sign up where you can. Volunteers like you provide all the man-and woman- power for the band association. Your band students need you, we need you, and we can guarantee that you will make new friends and have fun along the way.

Advance Team

These volunteers arrive at away games before the band and rope off the seating area that the band will use.

Band Camp Assistants

These volunteers coordinate refreshments (water, Gatorade) at Band Camp during late July and August and through the early fall after-school practices.

Chaperones

Chaperones are required whenever the band and auxiliary assemble. Their job is to make sure everyone is accounted for before leaving to or from any activity, watching over instruments during student breaks, and being available for emergencies. One of the marching band activities is traveling to "away" football games. In addition to the chaperones on the bus with the students, a "chase car" follows the buses. These chaperones are available to transport students who may become ill back to the school from the activity. (See appendix for specifics)

Concession Stand

The Band Association hosts one main visitors-side concession stand at home football games. Some volunteers are asked to arrive early for preparation and set-up, while others stay late for clean up. Each event requires 25-30 workers for tasks ranging from cashiering and taking orders, to cooking hamburgers, chicken and hot dogs, to wrapping sandwiches, making nachos, and bagging popcorn. Sign up sheets are made available at the first band association meeting of the year. You may either sign up for a specific weekend or plan to work every home game. All monies raised go directly to the general fund.

Gwinnett Arena

The Band Association has contracted with Proof of the Pudding to provide volunteers for a concession stand at the Gwinnett Arena, raising additional funds not otherwise available to the band. See appendix for specifics.

Photo Memory Book

These volunteers design and organize a keepsake book for all members of the Parkview Band. The book should be completed by May 1. This is an on-going project, collecting pictures from students and families supplied their candid shots taken throughout the year. These volunteers serve as a link to the county and state new services as appropriate.

Pit Crew

These volunteers help members of the band, pit and drum line load the truck with heavier equipment and instruments, drive the truck to the game location, and help set up on the field at half-time shows and competitions. (See appendix for specifics)

Social/Banquet

This committee coordinates the following:

A "dessert preview meeting" is held in the early fall prior to football/marching season so that the marching band can demonstrate their new program. In addition, parents have the opportunity to meet the band directors, to learn about the band association and its activities, and to sign up for various tasks (concessions, chaperoning, set-work, etc.) in which they are interested. A (more serious) spring banquet is held in May to recognize band students, award letters and pins and to say goodbye to graduating seniors.

There will be other social events throughout the school year promoted and sponsored by the Band Association. Encourage your students to attend to give them an opportunity to interact on a social level with their peers.

Uniform Team

These volunteers help the Quartermasters from the band with the initial uniform -fitting, and with uniform check-out and check-in during football season, as well as coordination of uniform cleaning on a regular basis.

Fund Raising Team

We already have some fund raisers in place. Volunteers coordinate any and all fund-raisers. (Please see the section on Financial policy for further information) All band students and parents are encouraged to actively participate in fundraising activities to support the Parkview Band Program, and to minimize the financial burden for each participant.

Website

These volunteers edit and/or organize the Band Association website (www.parkviewband.net).

Welcoming

These volunteers greet the visiting bands at home football games and serve refreshments for the visiting band, as well as the Parkview Band, during the 3rd quarter break.

Contact information, up to date calendars, sign up info for Scrip and Gwinnett Arena & much more important information can be found on Parkview Band Website:

www.parkviewband.net

APPENDIX

Practices Times During Marching Season (as long as Football is going on)

Tuesdays and Thursdays: 2:30 – 5:15 p.m.

After competitions are completed: Thursdays – 2:30 – 4:00 p.m.

Chaperones

It is necessary for chaperones to be present every time the band gathers at the school – whether to attend a practice, home football game or travel to an away game, competition or festival. These parents ride the buses with the students, ensuring that all are present before the buses leave. In addition, a chase car travels with the buses in the event of student illness or other emergency. There should be a maximum of 1 chaperone for every 5 students and one male and one female chaperone where there are male and female students on a band trip (All State, District, etc.). There should be a maximum of 1 chaperone for every 10 students on extended band trips (chartered bus trips) with a male/female chaperone ratio

comparable to the student male/female ratio participating on the trip.

General Information:

1. Report time for chaperones is the same as that given by Mr. Magner for the band members. Ask your students for the assigned time. They are usually given this time on Thursday before a Friday event.
2. Chaperones should ride in the front, middle and rear of each bus.
3. Gwinnett County Public School System *prohibits* transportation of anyone other than band students and chaperones. We are usually fairly crowded with students, uniforms, hats and instruments, so we cannot provide transportation for siblings or other personnel who are not authorized by Mr. Magner or appropriate school authorities (such as the Principal, or an Asst. Principal). If this is a problem for anyone, we will find a replacement chaperone.
4. No bus will depart without an exact accounting for every student assigned to your bus. Have students sign Roll Sheet. BE ACCURATE!! We are responsible for the safety of these students, as if they were our own sons and daughters.
5. Each bus will have at least one (1) student band officer. Identify your officer(s)...they are there to assist you in any way needed. If you know them, and they know and respect you, many potential problems will be avoided.
6. The students know that responsible and mature behavior is expected of them. All Parkview High School/Gwinnett County School Policies and Rules are in effect at all times, as if the students were on school property. Any behavior that reflects negatively on other students, staff or parents of Parkview High School will not be tolerated.
7. As with all school functions, use of cell phones is prohibited during any band event: whether at school, traveling to football games or contests, or on extended trips. The one and only exception to this rule involves informing parents when to pick students up, once buses arrive in the parking lot at school. No other time is appropriate.
8. Inappropriate public displays of affection **will be** curtailed as soon as noted: only one person per blanket, please.
9. In case of an emergency, use the two-way radio (if provided) to contact Mr. Magner or the chaperone coordinator. A "chase car" accompanies the buses on each trip, for emergencies. The bus drivers also have radios and are in constant contact with each other.
10. Lead chaperones are also asked to sit along the perimeter of the band to keep football fans from trying to cut through the band section when moving from one area to another. When the band members are on their 3rd quarter break, some chaperones should sit inside the band area to further protect the instruments. It will make our job easier if we can get some of our band parents to help during home games.
11. Supervise/protect band area and instruments during the game.
12. Chaperone duties may sometimes include concession stand area at away games, restroom area at away games, band seating area, halftime escort to home side of the field.
13. Quartermasters distribute and collect plumes, seat pads, and other equipment. Chaperones may assist in these activities, but are not primarily responsible.
14. All chaperones will be responsible for supervising band students and assisting the band directors whenever possible. They will be expected to stay with the band at all times unless other assignments are given them.
15. Have fun and enjoy the camaraderie of these exemplary students!
16. The lead chaperones are provided a list of other volunteers who are assigned to their bus by dates. Should someone on the list not be available for the date listed, please notify the chaperone coordinators so we can fill that position from the master list of volunteers.

Travel on Charter Buses (Overnight Travel)

1. Four chaperones per bus minimum.
2. Chaperones please be on the bus at least five (5) minutes early for each report time!! Students will lag behind if chaperones do. We cannot maintain a schedule if everything gets slower and slower.
3. Chaperones sit in assigned seats on seating chart.
4. Check to make sure that students are in assigned seats for all departures. Do not call roll: use the seating assignment chart. Double check all seats every departure.
5. Keep the bus clean; trash bags should be carried from front to back prior to each destination

- arrival.
6. Keep noise down to a reasonable level for comfort and safety. Students should be free to talk at a normal level.
 7. Allow people to sleep. . . show regard for others.
 8. Students should stay seated in seats most of the time. . . It is safer. However, students may move around freely and visit. Use discretion.
 9. Regarding VCRs/DVD Players: Chaperones censor movies. No rating on movies beyond higher than PG. It is not our place on this trip to expose students to material that is not acceptable within basic school environment. A few expletives are to be expected.
 10. The bus drivers will have to stop periodically for rest and coffee. When they do, we cannot all get off and get food, drink and restroom. Every time we get the group off the bus and get food, it will take a minimum of 1 hour to get back on the road.
 11. There will be at least two band officers on each bus. Feel free to ask them to assist if you need help.
 12. No inappropriate displays of affection (making out). Use discretion: move (separate) the students if they do not cooperate willingly.
 13. Personal music devices (MP3 players, iPods etc.) may be used on the bus only with headphones. No speakers out loud at all.
 14. Walk up and down the aisle fairly often.

Pit Crew

These important volunteers help to get the marching band to the field, ready to perform. Duties include

- Report to Crew Chief (Truck Driver) at the appointed time in the band room loading area-- Approximately 1.5 hrs before start time of home games and /or when band room is opened - student report time or approximately 1 hr before inspection or 'away' events.
- Coordinate with band directors prior to game or event regarding specific needs, warm up areas, etc.
- Coordinate duties with student Quartermasters.
- Although students are responsible for ensuring all required items are loaded and secured on the truck, pit crew members may assist. Students should provide a check list or set aside the required instruments/equipment. Each student is responsible to place his/her own instrument in the loading area and to pickup same.
- Provide assistance to students in loading, securing instruments and unloading truck.
- Have everything in close proximity to the field well before half time or reporting time.
- Assist students in placement of the pit equipment.
- Assign specific individuals to transport special items (i.e. podiums, congas etc.).
- Provide own transportation to and from games or events unless space is available on buses.
- If designated truck driver, submit gas and rental receipts to the Treasurer for reimbursement.

For additional information about this committee contact Pat Carr at 770-717-1409.

Fund raising team

A better description of this is 'fund-raising'. We already have some fund raisers in place.

Volunteers coordinate these fund-raisers, which may include but are not limited to:

- **Scrip Cards** – Pre-purchase shopping cards for stores you shop in on a regular basis like Kroger, Walmart, Papa Johns and many others. The store returns a percentage of the card amount to your band student account. As you get friends and family to purchase these cards your student account grows quickly. These make great gift cards for holidays and birthdays.
- **Cookie Dough Sale**--the band association takes orders for cookie dough. The cookie dough is brought to the school about the first of December for distribution by those making sales
- **Honey Baked Ham Sales** – gift certificates for Honey Baked Ham products – see upcoming postings for details.
- **Billboard Advertising Sales**--billboard to the left of the band concession stand offers space for community businesses to advertise and cheer on the football and soccer teams. These ads are sold to area businesses.
- **Gwinnett Arena**
Parkview Band Boosters Association, Inc. has contracted with Proof of the Pudding to provide

volunteers for a concession stand at the Gwinnett Arena, raising additional funds not otherwise available to the band. \$25 is paid into students' band account for each event shift parents, students, relatives or friends who work on behalf of that student. The band student account is designed to be utilized for annual band contribution and trip assessed cost. Any minimal remainder of the funds earned for an event goes to general band expenses, additional uniform costs, and equipment purchase and maintenance. Credit is applied as soon as practical. Under normal circumstances, only two additional workers may be brought for the benefit of any one student. Exceptions to this policy may be made at the discretion of the Arena committee.