

Tennessee High School
“Mighty Viking Band”



2016-2017 BAND HANDBOOK

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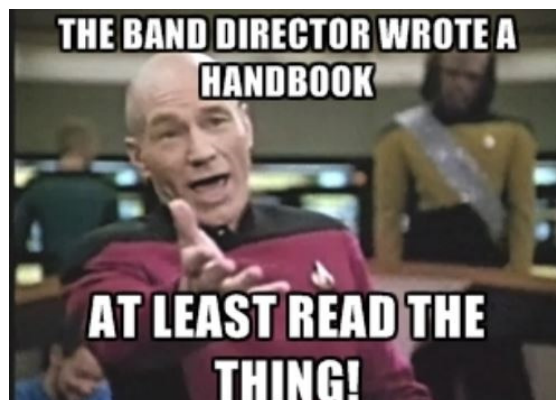




Table of Contents

The Mighty Viking Band Model	page 3
Director and Staff Information	page 4
Booster Executive Board Information	page 5
Expectations	page 6
Section I – Attendance	page 7
Section II- Conduct	page 8
Section III – Ensembles	page 10
Section IV – Game Day & Competition Procedures	page 14
Section V – Finances and Student Financial Obligations	page 17
Section VI – Fundraising	page 20
Section VII – CHARMS	page 23
Section VIII – Electronic Communication & Social Media.....	page 24
Section IX – Frequently Asked Questions	page 25
Calendar of Events	page 30
Student/Guardian Agreement Page	page 31

The Mighty Viking Band Model

Est. 2014 by the MVB Student Leadership Team

Purpose:

To enhance the growth, maturity, and experience of Tennessee High School band students.

Core Values:

- *UNITY*. The band – parents, students, and staff – will work as one, rather than as individuals.
- *COMMUNITY*. We shape our community the way they shape us, both at home and in our school.
- *SCHOLARSHIP*. Academic excellence will be expected of all students within the program and will be enhanced through music and performance.
- *ENJOYMENT*. Students should enjoy their band experience, their friends, their musical activities, and the processes involved with them.
- *INCLUSIVE*. Be a “big tent” organization, serving students of various abilities and backgrounds.
- *HISTORY*. Old Traditions & New Ideas. Value and reflect on our past while being innovative in new endeavors.
- *ENGAGEMENT*. The needs and concerns of our student, parent, and community stakeholders are important to us.
- *ADVOCACY*. Be advocates for music education in our daily lives and in discussions with decision makers.
- *REPUTATION*. Students, parents, and staff will always exhibit outstanding citizenship and ethical behavior to be a source of pride for our school system and community.
- *VERSATILITY*. Be well rounded in terms of what we do, but with a strong foundation in concert literature.
- *CHALLENGE*. Create an environment that challenges students and promotes personal growth.
- *STEWARDSHIP*. Be good stewards of our resources, both personal and financial.
- *RELEVANCE*. The students will be empowered with skills that enhance, influence, and aid in their daily lives.
- *EXCELLENCE*. Employ a positive work ethic on our steady march toward excellence: students, parents, and staff included. We will always strive for the next level of excellence.

Vivid Description:

We will have excellent student musicians with numerous regional and all-state players. We will have concert groups perform at state and national events. We will have nationally recognized small group programs. We will apply for, and advance towards, national awards and recognitions. Our staff will provide top level instruction, inspire, and be role models for our students. Our band parents will provide appropriate advocacy, support, and funding for the band’s growth and development. Our students will be great leaders, helping young members succeed and passing on knowledge to the next generation. Our alumni will be advocates for our program and for music education. We will always strive towards the next level of performance and do what is necessary to achieve excellence. Our marching band will place well at regional marching band contests and will perform in nationally recognized events. We will be motivated intrinsically. We will embrace competition but not be consumed by it. We will recognize the excellence in other programs, learn from them, and show respect towards all other groups. We will love each other as a family. All of this, because **WE ARE THE MIGHTY VIKING BAND!**



2016-2017 Directors and Staff

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- 🎵 Michael King, Percussion Director
- 🎵 Lawrence Rucker, Percussion Instructor
- 🎵 Amanda Ferguson, Color Guard Director
- 🎵 Jacob Stanberry, Color Guard Instructor
- 🎵 Jessica Allison, Woodwind Director
- 🎵 Rebecca Holley, Woodwind Instructor
- 🎵 Aaron Hurley, Brass Director
- 🎵 Jeremy West, Brass Instructor





2016-2017 THS Band Booster Executive Board

<u>NAME</u>	<u>OFFICE</u>	<u>NUMBER</u>	<u>E-MAIL</u>
Taisa Duncan	President	423-341-9066	hiimtai@yahoo.com
Todd Peak	VP, MITC	423-341-3661	toddpeak@yahoo.com
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Autumn Cope	Secretary	423-963-1221	Jcope1979@msn.com
Allen Jones	House & Grounds	423-646-6445	----
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What skills do students learn by participating in the THS Band?

- Excellence:** The Tennessee High Band has a tradition of excellence dating back to the 1930s. Support from family and community encourages students to maximize their potential.
- Self-Expression:** Your child learns how to express ideas and emotions through performing in marching and concert events.
- Time Management:** The commitment of band membership forces students to learn how to balance academics and activities. Frequently, band membership has increased student achievement, as they learn valuable time management skills.
- Leadership:** There are numerous levels of student leadership positions within the Band, from librarians to section leaders to drum majors.
- Interpersonal Skills:** The group dynamic of a large high school band is very complex, as you might imagine. The Tennessee High Band is proud of its diversity and the ability of its members to work together towards a group goal.
- Responsibility:** As a member of the Tennessee High Band, your child has to be on time, account for his or her actions and keep up with equipment and uniform parts. Students become responsible because they realize that the group's success depends on their own exercise of personal responsibilities.

Student Expectations

- Positive Attitude
- Demonstrate RESPECT for themselves, staff, peers, and other bands
- Perfect Attendance - **BE ON TIME!!!**
"To be early is to be on time, to be on time is to be late, and to be late is to be left."
- Strong Work Ethic
- Excellent communication with Band Directors AND Instructors
- Be Prepared for Rehearsals! This includes practicing music outside of class, having pencils, drill charts/coordinate sheets, flip-folders, instrument, etc.
- Be responsible for your schedule by reading and remembering the band calendar. Sign up for text alerts and the band Facebook group.
- Participate in ALL fundraisers, including concessions at Viking Hall and the race track!

Parent Expectations

- Help your child by getting him/her to events **on time**.
- Pick your child up from practices or performances **within 15 minutes of the event's ending time**. (Please remember that the band staff is required to wait on students that are not picked up on time – this conflicts with the personal lives of the staff. Please be considerate. With this being said, the staff will strive to be very accurate with adhering to schedules and releasing students on time.)
- Stay informed by attending **ALL** Booster Meetings (4th Tuesday of each month). Read thoroughly **ALL** mail-outs/e-mails and frequently check the Facebook group, events calendar on CHARMS, and the band website (www.themightyvikingband.com).
- **Prompt payment** of ALL band camp requested donations and marching band expenses.
- Support the Band's Fund-Raising efforts by participating in ALL fundraisers (fruit, Viking Hall, Race Track, MITC, etc.)! We must ALL commit to this!
- Communicate with Directors and Instructors.

Section I – Attendance

Attendance Policy

All practices and performances are **mandatory**; each un-excused absence will result in the reduction of one letter grade (e.g., two un-excused absences = C being the highest grade a student can achieve). If any performance is missed, an alternate make-up assignment may be given to the student.

In the event that a student must miss a practice or performance, the parent or guardian **MUST E-MAIL** (or submit in writing) Mr. Semones no later than **ONE WEEK** prior to the rehearsal or **TWO WEEKS** prior to the performance to be missed. In the event that a student must miss a rehearsal or performance due to a doctor's appointment (or anything similar), **A NOTE FROM THAT OFFICE MUST BE SUBMITTED THE NEXT DAY TO THE DIRECTOR. Please try and schedule appointments around the band schedule.**

****Any request submitted less than one week in advance will not be approved and excused, with exceptions made for emergencies on a case by case basis. Phone calls and social media messages will not be accepted. All communication must come from the student's legal guardian.**

Students with jobs will be expected to be at all rehearsals. Students will not be excused from rehearsals/performances for work unless the rehearsal/performance was scheduled with less than two weeks' notice. Inform your employer accordingly.

Excused Absences:

- 🎵 Personal Illness
 - If the student is absent from school due to a personal illness, they are automatically excused from any after school rehearsal and does not need to provide a doctor's note up to 5 absences per school year. A Doctor's Note must be provided if he/she must miss a performance the next day he/she is present.
 - If the student was present during school, but does not attend rehearsal due to illness, a doctor's note must be presented.
- 🎵 An illness or incapacitating condition of a family member that requires the temporary help of a student (a physician's statement is required).
- 🎵 A death in the immediate family (immediate family includes parents, step-parents, guardian, grandparents, siblings, step-sibling, aunt, uncle) – a parent must e-mail Mr. Semones.
- 🎵 Recognized religious holiday/events.
- 🎵 Required court appearance (written verification from appropriate authorities must be provided either to the front school office or the band office).
- 🎵 Approved school-related activities.

🎵 Previously scheduled event (i.e., planned 3 months or more beforehand) of an important nature (overseas travel, etc.)

Un-excused Absences:

🎵 Doctor, dentist or hair appointments (Please make every effort to schedule around band events.)

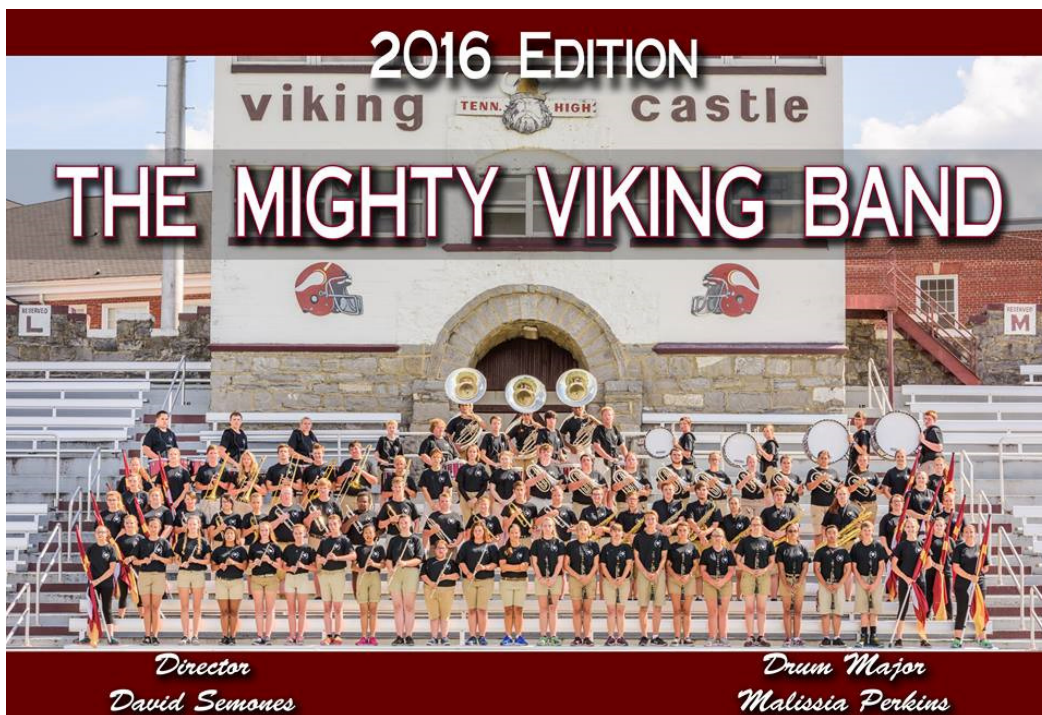
🎵 Concerts, College football games, etc.

🎵 Work (See above section)

Other:

🎵 If a student needs to complete make up work or to attend tutoring for another class, the student should make every effort to schedule around practice. (i.e., before school or on days there is no after school rehearsal. If those options are not possible a note from the teacher must be approved by Mr. Semones before missing rehearsal.)

🎵 After school detention needs to be scheduled on non-rehearsal days.



Section II – Conduct

Members are expected to abide by the same rules outlined in the Tennessee High Student Handbook when participating in any band-related functions, including after school rehearsals and performances.

Band camps, after school rehearsals, and performances are an extension of the classroom; therefore, all classroom and school rules still apply, *including the dress code*.

Below is a *partial* list of conduct and dress code requirements. Please refer to the “Discipline Code/Zero Tolerance Offenses” and the “Dress Code” sections of the Tennessee High Student Handbook for a complete list of unacceptable conduct and dress.

Conduct:

- Students should not forge notes, excuses, phone calls, or school documents
- Students should not use profanity or improper language
- Students should not engage in public displays of affection with others
- Students should not leave rehearsals, performances, or other band-related functions without permission from Mr. Semones, an Assistant Director, or Band Staff member
- Students should not engage in lewd conduct
- Students should not possess or use tobacco, intoxicating substances, and/or drug paraphernalia
- Students should not engage in fighting
- Students should not vandalize any facilities, property, and equipment
- Specific classroom rules are posted in the band room
- Students should not bully or cyber-bully others
- Students should be exemplary and display the same standards while with the band and while wearing a band uniform

Dress Code:

- Shirts/Blouses must have a neckline that exposes no cleavage. Shirts/blouses worn outside the waistband must be of sufficient length so that no flesh is exposed.
- Muscle shirts, tank tops, midriff shirts, halter tops, tube tops, and backless or off the shoulder tops are not permitted.
- Pants/shorts must be worn at the waist and be size appropriate, and must have no rips, tears, frays, or holes. . No sagging is allowed.
- Shorts must not be any shorter than 2 ½ inches above the top of the knee cap.

If a student is not in dress code during an in-school practice, they will be issued a standard band practice uniform to change into at that practice and turned into the administration.

Technological Device Policy:

- Students should not have or use cell phones, iPads, iPods, etc., during rehearsals or performances (unless directed to do so by a staff member or director). This is a distraction and is rude and inconsiderate to those that are teaching.
- Students should not have or use these devices when they are in uniform.
- Any student who is caught violating this policy will have the device confiscated and turned into the front office to be picked up by a parent/guardian.

Section III- Ensembles

The THS Mighty Viking Band offers many ensembles throughout the year. The Director of Bands oversees all the ensembles in the program with assistance from the band staff. Final decisions on program design and content, participation in competitions, and classroom content/curriculum are made solely by the Director of Bands.

Membership in any of these ensembles is a privilege – students serve as a public representation of the Mighty Viking Band, Tennessee High, Bristol City Schools, and the Bristol community. Members are therefore expected to act in a mature and professional manner when they are participating in any band rehearsals, performances, or other functions by:

- 🎵 Creating a focused and enjoyable learning environment where each member has equal opportunities to excel beyond his/her expectations
- 🎵 Being respectful, encouraging, insightful, and sensitive to each other
- 🎵 Setting a mature example for fellow and future members, peers, and the community
- 🎵 Developing strengths in the performing arts, as well as character
- 🎵 Maintaining the tradition of excellence by continually raising standards

Marching Band

The THS Mighty Viking Marching Band is the largest ensemble in the program with around 100 winds, percussion, and Colorguard members. Members of the Marching Band will encompass all members in the program, grades 9 through 12. We will perform at all school-related functions including but not limited to: Football Games (home and away), Pep Rallies, and all parade performances during the school year. We will also participate in 3-5 marching competitions, including our host show, *Music in the Castle*. We will rehearse during the school day and after school; therefore, students will need to register for one of the following classes during the Fall semester:

- 🎵 Brass, Woodwind, and Drum Major: 5th Period, Instrumental Music
- 🎵 Percussion, Color Guard, and Drum Major : 3rd/4th Period, Percussion/Band

Students who wish to join or retain membership with the Marching Band as a *Percussionist* or *Colorguard* member must audition for a spot on these lines. **Students who have previously participated on these lines are not guaranteed a spot.** Membership will be granted on an invitation-only basis following the auditions.

Participation in after-school Marching Band activities may be denied for various reasons at any time, including but not limited to:

- 🎵 Not following the Band Conduct Guidelines
- 🎵 Excessive Absences from Rehearsals and/or Performances
- 🎵 Bullying, Lack of Respect, Insubordination, etc.

In addition to this handbook, students will receive a syllabus at the beginning of the semester outlining specific classroom guidelines, curriculum, etc..

Students will receive their music for the marching band show, pregame, and stands tunes at Band Camp. It is the *student's* responsibility to keep up with their music. In the event that any music is lost, it is **\$1.00 per page** to replace it (we rent our copier and cannot go over a certain amount of copies per year). Students who fail to replace their lost music will be considered unprepared for rehearsal, and their grade will be reduced accordingly.

Fall After-School Rehearsal Schedule:

Tuesdays: Full Band 2:30-5:30pm

Wednesdays: Guard/Percussion 3-5pm

Thursdays: Full Band 2:30-5:30pm



Mighty Viking Band Drum Majors: Malissia P. and Max F.

Wind Ensemble

The Symphonic Band (or concert band) rehearses during the Spring Semester. This ensemble performs at the Winter Concert and the Spring Concert, as well as competes at the ETSBOA Concert Festival in March. Depending on membership/instrumentation, students participating in band

during the spring semester may be split amongst two ensembles: the Wind Ensemble and Concert Band.

The Symphonic Band rehearses primarily during the school day; therefore, students will need to register for one of the following class periods:

- 🎵 Winds: 5th Period, Instrumental Music
- 🎵 Percussion: 3rd/4th Period, Percussion



After School Rehearsals will be held in the two weeks leading up to a performance (e.g., Concert Festival) so that the winds and percussionists can rehearse together. The exact rehearsal schedule will be announced during the Spring - at least two weeks' advanced notice will be given.

After-school Symphonic Band activities may be denied for various reasons at any time, including but not limited to:

- 🎵 Not following the Band Conduct Guidelines
- 🎵 Excessive Absences from Rehearsals and/or Performances
- 🎵 Bullying, Lack of Respect, Insubordination, etc.

In addition to this handbook, students will receive a syllabus at the beginning of the semester.

Students will receive music for the semester during class. It is the *student's* responsibility to keep up with their music. In the event that any music is lost, ***it is \$1.00 per page*** to replace it. Students who fail to replace their lost music will be considered unprepared for rehearsal, and their grade will be reduced accordingly.

Students **MUST** have a 3-ring binder organized to the director's specifications (outlined in class syllabus). These must be at every rehearsal. Students will also be issued a concert folder before concerts (black leather-bound with gold metallic embossed lettering). It is the *student's* responsibility to keep up with their folder. Folders will be checked back in after the concert. In the event that a student loses or heavily damages their folder, **they will be charged a replacement fee of \$30.00**. The method book *Foundations for Superior Performance* will be given to the students to keep. If they lose or destroy it, it must be replaced.

Winter Guard

The Winterguard program might be divided into two divisions (depending on number of members): the Varsity Guard and the JV Guard. The Winter Guard(s) compete at various local, regional, and national competitions in the CIPA and/or WGI circuits from January through April.

Rehearsals for the Varsity and JV Guard occur solely after school. Participation in competitions depends greatly on funding and participation in fundraising activities.

Students who wish to join or retain membership with the Winterguard must audition for a spot on these lines. **Students who have previously participated in the Winterguard are not guaranteed a spot.** Membership will be granted on an invitation-only basis following the auditions. Auditions are held in late October/early November.

Membership to the Winterguard may be denied for various reasons at any time, including but not limited to:

- 🎵 Outstanding Financial Obligations (this is an extracurricular activity, so keeping up with finances is of extreme importance)
- 🎵 Abstaining from Fundraising (if dues are outstanding) and/or fulfilling Volunteer Obligations
- 🎵 Not following the Band Conduct Guidelines
- 🎵 Excessive Absences from Rehearsals and/or Performances
- 🎵 Bullying, Lack of Respect, Insubordination, etc.



Percussion Ensemble

The Indoor Percussion Ensemble rehearses during the school day AND outside of school. The sole purpose of the Percussion Ensemble is to promote our school, community, and band program by performing at regional, state, and national events and to increase musicianship within the percussion section, on all percussion instruments. The Percussion Ensemble might also compete at local, regional, and national competitions in the CIPA and/or WGI circuits from January to April (depending on funding and participation in fundraising activities).

Students who wish to join or retain membership with the Indoor Percussion Ensemble must audition for a spot. **Students who have previously participated in ensemble are not guaranteed a spot.** Membership will be granted on an invitation-only basis following the auditions. Auditions are held in late October/early November.

Membership to the Percussion Ensemble may be denied for various reasons at any time, including but not limited to:

- 🎵 Outstanding Financial Obligations (this is mostly an extracurricular activity, so please keep up with an fees associated with after-school events)
- 🎵 Abstaining from Fundraising (if dues are outstanding) and/or fulfilling Volunteer Obligations
- 🎵 Not following the Band Conduct Guidelines
- 🎵 Excessive Absences from Rehearsals and/or Performances

🎵 Bullying, Lack of Respect, Insubordination, etc.



Section IV - Game Day & Competition Procedures

Performing at football games is where the Mighty Viking Band receives the most attention from the community. In order to carry on the tradition of excellence that our school and community expect, there are several procedures we must follow.

Before the Game

🎵 Itinerary

- The itinerary for Game Day or Competitions will be sent out the Monday before that Friday's game (please note: sometimes the itinerary is delayed till later in the week rather than earlier, as we do not have control over when information is released to us by Athletics).
- The itinerary will be sent out via CHARMS email, but will also be posted on the website calendar, the CHARMS calendar, and the Facebook Group.
- Students and parents should read over the itinerary carefully, as it tells students exactly when/where they need to be, what they should wear, if they need to bring money for food, etc.

🎵 Football Show Run-Through














- We will occasionally have a quick run-through of the show immediately after school on most Fridays from 2:45pm to 3:30pm.
- *The Band Room will close promptly after the run-through to allow the director and band staff the opportunity to leave the school and eat before the game. Therefore, students will need to be picked up right after the run-through (if they do not drive) as they will not be allowed to stay at the school unsupervised.*

🎵 Call Time

- The Band Room will reopen approximately 30 minutes before Call Time. The Uniform Room will also open at this time.
- Call Time is when students should be in the arc, not when they should walk into the Band Room. Try to show up at least 10 minutes before call time.
- At Call Time, students should already be in the appropriate attire (per the itinerary) and have any required materials ready to go (e.g., uniforms if an away game, instruments, etc.).
- At Call Time, the Band Room will close to any person(s) who are not current members of the band, staff, or assigned parent volunteers. This is to ensure an atmosphere is created where the students can focus on what they need to do without distractions.

During the Game

The procedures for Home Games and Away Games are fairly similar. Students will enter the stadium per the directions of the director. Once they have entered the stadium, the Football Game Expectations Contract goes into effect. The contract will be handed out prior to the first game of the year, and must be signed by student and parent/guardian. The contract is as follows:

-  Be attentive to the game
-  Support the football team
-  Do not play, beat, tap, or create any sounds from your instruments unless the entire band is playing, as directed by the staff or drum majors
-  Be ready to play within 10 seconds or less of the song being called
-  Conduct yourself in a calm, presentable, and professional manner at all times (language included!)
-  No horse-playing (pushing, shoving, throwing bottles, pulling hair, playing others' instruments, or anything else that may cause harm or injury to another student, chaperone, or staff member)
-  NO CHEWING GUM or other "chewing" items
-  Do not have visitors sit with you in the Band area – NO EXCEPTIONS
-  No food or drink in the stands (unless given by the band boosters – only clear liquids when in uniform!) Do not have parents bring items to you in the stands. You will get in trouble.
-  NO CELL PHONES – they will be confiscated and the situation will be addressed based on BTCS and THS Cell Phone Usage Policies.
-  Uniforms remain on unless other instructions have been given by Mr. Semones ONLY!
-  Restroom visits in EMERGENCY situations only. Do not ask to go before Halftime, as the answer will be no.
-  As of now, we will have the 3rd quarter off. *This is a privilege, not a right.* At this point, you may go to the concessions, use the restroom, and socialize. Before we take 3rd quarter off, we will have procedures in place for you to follow (take off and fold uniform jacket, take instruments apart if necessary, place shakos/plumes in correct location, etc.). This process needs to be organized and neat – our appearance and demeanor is vital to this process. If a student does not have on the proper under shirt, they will not be allowed to take off their uniform and leave during 3rd quarter. While on 3rd quarter break, students may not leave our team's side. Students are only allowed at one of three places: the concession stand, the restroom, or in the stands. If students do not respect these rules, are immature during the break, or are late coming back into the stands this privilege will be revoked until the director feels that person or the band is ready to act appropriately during breaks. **DO NOT BE LATE COMING BACK FROM 3rd QUARTER** – you will assigned a time on the clock to be back. Our priority is supporting our team and school, not standing in line at the concession stand. If you think you might be late, come back then. We will provide you with a snack if you have not eaten.

🎵 DO NOT ASK AN ADULT TO BRING YOU CANDY, FOOD, AND/OR OTHER ITEMS that you are not allowed to have in the stands during the game – it will be confiscated, thrown away, and you will be disciplined.

Please understand that as members of the Mighty Viking Band, it is your responsibility to represent Bristol City Schools and the band program at Tennessee High School in the utmost professional manner. Any insubordination that is in direct conflict with expectations listed above and those provided by THS and Bristol City Schools will be handled in a timely and professional manner.

Our sole responsibilities at football games are to (1) support the football team and our school; and (2) entertain the audience/community. Anything else is “extra” and a privilege. You must understand this philosophy as it will not change.

After the Game

Once the Game has ended, students will be dismissed back to the Band Room (or back to the buses if an away game). After each game, students will have duties to fulfill after the game (cleaning, putting away, organizing, etc.) All students will be dismissed at the same time after all duties are completed and checked off by the staff and student leaders. Students should also ensure that they have picked up any materials they own (e.g., flip folders, shakos, etc.).

When students arrive back at the Band Room, they should hang their uniform properly in their garment bag, and take it back to the uniform room. Shoes should be taken off before entering the hallway as they will scuff the floor. Instruments should be put in their proper place or taken home. Trash, back packs, bags, etc. should be thrown away or taken home. **Anything left in the Band Room floor, on the counters, or in the hallway at the end of the evening will be thrown away or donated to charity.**

Once all duties are complete, the students will be dismissed to go home as a group. An approximate pick-up time will be on the itinerary – parents/guardians, please make sure you are there to collect your students in a timely manner (within 15 minutes of dismissal).

Away Games/Competitions

Traveling to an away game or competition is very similar to the procedure of a home game.

🎵 Students should be in place in the arc at Call Time, dressed in the appropriate attire and have all needed materials with them.

🎵 Students will be released from the arc to board the buses and load equipment (students will have already been assigned to a bus).

🎵 Attendance will be taken by a staff member or chaperone before departure.

🎵 Students are expected to follow ALL directions given by a chaperone during travel to a game or competition, and should demonstrate respect towards chaperones at all times.

- 🎵 Once we have arrived at the destination, students should remain on the bus until the Director or a staff member boards the bus to release them.
- 🎵 Cell phones will be collected from ALL members before unloading the bus. Phones will be returned upon arrival at the buses after the performance.
- 🎵 Once the game or competition is complete, students will load the buses to depart for Bristol. Students should follow the specific instructions given by the Director or a staff member.
- 🎵 Students will be encouraged to text or call parents/guardians once the buses have departed in order to alert them when we will arrive back at THS.
- 🎵 Upon arrival back at the Band Room, the same rules for cleanup and pick up after home games are in place.

Student Check-Out Procedure

If a student wishes to ride home from an away game or competition with their parent/guardian, he/she must provide a note signed by the parent/guardian no later than **ONE DAY BEFORE** the game/competition. This note must be approved by the Director. The note will then be given to Mrs. Richmond prior to departure to the game/competition. After the event, the parent/guardian must meet the student at the bus and notify Mrs. Richmond that the student is now leaving with them. Mrs. Richmond will keep a log of all notes, student dismissals, and guardian notes to keep.

Section V – Finances and Student Financial Obligations

Band Finances

The Band Boosters provide the funding needed to support a significant portion of the year-round Band program. This is a brief description of how the Boosters generate income, where that money is used, and what you can expect as a member of the Booster organization:

The boosters' income is derived from three primary sources: marching band donations, fund-raising income, and corporate sponsorships/outside donations. Donation amounts are kept as low as possible on the assumption that everyone will do their fair share – meaning that every student will pay this donation and participate in fundraising activities. Therefore, it is imperative that every student pays their marching band donation in a timely manner and participates in fundraising. Without everyone's participation, the Boosters will not be able to provide the high level of program support as they have in the past. Some schools in our area REQUIRE fees of \$600 or more. *Donations are tax-deductible.*

Although marching band is a class, donation requests associated with marching band are NOT charged for activities that take place during the school day or that are required by the school system (i.e. football games, etc.). Donations are requested from families based on their activities OUTSIDE of school hours (i.e. band camp, competitions, transportation costs, etc.) If a family is in dire financial need, they need to speak with the band director and booster treasurer about this

matter. No student will ever be denied participation in the school band because of finances, but communication is the key.

Student Financial Obligations: Marching Band (After-School Activities)

Your student will be responsible for a number of expenses throughout the year, beginning in the summer and fall with the after-school donation requests. This money provides funds for drill, music, music rights, band camp supplies, adjunct instructors, show T-shirts, and band camp meals/snacks, in addition to many other items that maintain the program's ability to function. Donations also help jumpstart the band program for the remainder of the year; **however, keep in mind that there may be additional financial requests added for the spring semester.** Donation schedules are set at the beginning of our fiscal year to match the proposed program budget. Because the majority of Band expenses occur in the late spring and summer, it is **CRITICAL** for us to collect these donations in a timely manner to cover expenses until fund-raising income is realized.

In order to ensure your student(s) has a drill spot in the show(s), a non-refundable deposit of \$100 must be donated by July 1. In addition, any donations not collected from the previous year should be paid by July 1 as well. The donation amount to participate in the after-school Marching Band for the 2016 season is \$350. In order for your child(ren) to attend band camp, \$250 of this fee **SHOULD BE DONATED** by or on Band Camp Check-In day. A sibling discount of \$25 per sibling will be given if a parent has more than one child in the band. Please see page 30 for information on how to submit your donations.

In the event a student decides not to continue with marching band, no refund will be made after the start of band camp. Prior to band camp, a partial refund *may* be allowed upon written request, and contingent on the Booster Executive Board's approval.

In addition to our requested donation amount, other tangible items are required. Such expenses might include marching shoes, gloves, under armor, etc.; (guard members will have different requirements that will be given to them separately – these requirements may vary season to season depending on what is essential to produce that year's show). The goal is for the students to purchase these items their freshmen year and use them each consecutive year. They should be replaced by the family if lost, stolen, or destroyed. Below is a list of items that students will need for the Marching Band season. If any of the items are in bad condition, then replacements will be needed in order to maintain the standards of the Mighty Viking Band. New students should budget appropriately to purchase all of these items.

- Requested Marching Band Donations (\$350)
- Marching Band Shoes (approximately \$45)
- White (or black) Marching Gloves, 2 pair (approximately \$10 – winds & percussion only)
- Under Armor & Wind Suit (approximately \$81 for shirt & shorts– winds & percussion only)
- Concert Black Attire, khaki shorts, blue jeans
- Reeds (clarinets & saxophones)
- Mouthpieces **(students renting school-owned instruments must purchase own mouthpiece)**
- Sticks, mallets, percussion implements and items (percussion only – see class syllabus)
- Flip Folder and Lyre

- 3-Ring Band Binder
- Tuner/Metronome (may use app on phone)
- Meals on trips
- Hotel Expenses (for overnight trips)

Items such as shoes, gloves, under armor, and wind suits will be ordered during Band Camp Registration. Reeds, mouthpieces, flip folders, etc. may be purchased from vendors such as Music Doctors, Dominion Music, or Lippo's Music Mart.

Student Fees: Winter and Spring Ensembles

The term "fee" means money that is required from an optional after-school activity. (Please don't confuse this with donations.) Students who participate in any Winter and/or Spring Ensemble may have additional fees, aside from the after-school activity donation. Fees for these ensembles are determined during the fall term. Below is a list of expenses for the Winter/Spring Season (please note – this is subject to change):

- Shoes, Gloves, Under Armor, Wind Suits – see above
- Winter Guard Fees (required for students to participate)
- Winter Percussion (indoor line) Fees (required for students to participate)
- Concert Black Attire
- All-State East/All-State Expenses (required for students to participate)
- Solo & Ensemble Expenses (required for students to participate)
- Concert Festival Fee
- Meals on Trips
- Hotel Expense (if overnight trip)
- Private Lessons (not required, but encouraged) – see a staff member if you would like private instruction and need help finding a suitable, off-campus instructor.

****In the event that a student needs financial assistance, the parents/guardians must notify Mr. Semones in writing or in person prior the fee due date.**

*****Any student who fails to pay the fees stated directly above by the due date and/or to participate in fundraisers will not be allowed to participate in any after-school program events until the fees are made current. (This does not apply to the donation request.)**

Other Information

The Booster books are open for inspection at any time. Contact the Band Booster treasurer if you have a question, or need additional information. A Financial report is given at the Booster meetings, which are held on the 4th Tuesday of each month at 7 pm in the band room.



Section VI – Fundraising

Fundraising Income and Fair Share



In addition to the financial requests collected from families directly, all students & parents/guardians should participate in all fundraisers. Participation in fundraisers not only ensures that the entire burden of the band's expenses does not rest solely on the families, but is also vital to the financial health of the program.

Fundraising




No fundraiser can be successful without participation from our band students AND our band parents. The Tennessee High School Band has a tradition for being the best. We have been honored many times for our excellence. A band of this caliber must take fundraising seriously, but the work is worth the effort. The profits from these fundraising activities are used to pay many of the Band expenses. In addition, the Tennessee High Band Boosters are committed to providing ways for every student who wants to be a part of the band to be able to participate regardless of their financial situation. Fundraisers now go towards general band expenses. They will be designated for certain things (i.e. spring trip, marching band expenses, etc.). Since there are no student accounts, it is **IMPERATIVE** the **EVERYONE** fundraise for the entire band program. For example, if the families combined raise \$10,000 towards the spring trip, that means (with 100 students) \$100 would come off of your spring trip fee. The more we fundraise, the more it helps everyone!

We can only continue to be the best with your help and support. The following fundraisers are our traditional fund-raising projects; however, these are subject to change and more fundraising opportunities will be available throughout the year.



Fruit/Meat & Cheese Sale

-  Held in September/October.
-  Will go towards the spring trip or General Fund.




Music in The Castle

-  Held the 1st weekend of October.
-  Funds raised will go towards the General Fund.
-  **MANDATORY** for every student and at least one of their parents/guardians to work this event.

Race Track Stand

-  Held at the Fall and Spring BMS Races and for the “Battle at Bristol”
-  Funds raised will go towards the General Fund.

Viking Hall Concessions

-  Held throughout the school year.
-  Will go towards General Fund.
-  There are two “seasons” for Viking Hall Concessions: the Regular season (which includes basketball games, volleyball games, and other events) and the Holiday Season, which consists of the Country Christmas Jamboree and Arby’s Classic.

Fundraising Expectations

As a parent/guardian of a THS Band Student, you are asked and expected to fulfill the obligations set forth below as part of my child’s band obligations. Under no circumstances will you, or your child, be punished for not adhering to these requests; however, please understand that fulfilling these requests enhances the quality of our band program and your child’s musical education by leaps and bounds. If you cannot fulfill these requests, please ask another family member or friend to take your place.

1. Each family is asked to work “Music in the Castle”, the band competition we host. Each student is required to work all day, as well as perform, per the expectations of being a high school band member. The parents/guardians of the child are requested to work as much as possible that day. We need as many adults as possible and friends or other family members may work as well. MITC will be on October 1 of this year.
2. Each family is asked to work at least 2 shifts (1 adult and 1 student shift) at the Arby’s Classic each year. The Arby’s Classic takes place in Viking Hall and is the biggest event

V-Hall hosts all year. The Arby's Classic is held over winter break every year. The Arby's Classic will be held December 26-31 this year.

3. Each family is asked to work at least 1 shift (student or adult) for each Race Track (BMS) event (one in the fall, one in the spring, and tentatively the "Battle At Bristol").
4. Each family is asked to work at least 6 shifts (2 adult and 4 student) for Viking Hall throughout the school year, not including the Arby's Classic.
5. Each family is asked to participate in each fundraiser we do concerning the selling of goods, i.e. fruit, meat/cheese, pizza kits, cookie dough, pancake breakfast tickets, etc.
6. Each student is expected to work one of the four car washes we host in conjunction with their section.

For more information on what to do when you work concessions, please check out the "Concessions Hand Book" under *Files & Handouts* in CHARMS.

We cannot force you to fundraise or volunteer your time, but we will plead with you - please know that without the fundraisers we have, we would only be limited to traveling to football games only. That means no competitions, spring trips, performances, new equipment, and additional staff. Just for your information: three buses to Knoxville equals \$2,000.

Here is a list of items fundraising and donations pay for:

Travel (school & charter buses), guard activities/equipment, percussion & wind activities/equipment, wind instruments & instrument maintenance, band apparel, food for camp/competitions, show shirts, customized marching band drill, customized marching band music, art design, props, equipment maintenance and repairs, trailer/gator maintenance, competition entry fees, first aid/medical supplies, uniform cleaning, concert band travel, ETSBOA travel and registration fees, classroom parties, insurance, copy machine lease and maintenance, postage for mailings, hospitality, PO Box Rental, leadership training, picnics and potluck items needed, band camp expenses, hotel/lodging for honor bands, band banquet needs, awards for students, senior gifts, large-scale trips, and other miscellaneous expenses.

Sponsorship and Donations

Donations

The Tennessee High School Band Boosters is classified by the IRS as a 501(c) (3) non-profit organization which means all donations to the band are tax deductible. Donations are very much appreciated.

Sponsorships

A corporate sponsorship program solicits funds to help with various aspects of the Band program such as new instruments and equipment throughout the school year. Sponsors are acknowledged for the contributions and generous support throughout the year! If you have contacts of businesses or individuals that might be interested in sponsoring the band please notify the Band Director or a Band Booster Executive Board Member.

Note: Sponsorship Forms are available in the Band Office, on CHARMS, and on the website year-round if you or someone you know would like to sponsor a child or make a donation.



Section VII- CHARMS

What is CHARMS and Why Should We Use it?

CHARMS is a system that the Band program uses for a variety of functions, such as:

- 🎵 Email Communication
 - Weekly updates and reminders of important dates and events are sent via CHARMS.
 - Calendar
 - Includes the schedule of events for all ensembles, and is updated regularly.
 - Click on the event for more information, including who is required to attend.
 - Volunteer Opportunities
 - Sign up to volunteer for things such as chaperoning.
 - This is also the primary way to sign up for shifts at Viking Hall Concessions and MITC.
 - Family Payment Tracking/Updates
 - View how much you owe on fees/trips
 - Make payments via PayPal

It is imperative that all students and parents/guardians activate and use their CHARMS accounts on a regular basis. It is also imperative that information is kept up to date, as this is the primary way that the Director of Bands and band staff will communicate with students and parents/guardian.

How to Log-In



Go to: www.charmsoffice.com

Click on “Enter”

Choose: Parent/Student/Helper

The School Code is: TennHSBand

The passcode is your CHARMS Student ID. You should receive it during Band Camp Check-In (if you have not already). *For most students*, your student ID is your last name and first initial (all lower case).



Section VIII– Electronic Communication & Social Media

FACEBOOK:

The THS Mighty Viking Band has its own Facebook Groups (Full Band, Percussion, Guard, Woodwinds, and Alumni/Supporters). The groups are meant to be a place that the staff can share important information and reminders (e.g., if a practice is cancelled last minute due to weather, we would post it on the group) and students can post band-related humor with their fellow band mates.

The Facebook groups are closed groups and membership is by invite only. Since the group serves as an extension of communication and learning within the band program, membership is restricted to *current* students in the program, and their parents, guardians, and siblings.

The Facebook groups should be a place to have fun and celebrate the achievements of the band, as well as be a platform for reminders and important information updates. Therefore, the following rules are to be abided by all members of the Group:



Foul language or obscene pictures of any kind will not be tolerated (e.g., cursing, sexual innuendos, etc.)

🎵 Complaints and concerns should not be expressed on the group pages. Any complaints or concerns should be relayed personally to the Director of Bands (via email or telephone call). Only positivity.

🎵 No student or parent/guardian should admonish any other student or parent/guardian. Any concerns about conduct (from a student or parent/guardian) should be brought to the attention of the Director of Bands and should not be dealt with by anyone other than the Director or band staff.

🎵 The Facebook page should be a place of optimism and advocacy for music education and participation in band. Please do not post anything that could be construed as negative. This is not the place for that kind of comment.

The Facebook Group is monitored closely by the Director of Bands and other band staff. Any posts that are deemed inappropriate will be removed. Any user who continues to violate these rules will be removed from the Group and reported to THS Administration for disciplinary action. Also, cyber-bullying is a very serious issue and will not be tolerated.

SCHOOLGY:

Schoology.com is the classroom website the faculty at THS is using. To log on to band schoology pages, please obtain the access codes from Mr. Semones. This website gives students access to calendars, assignments, links, documents, etc. for every class they are enrolled in at THS. This also serves as another form of relaying communication.

REMIND.COM:

Remind.com is yet another form of communication within the band. This is an easy way for us to get information to you through text messages very quickly. This site is also free and 100% safe. To sign up for this service, e-mail Mr. Semones and he will send you the instructions. Text messaging charges (if you do not have them built into your plan) do apply.



OUR BAND WEBSITE:

Visit our illustrious band website at themightyvikingband.com. Here, you can view photos of the band, updates, calendars, etc.

Section IX - Frequently Asked Questions

When is Band Camp?

Band camp is typically the 2nd and 3rd weeks of July. Color Guard & Percussion Camp are earlier in the summer and will vary depending on the availability of the instructors. New Marcher Camp is typically the three days before full band camp.

Who is expected to attend Band Camp?

ALL students including Brass, Woodwind, Percussion, Drum Majors, and Color Guard, will attend both weeks of band camp.

How mandatory is Band Camp?

In a word...**VERY!** Students learn the music and drill for half time/competitions during this Band Camp – new members will also learn marching fundamentals and how to read drill. It is extremely difficult for students to catch up if he/she misses camp. Everyone plays an important part and must be there for the band to make the show successful!

Because it is crucial for students to attend camp, any student not in attendance may be placed as an alternate and will not be given a spot in the show – this decision will be at the discretion of the Director. Please go ahead and schedule for your students to be busy the 2nd and 3rd weeks of July for camp.

What forms or documentation do I need to provide?

The following forms are required in order for a student to participate in the THS Mighty Viking Band Program. All forms can be located on the CHARMS website under *Files and Handouts*.



Commitment Form (required to hold a spot in every ensemble) – due in March

Health Form (students need to resubmit these forms every year – they must be notarized) – due at band camp registration



Random Drug Testing Form (only new members need to submit one) – due at band camp registration

Football Game Expectation Contract – due before the first football game

Handbook Contract – due the first week of school

What part of the uniform do the families provide?

Winds and Percussionists

- Black Socks
- Black Marching Band shoes
- White (or black depending) Gloves
- Under Armor/Black shorts
- Wind Suit Jacket and Pants

Color Guard

Items needed may vary depending on the show. General ideas of items that members may need to provide are:

- Body Tights
- Shoes
- Warm-Ups
- Hair Styling Products (hair spray, bobby pins, curling iron, etc.)
- Make-Up
- Costume picked by staff

What are opportunities for involvement? How can I help?

There are many ways to get involved! Here are just a few ways:



Parent/Booster Meetings – Attend these meetings! This is an easy way to not only sign-up for volunteer opportunities, but you can stay informed and provide input on many things, including fundraisers and events! The meetings are held on the **4th TUESDAY** of each month @ **7:00pm in the THS Band Room**.



Chaperoning – this may include home games, away games, and competitions.



Uniforms – involves checking out uniforms to students, fixing any issues that may occur during the season, and cleaning/maintaining the uniforms.



Props – we are always in need of parents that have a talent for designing and building props for the show!



Field Equipment – help the band move equipment onto the field for games and competitions.



MITC Committees – help plan our nationally-renowned band competition!



MITC Volunteers- sign up for shifts and help make this event a success!



Band Banquet Committee – help plan our end-of the year celebration!

How to find out when you can help:

- 🎵 Attend the Parent/Booster Meetings! Not only can you sign-up for volunteer opportunities, but you can have a plan in shaping the events! The meetings are held on the **FOURTH TUESDAY** of each month @ **7:00pm in the THS Band Room**.
- 🎵 Check the weekly updates, read your e-mails, and read the CHARMS calendar every week.
 - We utilize CHARMS for a lot of volunteer sign-ups, especially for Viking Hall Concessions. Read the weekly updates for volunteer needs and then go to the CHARMS calendar to sign-up!
- 🎵 Let someone know! Contact our volunteer coordinator on the Band Booster Executive Board or ask the band director!

Who do I call when I have questions?

It depends on the question!

Fees/Donations/Payments:	Financial Treasurer
Deposits/Receipts:	Financial Treasurer
Viking Hall:	Viking Hall Coordinator
Website:	Corresponding Secretary
Volunteering:	Volunteer Coordinator

If your question does not fit the above categories, then you can:

- 🎵 Call the Band office (423.652.9315) or
- 🎵 Send an e-mail to David Semones, Band Director, semonesd@btcs.org or
- 🎵 Send an e-mail to our band booster president (info on pg. 5).

We will either answer your question (if possible) or connect you with the appropriate Booster Committee Chair if necessary. A complete and current listing of Booster Committee Chairs is also available on the band website (www.themightyvikingband.com).

I'd like to Chaperone – how do I sign up?

Parents who would like to chaperone at any point during the year (Football games, Spring Trip, Winterguard, etc.) will need to go through a short “Chaperone Orientation” – even if you have chaperoned before. The orientation will be scheduled by our Volunteer Coordinator.

Once you have completed the Orientation, you can sign-up for any Chaperone opportunities via CHARMS.

Should my child take or continue private music lessons?

YES!! Private lessons are an **IMPORTANT** part of the success of the Band!

Why?

- 🎵 Lessons give the opportunity to tailor instruction *specifically* to each student's needs and skill level on their specific instrument.
- 🎵 Students who take lessons consistently place at the top of their sections, receive superior ratings at solo or ensemble competitions, and win a spot at clinic auditions.
- 🎵 Students who take lessons for at least two years consistently have a significantly better chance to win scholarship money for playing their instrument in college (even if they do not major in music)! (Many of our own instructors received music scholarships ☺ - it can happen to your child as well)

If you need help finding a private instructor, check with Mr. Semones. If you still need additional assistance in locating a Private Instructor, call the Band Room (423.652.9315) or email semonesd@btcs.org.

When are Marching Band practices?

After School rehearsals will begin at the start of the school year. Rehearsals are **MANDATORY** for **ALL** Band Students who participate marching band! If a student needs to miss a rehearsal, they need to follow the absence request procedures (please see pages 7-8 for more information). Each unexcused absence will result in the reduction of a letter grade.

The Marching/Concert Bands will rehearse during 3rd/4th (for Percussion & Color Guard) and 5th Period (for Woodwinds & Brass) during the school day. In addition, the marching band has two after school rehearsals on Tuesdays & Thursdays and sometimes a run-through on Friday game days. The After School Schedule is listed below:

Marching Band Rehearsals

- 🎵 Full Band
 - Tuesdays: 2:30pm to 5:00pm
 - Thursdays: 2:30pm to 5:30pm

- 🎵 Color Guard & Percussion
 - Wednesdays: 3:00-5:00pm

Please note: the start time for rehearsals is when rehearsal will *begin*, not when students should arrive. The end time for rehearsals is when students are released from rehearsal; however, *this does not necessarily mean it will be when they are ready to leave*, as that will depend on how much time they spend putting up their instruments, socializing with friends, etc.

Where and how do I make payments?

- 🎵 Payments are accepted via cash and check (preferable).
- When submitting cash or check, please place payment in a sealed envelope. Please ensure that the envelope has the student's name and what the payment is for. Make checks payable to THS Band Boosters (unless specified otherwise).

🎵 You may submit payment in any of the following three ways:

- The Black Box (located in the band room right outside the Band Office)
 - Payment submitted this way must be either cash or check. Check preferred.
- Booster P.O. Box
 - If you wish, you may mail your payment (cash or check) to the P.O. Box at:
Tennessee High School Band Boosters
P.O. Box 1172
Bristol, TN 37621

2015 MVB Events Calendar

For a band calendar of events, please log onto CHARMS and check the calendar provided. There is a printable version of this calendar.

All events are tentative & subject to change, please refer to the calendar on CHARMS WEEKLY!

2016 "Mighty Viking Band" Handbook

Student/Guardian Agreement Page



Student Agreement: By signing this page, I am stating that I have read all the contents of the handbook. Furthermore, I agree to abide by this handbook to the fullest extent. I understand that being a part of the band program takes much responsibility and dedication, but the rewards are immeasurable. I will do my best to uphold the reputation of the band program by being the best that I can be in every aspect – performance, work ethic, attitude, reputation, and fundraising.

Student Name: _____ **Grade:** _____

Student Signature: _____ **Date:** _____

Parent/Guardian Agreement: By signing this page, I am stating that I have read all the contents of the handbook. Furthermore, I agree to abide by this handbook to the fullest extent. I understand that having my child involved with the band program is a big responsibility on my part as well as theirs. I will do my best to support my child and their endeavors as a musician/performer by: providing timely transportation to/from events, watching and supporting my child at performances, advocating for the band program and sharing in its vision, and by donating a portion of my time to volunteer and fund raise.

Guardian Name(s): _____

Guardian Signature _____ **Date:** _____

Guardian Signature _____ **Date:** _____

Please turn in this page by August 15, 2016.