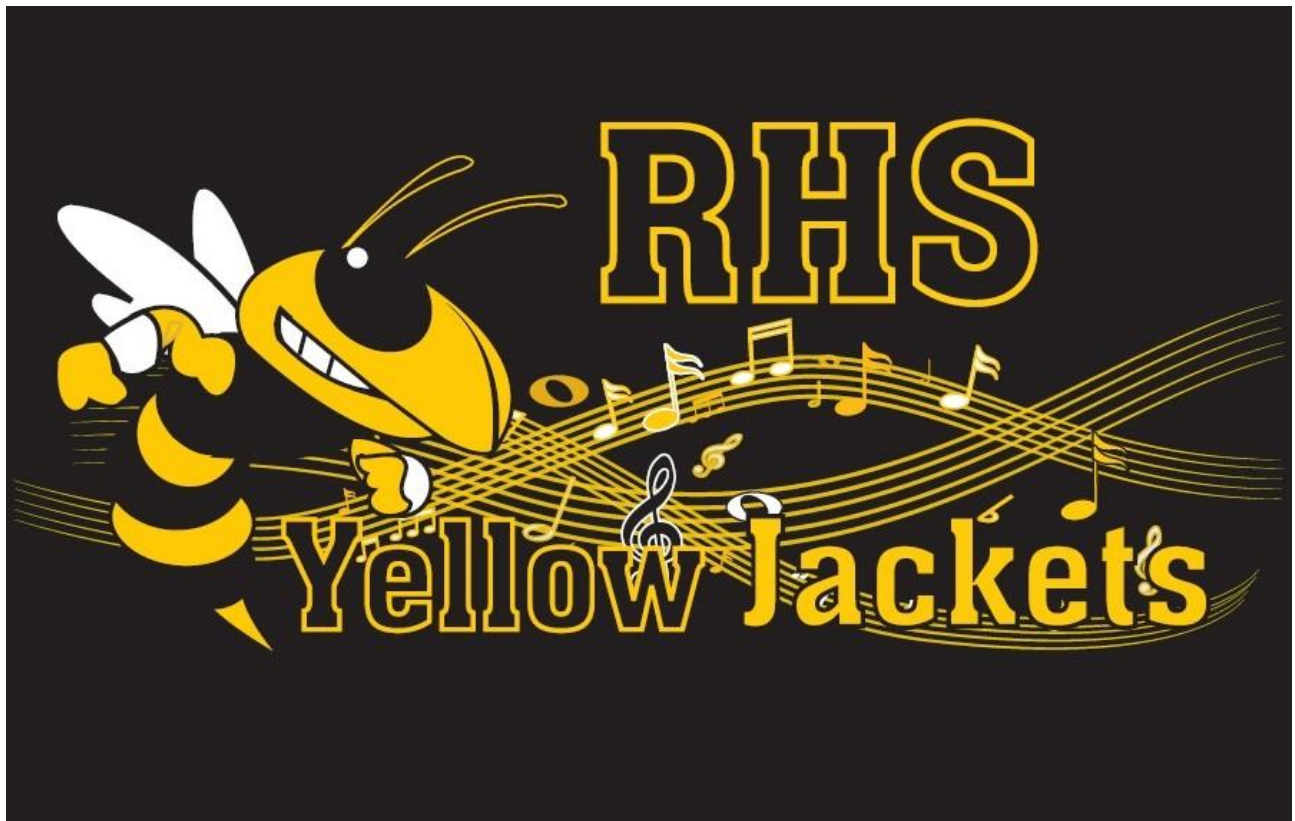


RHS Band Handbook

2023-2024

Band Director - Mr. Connor Teems
Assistant Band Director - Mr. James Stack
Assistant Band Director - Mr. Chuck Isbell
Color Guard Instructor - Mrs. Traci Thompson



PREFACE

This manual is to serve as an informational tool for students, parents, and other persons interested in the organization and procedures of the Rockmart High School Band Program. Both the student and parent(s) should read this handbook and sign and return the handbook acknowledgement/permission form. When in the best interest of the overall band program, the director shall have authority to amend any policies found in this handbook.

MEMBERSHIP IN THE BAND PROGRAM

Membership in the Rockmart High School Band is a great privilege that comes with added responsibility. Band Members should **always** strive for **your** personal best in the atmosphere of team goals. With this as your personal objective, the band program will grow ever onward and upward!

CONFLICTS WITH BAND

When a student becomes involved in the band program *he/she commits to the entire schedule*. Rehearsal & performance schedules are published well in advance so that conflicts between band and other activities can be reduced. When selecting non-band activities, such as other extracurriculars or work, students should consider the band schedule to decide whether or not the student can responsibly participate in both activities.

ATTENDANCE POLICY

TARDY Students who are tardy may lose their 3rd quarter break at the next football game. If it becomes a consistent issue, a parent conference will be made.

EXCUSED In order to obtain an excused absence, you must contact Mr. Teems, Mr. Stack, or Mrs. Traci with a written note signed by a parent with an excusable reason to miss practice. If you can't reach any, take the note to your leadership.

UNEXCUSED An absence will be counted as unexcused if the absence is not for an excusable reason, (this is for absences such as vacation, community sports, work, etc.) or when proper notification is not given. This could result in loss of 3rd quarter or dismissal from the program.

CONFLICTS WITH SCHOOL ACTIVITIES

When another school activity becomes a conflict, let Mr. Teems know so that he can work it out with other coaches/club sponsors

DRESS REHEARSALS

The final rehearsal prior to any performance (game or competition) is considered a dress rehearsal. **i.e. Thursdays before games and Saturdays before competitions.** If changes are made that day and the student is not in attendance, they may not be allowed to march that week excused or unexcused.

IF A STUDENT IS AT SCHOOL THAT DAY HE/SHE IS EXPECTED TO BE AT REHEARSAL.

MARCHING BAND CAMP AND UNIFORM FEES

Band Fees pay for the staff we have at band camp, clothing for the students, uniform rental, food, and fun activities for the students, as well as the basic needs of the band program (equipment, music, uniform maintenance, etc).

Band Camp and Uniform Fees-Instrumentalist

Band Fees - \$250 per student. We separate them into 2 payments:

1. 1st Day of Band Camp - \$100 (July 10th)
2. 1st Day of School - \$150 (August 2nd)

Band Shoes - \$40 (For All new marching Band Members, student will be sized at band camp and payment is due by September 1st)

***We are offering \$30 off of Band Fees one time per student per year for parents willing to volunteer to work in the concession stand during games and/or the YJC.**

Color Guard

Guard Fees-\$325 per student.

Payment Schedule: - June 20th-\$100, July 10th \$100, August 1st, \$125

Band Manager

Fee: \$100.00 per student. Payment is due the 1st day of band camp. This helps cover your band t-shirt, food, and fun activities.

ALL CAMP AND UNIFORM FEES MUST BE PAID FOR BEFORE YOUR CHILD IS ALLOWED TO MARCH!

We will work with you!

You can see Mrs. Traci to set up a payment plan. We will also offer multiple fundraisers to help you raise the money too.

ROCKMART HIGH SCHOOL AUXILIARIES

The Color Guard is a performing unit of the Marching Band. It is an extracurricular activity. Tryouts take place each spring and are open to all students who will be enrolled at Rockmart High School or in 8th grade at Rockmart Middle School for the following year. Once selected, Color Guard students are considered full members of the band program and are expected to abide by all rules and regulations. If a student plays an instrument in band, they are encouraged to continue as a part of the regular school curriculum.

ROCKMART HIGH SCHOOL BAND MANAGERS

Band Managers are a crucial part of our band. These positions are open to all students who will be enrolled at Rockmart High School for the following year. If not enough high school students are interested, then the directors may choose to ask some middle school students. Once selected, band managers are considered full members of the band program and are expected to abide by all rules and regulations.

A Band Manager is a student who assists the band at every rehearsal, football game, and competition. The manager's jobs include but aren't limited to:

1. Required to attend all band camp, band practices, and performances (including parades).
2. Filling and bringing the water coolers to each rehearsal.
3. Help move equipment (Ex: Drum Major Podiums, Color Guard Props)
4. Assist with the loading and unloading of the band trailer.
5. Be available to run for the staff during a rehearsal.
6. Required to sit with the band during football games.

The rewards for being a manager include:

1. All the benefits and rewards a band member receives.
2. The chance to Letter in Band
3. Invited to all band events including band banquet, and band trip.

Band Manager Criteria:

1. Be approved by the band director.
2. Be a hard worker and willing to help as asked.
3. Maintain passing grades in all classes.
4. Must be with the band at all times unless sent on an errand by staff.
5. Must be in uniform, chosen by the band directors.

BAND LETTERING POLICY

- Student must be enrolled and earn at least a "B" average in Band Class
 - Excludes color guard & managers not enrolled in a band class
- Student must have attended band camp all scheduled rehearsals and performances
 - Any absence must be excused and must strictly follow the attendance policy. Excessive rehearsal absences (excused or unexcused) numbering four or more will result in the loss of letter eligibility
- Must be in good financial standing with the band program
- Must participate in at least one fundraiser a year

If a student meets all the requirements for lettering through their Junior year in marching band, the band will cover the cost of a letterman jacket up to \$150. This jacket will be purchased through the school vendor, and orders are placed twice a year. Service bars are awarded for each additional year of service.

MISCELLANEOUS POLICIES & PROCEDURES

- The use of drugs, alcohol, or tobacco products in any form is not permitted at any Rockmart High School band function. Violations will result in permanent dismissal from all aspects of the Rockmart Band Program.
- Students should not publicly display their affection for each other in an inappropriate manner.
- The use of foul language and profanity is unacceptable.
- Band members of Rockmart High School will always be expected to maintain an attitude of **professionalism** and **pride at all times!** This includes social media!
- Students should respect the bands from other schools and be supportive of their performances.
- No initiation or hazing of rookies will be tolerated.
- All Grades must be passing. Failure to keep grades up could result in loss of students 3rd Quarter break, or dismissal from the band program.
- Inappropriate behavior or distractions from the group goals will not be accepted.
- Cell phone use is not allowed during any rehearsal (inside or outside), only on break.
- Each student has a slot for storing instruments and a cubby for personal items when at band rehearsal. Students should keep their areas clean and only use areas assigned to them.
- After-school rehearsals are vital to the success of our band program. Attendance of each individual is crucial for the overall success of the team.
- Fundraising procedures will be given when each event begins. Please read, listen and follow all instructions to help the process run smoothly.
- Use of the band facility by students for practicing, rehearsals, or any other reasons must be approved in advance by a director.
- Leadership positions and/or membership in the marching band can be revoked if a student violates the rules of RHS or this band program.
- When the band is traveling as a group, all students are expected to travel to and from the event on the buses. If a student **MUST** travel home with a parent from the field-trip, advanced written notice must be given and the parent **MUST** be present to “check out” their child from the trip.
- No one leaves campus between the dismissal bell and practice. This is homework, relax, and/or change for practice time.
- Everything you do is a reflection on the band program. Don’t allow your behavior in the classroom, at a football game or on social media reflect badly on all of us.
- Students not adhering to the Code of Conduct as stated in the Polk School District handbook may be dismissed from the program depending on severity of infractions.

SCHOOL-OWNED PROPERTY (Music, Instruments, & Uniforms)

Music - Each student must maintain music in good condition (clean and untoned). Music that is lost or returned in poor condition will be replaced at the student's expense. See leadership for any problems concerning music.

Instruments - Each student who uses a school-owned instrument is completely responsible for the care of that instrument or piece of equipment. Lost or damaged items shall be replaced or repaired at the student's expense. Before school-owned instruments are checked out, a check-out form must be filled out and filed with the director. Students must return any item(s) checked out at the director's request.

Guard Equipment - Each guard member is responsible for getting their equipment to and from practice, proper rolling and storage of equipment is also the responsibility of the guard member.

GENERAL RULE - IF IT IS NOT YOUR EQUIPMENT DO NOT TOUCH IT!

All equipment whether school owned or personally owned should be respected and cared for with the utmost responsibility. Equipment is very expensive and should be treated as such.

FOOTBALL GAME PROCEDURES

1. Band assembly times will vary with the football schedule, and will be announced early that week.
2. All members are expected to attend every function in which the band participates. If you are unable to attend a performance, you must provide a written excuse to the director five (5) days or more in advance. Personal illness, death in the family, weddings, and religious holidays are usually the only legitimate excuses for missing a performance.
3. No band member is permitted to leave the organization in advance of group dismissal at any time, unless excused by the director **PRIOR TO THE PERFORMANCE**.
4. While seated in the stands, only **current** band members are allowed in the band seating section. Third quarter break is your chance to “catch-up” with alumni.
5. The band will always sit in sections of like instrumentation.
6. Attention should be given to the Band Director and Drum Majors when they are standing in front of the band.
7. We play only as a group in the stands. Unapproved solo/section performance is strictly prohibited.
8. Inappropriate cheers are not allowed. Organized cheers, planned ahead of time, or performed with the cheerleaders are permitted. No cell phones during the game. Our focus is on the game!
9. A Remind will be sent out with an estimated time for our return. Most home games we are finished around 10:30 p.m.

BUS PROCEDURES

1. Bus Captains will take attendance as students enter their assigned bus. Only when necessary will roll be taken aloud on the bus.
2. When the bus is in motion, students are to remain seated at all times.
3. Instruments that do not go on the equipment truck should be kept on the floor whenever possible.
4. Absolutely no playing is allowed on the bus unless otherwise instructed by a director.
5. Screaming or excessive noise **WILL NOT** be tolerated.
6. The bus should be kept clean at all times. Bus Captains and Chaperones are **NOT** bus maids.
7. Students are to remain seated until final instructions to unload are given.
8. Devices to play music on the bus are allowed, but only through headphones, no speakers.
9. The Bus Captains will check the bus for trash before getting off the bus.

BAND FACILITIES

- No playing around or horseplay.
- All equipment, including instruments, auxiliary items, percussion items, etc., is off limits without expressed permission of the director.
- No rearranging furniture.
- No storing personal items such as books, clothing, lunches, etc., will be allowed. THE BAND FACILITY IS NOT A LOCKER.
- The band will not be responsible for such personal items left in the band room.

Instrument Room - The students will not loiter in the instrument room. Instruments will be taken out promptly and returned promptly after use. Books, clothes, shoes, etc., will not be allowed in this area.

Instrument Cubbies - Students will store only music and instruments in the cubby that is assigned. "Cubby Checks" will be held often to ensure no personal items are being stored in lockers (including shoes, socks, gloves, food, etc). Failure to maintain a clean cubby will result in loss of cubby.

Color Guard Room - The student will not loiter in the guard room. Equipment is to be taken out promptly and returned promptly after use. Books, clothes, shoes, etc., will not be allowed in this area unless they are being stored for the duration of one rehearsal during the same day. No boys are allowed in the room unless instructed by Mr. Teems or Mrs. Traci or unless they are a member of the guard.

Band Office - This area is private and is not to be entered by any student unless a director is present. Hanging-out is fine, just be okay when we kick you out to work.

Telephone - The band telephone may be used by students with the permission of a director. No personal calls allowed. Arranging rides before events is encouraged.

Forms of Communication

We use several methods to help you stay informed about what's going on in the RHS Band Program. Please make sure you are receiving/signed up for the following:

- Facebook - The Rockmart Yellow Jacket Band (For Parents, Students, and fans)
- Remind - Band Student text @yjb23 to 81010
- Remind - Parent text @yjb23 to 81010
- Remind - Color Guard text @3638g2 to 81010
- www.rockmartband.com (for everyone)
- e-Mail is the best, most reliable way to contact us - connor.teems@polk.k12.ga.us - james.stack@polk.k12.ga.us - tthompson@polk.k12.ga.us
- Charms - See Next Page

STUDENT ACCOUNT INFORMATION

How to access parent/student information in Charms

- Log on to www.charmsoffice.com, and click “ENTER / LOG IN” in the upper right corner.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your student’s program account using the following School Code:
RockmartBand
- This will bring up the main “Public” page. This will allow you to look at the “public” calendar for your organization, event list, and handouts and other “publicly shared” files, as well as a few other options.
- The first time you go here, enter your child’s ID NUMBER (last 4-digits of the students social security number) into the ***Student Area Password*** field. You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. You may also be directed to create both a unique Username and Password for the student. There are also mechanisms to recover/reset a lost Username/Password – when you create your new password, create a “hint” as well.
- Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account. What appears here is partially up to the Account Administrator or Head Director.
- Two areas in which you can help the director/administrator maintain his/her records:
 - **Update Personal Information** – if the director has allowed it, you may help make changes to your and your child’s student information page (such as updating phone numbers / cell carriers and email addresses if they change) to help them communicate with you more effectively. You may also be able to indicate which parent volunteer/resource groups you would like to participate in, if this feature is activated. Click ***Update Info*** to save changes.
 - **If your program has set up online credit card payments, you can make credit card payments for fees, trips and deposits to your student’s account.** Click ***Finances*** -- if credit card payment is activated, you will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments.
- You may also see links to enter ***Practice Logs***, view ***Grades***, and use the ***Recording Studio*** if the teacher has enabled these options.
- The ***Calendar*** may list events, rehearsals, and volunteer/RSVP opportunities.
- Most importantly, the parent page assists both you and the teacher to communicate with each other. Stay up to date on what’s going on with your student!
- You can also download the Charms App to your smartphone – search your App Store for “Charms Parent/Student Portal” (or “Charms Blue”). It’s the way to stay in touch on the go!

CHAPERONES/PARENT INVOLVEMENT

Chaperones are needed for any after-school marching rehearsal, performance, or band trip. Any parent that is interested in becoming a chaperone should sign up at the mandatory parent meeting in the spring. This informational meeting will be scheduled to discuss policies and procedures. Chaperones are needed to care and oversee ALL members of the band. To be a chaperone, your student must be up to date on their band fees or have made arrangements for them to be paid off.

Parents,
WE NEED
YOU!



Our parent involvement is vital to the operation of the program. Everyone is welcome, so come out and participate whenever possible. Often, the best way to avoid confusion and/or miscommunication is to be at the informational parent meetings held throughout the season to hear the facts for yourself and ask questions. Remember, we can't address your concerns or receive your input if you are not present. You can't realize the full extent of the Rockmart band program if you only operate from second-hand information. Together, we make it happen!

Our parent booster club has now been legitimized into a 501c3 non-profit organization. The "Jacket Nation Music Foundation" exists to serve our band program and promote music education here in Rockmart. The boosters running this organization will often be at the informational parent meetings providing support and ways for parents to get involved with our program as well as the Foundation.

Current Executive Committee of the "Jacket Nation Music Foundation"

President: Lorie Allred
Vice-President: Jody Matthews
Secretary: Amberly Elrod
Treasurer: Tammi Stollberg
Public Relations: Jamie Matthews

If you or someone you know is interested in becoming a sponsor of the Jacket Nation Music Foundation, please contact one of the committee members listed above

Together We Are Jacket Nation!

STUDENT/PARENT HANDBOOK COMMITMENT

We have read the Rockmart High School 2023-24 Band Program Handbook. We also understand that the policies contained in this handbook pertain to all members of the Rockmart High School Band Program.

Our signatures below represent our agreement to adhere to these policies.

"I Commit To Being an Active Member of the RHS Band"

Student's Signature

Student's Name (printed)

Parent's Signature

Parent's Name (printed)

Instrument _____ Date _____

This page signed and returned is your ticket be counted as a member of the RHS Band for the upcoming season and to receive your band camp t-shirt upon its arrival

2023-2024
To the parents or guardians of

This letter has three purposes

1. It describes the trip(s) that we are going to take.
2. By signing this form you are giving permission for your child to participate in this activity and you are agreeing not to hold Polk School District liable for anything that might happen which is beyond the school system's control.
3. You are granting permission to have medical first aid treatment provided to your child in the event of an emergency.

Description of trip(s)

Destination: Yellow Jacket Band Event

Purpose: Games/Contests/Parades/Other

Method of Transportation: School Buses

Sponsors: Connor Teems, James Stack, Traci Thompson, Chuck Isbell

Student Medical Information

1. Current Medication:

2. Drug Allergies:

3. Medical history (describe any info that might be important if first aid is required: use the back of this form if needed): _____

4. Family Doctor: _____ Phone: _____

5. Insurance Information: Company _____ Policy # _____

Group Number _____ Verification Phone # _____

Primary Insured Name _____

Permission Statement

I hereby grant permission for my child, _____ to participate in this activity and I agree not to hold Polk School District or its representatives responsible for events which are beyond their control. I further agree that, if it should become necessary, medical first aid treatment may be rendered to my child as appropriate.

Please initial here if you allow Mr. Teems or any PSD employee to give your child OTC non-aspirin medicines for a headache or upset stomach. _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

(H)Phone: _____ (E) Phone: _____ (C) Phone: _____

This form will accompany us on all trips.

CONTACT INFORMATION

Student Name: _____

Student (Last 4 of SS#) _____

Student Address: _____

Student Cell #: _____

Student Email: _____

Student Current Grade: _____

Student Birthdate: _____

Student Instrument/Section: _____

Student Years Marched: _____

Student T-Shirt Size: S M L XL XXL

Adult 1 Information

Adult Name: _____

Adult Address: _____

Adult 1 Cell #: _____

Adult Email: _____

Adult Work #: _____

Relation to Student: _____

Occupation: _____

Adult 2 Information

Adult Name: _____

Adult Address: _____

Adult 2 Cell #: _____

Adult Email: _____

Adult Work #: _____

Relation to Student: _____

Occupation: _____