



BAND HANDBOOK

JACKSON COUNTY HIGH SCHOOL
2023-2024



History

The Jackson County High School Band has a rich tradition of musical excellence dating back to the program's inception in 1979. The Jackson County Band Program has traveled and performed at numerous locations around the country. The Jackson County High School Band Program is composed of a marching band, colorguard, three full-sized concert bands, two jazz bands and multiple percussion ensembles.

Our marching band has experienced an outstanding level of success through its history. In the last decade, the marching band has been awarded twelve grand championships. They have also been selected as finalists at BOA regionals as well as a BOA super regional.

Our three concert ensembles consistently earn superior ratings. In the last six years, our wind ensemble has received invitations to perform as invited guests for the Music for All Southeastern Regional Concert Festival at Georgia State University, The University of South Carolina Band Clinic, the University of Georgia January High School Band Festival, and the Georgia Music Educators Association's In-Service Conference.

Our jazz ensemble consistently receives superior ratings, and is a two-time participant in the Essentially Ellington regional competition at the University of North Carolina. Throughout the career of our jazz program, the bands have accumulated an enviable record of the highest ratings and been selected to perform at the Georgia Music Educators Association's In-Service Conference three times, most recently in 2023.



Mission Statement

- To build a program based on PRIDE, FAMILY, & COMMITMENT.
- To provide ALL students a first class music education through meaningful performance.
- To help educate, share, and foster the value of music education within our community.
- To develop all students into model citizens so that they may be successful in future endeavors.
- To work everyday towards becoming the one of the best band programs in the State of Georgia and beyond.

Handbook Acknowledgement

There are procedures and policies with which all members need to become familiar, and this handbook seeks as its goal the presentation of those materials. All band members and parents should read this document so that every member of the team is on the same page with a working understanding of the expectations and rules for the organization. You will find that much of this document is quite specific and rigorous about the expectations, rules, and policies that we have in place, but please understand that these are necessary if we are to have an environment in which fairness, consistency, and efficiency are to be present. Please also understand that any school organization's policies must reflect the core philosophy, mission, and expectations of that school and the community it services. Our handbook's main purpose is to make the Jackson County High School Band the best organization possible. Please note that you will be asked to sign the Permission/Handbook Agreement Form, which states that you have read this document, and agree to its contents as it pertains to membership in the band program. If you have any questions about this document, please do not hesitate to contact Mr. Kilgore.



ENSEMBLE/ CLASS DESCRIPTIONS

- **Marching Band:** The Jackson County High School Marching Band is the most visible performance group at Jackson County High School. All members of the band program participate in the marching band and its corresponding rehearsals and performances. The marching band consists of all wind players (woodwind & brass), percussionists, and members of the colorguard. All members of the marching band participate in band camp, and weekly afternoon rehearsals. The marching band performs at all football games (home, away, and playoff games), three marching competitions, as well as various pep rallies and community/school events.
- **Wind Ensemble:** The Jackson County Wind Ensemble is the premier performance group at Jackson County High School and consists of instrumentalists (Grades 9-12) who perform at the highest level. The students rehearse during the day as well as some after school rehearsals/sectionals. The group performs a minimum of three concerts a year in addition to the Large Group Performance Evaluation (LGPE) as well as other state, regional, and national conferences, and events. Membership in the Wind Ensemble is determined by an audition that is conducted during the previous school year.
- **Symphonic & Concert Bands:** The Jackson County Symphonic Band is the second concert ensemble, and the Concert Band is the third concert ensemble at Jackson County High School and consists of instrumentalists of varying grades (9-12) who rehearse during the day. These groups perform a minimum of three concerts a year in addition to the Large Group Performance Evaluation (LGPE). Membership in the Symphonic Band is determined by an audition that is conducted during the previous school year.
- **Jazz Ensemble(s):** The Jackson County Jazz Ensembles are composed of instrumentalists of varying grades (9-12) who wish to participate in a performance-based group that focuses on the jazz genre and the corresponding sub genres of jazz. The groups perform 3-4 concerts as well as other community and school events. They also attend at least 1 competition each year. Placement auditions for the Jazz Ensembles take place during the Fall Semester.
- **Colorguard:** The Jackson County Colorguard team(s) are auditioned based and comprised of students of varying grades (9-12) who wish to rehearse and perform in the Visual Component of the Band Program. The group attends band camp and all weekly after school rehearsals. The Colorguard performs at all pep rallies, football games, marching band competitions, as well as various performances as scheduled by the instructors. Colorguard members are governed by a separate Handbook.
- **Percussion Ensemble(s):** The Jackson County Percussion Ensembles are composed of instrumentalists of varying grades (9-12) who wish to participate in a performance-based group that focuses on basic percussion skills as well as percussion ensemble literature. The groups perform concerts each year, as well as other community and school events.



GENERAL EXPECTATIONS

- Students are expected to behave at a higher standard than other students at Jackson County High School.
- Students are expected to follow all rules of Jackson County High School.
- Students are expected to be courteous, polite, and respectful at all times to faculty/staff members, parents, and other students. This includes not speaking while others are speaking and not using inappropriate language, profanity, or derogatory comments in person or on social media.
- Students are expected to be present and on time at all rehearsals and performances. It is imperative that we start and end on time and have all members present to maximize our rehearsal/performance time. More detailed attendance policies/procedures are listed below.
- Students are expected to have all materials needed for rehearsals and performances.
- Students are expected to keep the Band Room, Practice Area, and Jackson County High School clean and organized. Our room and school is our home while we are here and should be treated with the upmost respect. Students who do not adhere to taking care of equipment or the band room will be asked to clean up their respective area of the facility.
- Cell phones or other electronic devices should not be used during rehearsals or performances. Students may use them during breaks relative to after school rehearsals/performances.
- Students are expected to cheer for and support Jackson County High School and its students, athletes, and staff at all times. We are ambassadors of JCHS and the band program and must represent these institutions in a first-class manner at all times.
- Students are expected to pay fees in a timely manner so that our program can be financially sound and operate as needed.
- Students and Parents are expected to have completed and turned in all necessary paperwork.
- Students must adhere to the academic and remediation guidelines outlined by Jackson County Schools. The band staff will work with each individual member to fulfill these requirements.
- Membership on the team does not necessarily guarantee the right to perform at any given performance. Each member must meet the standards set by the director and instructor and may be required to sit out a performance if they have not successfully learned the required material.
- Members are expected to exercise good judgment in their use of social media websites/apps and to conduct these activities in a responsible and respectful manner. Members should not post information, photos, or other representations of sexual content, inappropriate behavior (i.e. drug or alcohol use), inappropriate language, or items that could be interpreted as demeaning or inflammatory. Additionally, they should not comment on injuries, any decisions made by the instructor, or team matters that could reasonably be expected to be confidential to team members. Best practices & reminders for social media use: Think twice before you post. Failure to follow social media guidelines may result in disciplinary action.

ATTENDANCE

- Students are required to be at all camps, rehearsals, and performances as outlined by the director/instructor(s). Absences are defined as excused and unexcused.
- If a student misses 2 practices, excused or unexcused, the week of a performance, they will not be permitted to perform. If a student misses 1 practice, excused or unexcused, the week of a performance, it will be at the director's discretion whether or not they will perform. If too much important material was missed with no time to make it up, the student may not perform that week. Pass offs may be required to permit a student to perform.
- Absences, excused or unexcused, that occur at times when there is not a performance still require the member to a.) make up the time that is missed with the director/instructor and b.) pass off on any material they missed first hand. Pass offs will be scheduled and held at the director's discretion.

Excused Absences:

- Excused absences are defined as sickness (Must include signed note from parent/guardian or doctor), death in the family, school conflict, emergency doctor's appointment (requires doctor's note). Excuse notes should be received in advance or prior to the absence otherwise it will be considered unexcused.
- Only five (5) parent notes will be accepted per semester. After the fifth parent note (each semester), the absence will either require a doctor's note or be labeled unexcused if no doctor's note is provided.
- Students must notify the director of any absence by phone or email regardless of the reason. If no reason or note is provided it will be labeled as an unexcused absence.
- Sickness or injury that is severe enough to prevent you from attending and watching will be excused. However, if you are well enough to attend class/school, you are expected to attend practice. Should you miss school due to sickness and are not contagious, you are still expected to come and watch practice, but not participate. First hand observations of practice material is valuable in keeping you from falling behind.

Unexcused Absences:

- Unexcused absences will not be tolerated and will result in the student being placed on non-performing status or dismissal
- Unexcused Absences are defined as skipping, forgetting, employment conflict, babysitting, and any other conflict not cleared in advance or that is not school related. Work cannot interfere with scheduled practices, performances, or events. Leaving early or arriving late due to work is considered unexcused missed time.

Consequences:

- 1st Unexcused Absence: Non-Performing Status for 1 week or 1 performance.
- 2nd Unexcused Absence: Non-Performing Status for 2 weeks or 2 performances and parent conference.
- 3rd Unexcused Absence: Will result in dismissal.

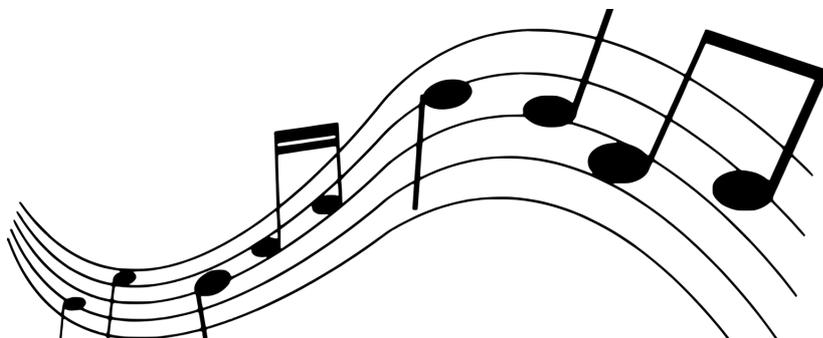


**PARENTS MUST PICK UP STUDENTS WITHIN
30 MINUTES AFTER EACH EVENT IS OVER.**



EVENT DESCRIPTIONS

- **New Member Marching Rehearsals:** New Member Marching Rehearsals are for all new marchers. They will be held the week before Band Camp and are typically start at 8am on specified days. See calendar.
- **Percussion & Colorguard Camp:** Percussion & Colorguard Camp is for ALL percussionists and is a one week event during the month of July where the marching percussion section and colorguard will lay the framework for the upcoming football season. All percussionists and colorguard must be present and on time and have all materials. Materials: Comfortable clothing, tennis shoes, socks, sticks/mallets, music, a pencil, and a water bottle. All items must be labeled with the students name and section. Percussion & Colorguard Camp will start promptly at 8:00 A.M. and end at 5:00 P.M. A break will be provided for students to eat lunch.
- **Marching Band Camp:** Marching Band Camp is at least a two week event during July where students learn and rehearse their field music, drill (field movement), and choreography for our halftime show. Students will also learn and rehearse their stand music/dances (football games) as well as marching fundamentals. This time also serves as conditioning for our students to help prepare them for the rigors of outdoor performances. This is a large block of rehearsal time that is key to our success. All students must be present and on time and have all materials. Materials: Comfortable clothing, tennis shoes, socks, sticks/mallets, music, a pencil, and a water bottle. All items must be labeled with the students name and section. All items must be labeled with the students name and section. Band Camp will begin promptly at 8 A.M. and will have varying end times each day. Morning sessions are held outside (weather permitting), Afternoon sessions are primarily inside, and Evening/Night sessions are held outside. A break will be provided for students to eat lunch and on the second week, there will be a lunch and dinner break.
- **Marching Band Rehearsal:** Marching Band Rehearsals are held on Monday (until-5:15) and Thursday (until-5:15). These rehearsals are crucial for learning new material as well as refining our halftime show, movement, and music for performance. Marching Band Rehearsals held on Monday & Thursday will be at the Band Practice Field. Rehearsals will be moved indoors if weather becomes inclement. We will practice rain or shine unless communicated by the Band Directors. Students are expected to have all materials at all Marching Band Rehearsals. Materials include: Instrument, music, water bottle, tennis shoes (with socks), comfortable clothing, and a pencil.



EVENT DESCRIPTIONS (continued)

- **Football Games/Competitions:** The marching band performs at a minimum of 10 football games and 3-4 competitions. All performances are required. Students will perform at all home varsity football games, travel to all away football games, as well as, perform at and travel (if necessary) to all playoff games (should our team advance to the postseason). Additionally, the band will perform and compete at three to four marching competitions which are held on Saturdays in September & October. **Materials:** Students are expected to have their instrument, stand music (football games), their uniform, black gloves, black Member Shirt (provided), Black Socks, and Black Band Shoes. More details on travel and performance are listed in a following section. Students receive a grade for all performances including football games and competitions.
- **Concerts:** Concert Band, Symphonic Band, Wind Ensemble, Percussion Ensemble and Jazz Ensemble will perform a minimum of three concerts a year (Holiday, PreLGPE, and Spring Concerts). Report time (time to be dressed and ready to perform) will always be one hour before the performance starts. **Materials:** All students will wear concert black attire to all concerts. Students will need to provide and have black dress shoes, black dress socks, black shirt, black neck tie (for gentlemen) and a dress (for ladies). Students will stay for the entire performance and assist with setup and tear down.
- **Additional Rehearsals/Performances:** Additional rehearsals/performances can be called only by Mr. Kilgore, Mr. Tinnel, and Mrs. Pitman. Advanced notice will be given and these events will be kept to a minimum.

REHEARSAL & PERFORMANCE EXPECTATIONS

- No food is allowed in rehearsal unless outlined by the instructor. Water and Gatorade are allowed. Soft drinks, energy drinks, etc. are not permitted at practices and performances. Students should have and use a water bottle at all times.
- Required footwear and clothing must be worn at all rehearsals and performances. Students must wear tennis shoes with socks at all times. They must also be wearing athletic clothing at all times during rehearsal. Proper athletic clothing includes, but is not limited to cotton t-shirts, dry fit shirts, and tank tops, racerback style cotton or fitted tops, and athletic shorts/pants. The following clothing items are NOT permitted: spaghetti strap tops, t-shirts/tank tops that are extremely over-sized (ex. falling off shoulders or getting tangled in equipment/preventing execution of movement and choreography), crop tops, only bra tops, tight spandex "booty" shorts, thin cotton leggings, jeggings, etc.
- Appropriate undergarments must be worn with all performance uniforms/costumes.
- No jewelry will be allowed at practice or performance. This includes earrings, rings, bracelets, necklaces and studs.
- Hairstyles and unnatural colors that draw negative attention to a member are not allowed.
- Proper rehearsal etiquette is expected at all times.
- All members are expected to bring all necessary uniform and equipment items for practices and performances.
- All members must remain at practices and performances until dismissed by the director.
- All members are expected to bring their own water jug to all rehearsals and performances.

ELIGIBILITY

Students must do the following to maintain eligibility and good standing with the band. Eligibility is dually defined in membership and performing/non-performing status. Performing Status is when student is in good standing and adheres to all rules, regulations, and expectations and is eligible to take participate in all performances. Non-performing status is a probationary period where the student will attend all practices and functions, but not be eligible to perform. Loss of membership would be invoked if a student violates loses his or her eligibility due to violation of the substance abuse policy and/or continually violates one of the policies listed below. Removal from the ensemble for the remainder of the year due to a failure to meet academic or behavioral standards. Any student dismissed from the ensemble will remain ineligible for one full year. Eligibility for participation in future years will be reviewed by the sponsor and band director. Excessive disciplinary issues will be dealt with on an individual basis and can result in dismissal.

- **Academic Eligibility:** Band and Colorguard Members must maintain the appropriate average in their classes as outlined by Jackson County Schools. Students not maintaining the necessary average must follow the policies and guidelines for remediation as outlined by Jackson County Schools to retain performing status and membership. Please see below for more details.
- **Substance Abuse:** Band and Colorguard Members are expected to remain drug and alcohol free and must the follow the respective policies of Jackson County Schools. The band maintains a “zero tolerance policy” for student use of drugs and/or alcohol abuse. Drug testing policies are outlined in the Jackson County Schools Code of Conduct.
- **Rules/Regulations of Jackson County High School and JCHS Bands:** Band Members must adhere to all rules, regulations, and expectations of Jackson County Schools, Jackson County High School, and the Jackson County High School Band to remain eligible to participate and perform with the JCHS Band and Colorguard. Disregard for rules, regulations, and expectations will be grounds for being placed on non-performing status and/or dismissal from the organization (loss of membership). If a student violates the rules of the Jackson County Schools Code of Conduct he or she may be subject to disciplinary action from Jackson County High School as well as the Jackson County High School Band Program. If a student violates the expectations of the Jackson County High School Band Program on or off campus, he or she is subject to disciplinary action from the Band Program. Appropriate disciplinary action will be issued and agreed upon by the Jackson County High School in conjunction with the Band Director(s).
- **Fees:** Band Members are expected to pay their fees or fund raise on time for the program to be able to successfully operate and provide a first-class experience. Students must pay fees or fund raise in order to receive items necessary for performance. Students must be current on their fees to participate in any extra trips or festivals.

MATERIALS



Students are expected to have the appropriate materials at all classes, rehearsals, and performances. Failure to not have the appropriate materials or not store them appropriately will result in the loss of one's daily participation grade and/or other disciplinary actions. Materials include:

Class:

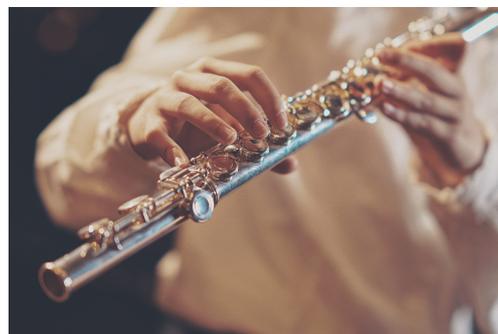
- **Wind Players:** Instrument, Music Folder (Concert Music), Music Binder (Marching Music), Pencil, Appropriate Mutes/Supplies.
- **Percussionists:** Instrument, Music Folder (Concert Music), Music Binder (Marching Music), Pencil, Stick/Mallet Bag w/ Drum Sticks, Mallets, Brushes.

Rehearsals:

- **Wind Players:** Instrument, Music Binder, Pencil, Water Bottle, Comfortable Clothing, Tennis Shoes (w/Socks), Marching Band Drill.
- **Percussionists:** Instrument, Music Binder, Pencil, Water Bottle, Comfortable Clothing, Tennis Shoes (w/Socks), Marching Band Drill, Stick/Mallet Bag w/ Drum Sticks, Mallets, etc.)

Performances:

- **Wind Players:** Instrument, Music (Binder/Flip Folder), Black Member Shirt, (**Marching Band**) Member Shorts, Black Socks, Black Band Shoes.
- **Percussionists:** Instrument, Music (Binder/Flip Folder), Black Member Shirt, (**Marching Band**) Member Shorts, Black Socks, Black Band Shoes.
- **Musicians:** Instrument, Music Folder (Concert), Appropriate Mutes/Supplies, (**Concert**) Sticks, Mallets, etc. Concert Attire (Gentlemen): Black Dress Pants, Black Dress Shirt, Black Neck Tie, Black Dress Shoes and Socks. Concert Attire (Ladies): Black Concert Dress, Black tights or Hose, Black Dress Shoes



FACILITIES

- All students are expected to treat ALL JCHS Facilities (Band Room, Offices, Practice Rooms, Rest Rooms, Gyms, Practice Field, Stadium, etc.) with the upmost respect and care.
- Students will put all materials in the correct and appropriate place(s) after using them. No materials, instruments, clothing, trash, etc. will be left out in any of the before mentioned facilities/spaces.
- There should be no personal belongings left out for any reason. Belongings that are left out will be taken to lost and found in the JCHS Main Office.
- Students are expected to maintain a clean and tidy room/practice field, section by disposing of all trash and waste in a timely and efficient manner.
- If a student is not following the previously listed expectations about the facilities he or she will be asked to clean the area that has been disregarded.
- The Band Director's Office/Space is to be respected at all times. If the door is closed, students will knock and wait until they are acknowledged and given permission to enter.

EQUIPMENT

All students are expected to treat ALL equipment (instruments, music, uniforms, flag, etc.) with the upmost respect and care.

School-Owned Equipment

- All students who use school-owned equipment will fill out and sign a Instrument Rental Agreement Form.
- All students who use school-owned equipment will pay a \$60.00 Instrument Rental Fee to help pay for maintenance and cleaning. \$30 (1/2 year) for marching season.
- All students who use school-owned equipment will take great care to make sure that it is in good repair, not damaged, or used by other students.
- Jackson County High School Band will maintain the instrument relative to normal wear and tear.
- Students will be responsible for damage to the equipment that happens due to negligence, carelessness, and mistreatment. If equipment is lost, stolen, or damaged beyond repair due to negligence, the student will be responsible for the full replacement cost of the equipment.

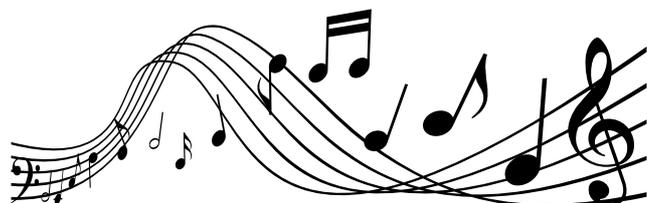
Personal Equipment/Belongings

- All students who use own their own instruments/equipment will be responsible for making sure that it is in good repair, not damaged, or used by other students.
- Jackson County Schools, Jackson County High School, and the Jackson County High School Band and its staff assume no responsibility for damaged, lost, or stolen personal equipment and belongings.
- You are highly encouraged to have your instrument insured against theft, damage, etc. through your family's homeowner's or tenant's insurance policy. It is also advisable to keep a record of the make and serial number of the instrument in your personal records.

FEES & EXPENSES

Fees are unfortunately a necessity. As an organization, we cannot operate and provide any level of experience for our students if we do not charge fees. The operating budget is voted on by the Jackson County Band Boosters, Inc. Every effort has been made to keep fees as low as possible while still providing a great year-round experience. Fundraising is provided to help offset the cost of band fees and to provide money to the general band budget for capital purchases and expenses. Fees are expected to be paid on time relative to the Fee Payment Schedule that is provided in this handbook. Please understand that marching band is considered an extra curricular activity, so we are responsible for paying for buses, activity fees, etc.

- Money for any division of the band cannot be spent until it has been received.
- Uniforms, clothing, and accessories will not be given to those who have not paid their fees.
- Marching Band fees must be paid before the start of band camp or an extended payment plan has been arranged.
- Students are not allowed to go on the optional Spring Band Trip until all fees are paid.
- All band fees must be paid from the previous year before a student can participate in band the next year.
- Checks are to be made to: JC Band Boosters, Inc. or fees can be paid online through the band website. Checks or online payment is preferred.
- When turning in payment, please mark each payment CLEARLY with student name and what the fees are for.
- A schedule for payments as well as breakdown of fees is listed in the Forms/Addendum Section of the Handbook.
- If a student is dismissed from the band or decides to forfeit their membership (quits), refunds will not be given. If a student is dismissed or decides to forfeit their membership, all fees that are due at the time of dismissal/departure must be paid in a timely manner. At no time or under any circumstances will fundraising monies be returned or given to a student or parent. Additionally, if a student has a credit at the end of the year/season or at the time of graduation, it will remain in the Band account and cannot be returned to the member/parent.
- One parent/guardian of each student is expected to work a minimum 2 shifts in the Jackson County Band Boosters Concession Stand to help keep the band dues low.



UNIFORMS



- All uniforms used by members of the Jackson County High School Band are property of the Jackson County High School Band.
- Designs of ALL uniforms including the Drum Major Uniform, Marching Band Uniforms, and Colorguard Uniforms are at the discretion of Mr. Kilgore and the Band Staff. No alterations will be made to the design and look of the uniform.
- All uniforms will be stored and remain at Jackson County High School, unless otherwise noted.
- All students are expected to treat ALL uniforms and uniform parts with the upmost respect and care.
- Students will be responsible for damage to uniforms that happens due to negligence, carelessness, and mistreatment. If equipment is lost, stolen, or damaged beyond repair due to negligence, the student will be responsible for the full replacement cost of the equipment.
- All uniforms will be hung up properly and returned to the uniform room(s) after the performance has concluded. If a student does not properly hang up his or her uniform, he or she will be asked to do it correctly.
-

General Expectations-Marching Band Uniforms

- Uniform, appearance procedures and expectations will be decided by the directors.
- Under Your Uniform: Dry-fit marching band shirt and issued black shorts.
- If you lose your Dry-Fit Shirt, you will be responsible for purchasing a replacement.
- Footwear: Black Band Shoes and Black Socks are required.
- Gloves: Black Gloves provided by the band.
- No jewelry, no glitter, no earrings (except studs), no fingernail polish (except clear), no hair coloring.
- Hair: All long hair (boys and girls) must be pulled back in a way that will fit under your hat and still be neat when your hat is off.
- You will remain in full uniform at all times unless told otherwise by Mr. Kilgore.

General Expectations-Travel Uniform

•When traveling to a marching competition or other performance students may be asked to wear their member shirts (provided) or dry-fit shirts with provided shorts (weather permitting). This is done in an effort to easily identify our students in large crowds.

UNIFORMS (continued)

General Expectations-Concert Band Uniforms

- All students (Concert Band, Symphonic Band, Wind Ensemble, Jazz Ensemble) will wear concert black formalwear that will be purchased by each band member. Boys will wear black pants, shirt and tie. Ladies will wear black formal dresses or black shirt/black dress pants. Long sleeves are preferred.
- Boys are responsible for purchasing a black dress shirt and having it clean and ironed at all performances.
- Footwear: Boys will wear black dress shoes and Black Socks. Girls will wear appropriate black dress shoes (heels, flats, etc.) along with black hose.
- No jewelry, no glitter, no earrings (except studs), no fingernail polish (except clear), no hair coloring. Hair will be worn neatly.
- General Expectations-Travel Uniform

Uniform Replacement Costs

Visual Ensemble: Cost of Uniform as Purchased New.

Marching Band Uniforms: Cost of Uniform as Purchased New.

- Shako (Hat): \$ 43.00
- Shako (Hat) Box \$ 10.00
- Plume: \$ 23.00
- Hat Wrap: \$50.00
- Jacket: \$ 185.00
- Shirt: \$60.00
- Gauntlets: \$46.00 (pair)
- Bib Pants: \$65.00
- Garment Bag: \$10.00



Travel

- Travel includes: Away Football Games, Marching Competitions, Large Group Performance Evaluation, Spring Band Trip, and miscellaneous performances.
- On all off-campus trips, students must ride the band buses back and forth to the event. Please do not ask to drive your student home. Students are not dismissed until the instrument trucks are unpacked and uniforms are put away.
- Students will sign the bus list, based on seniority, before each trip. Students may not change buses without permission from Mr. Kilgore.
- All students and parents will sign up for a bus and sit where they have signed up. No alterations to the bus list will be permitted.
- All students who travel to any event must have a completed Consent/Medical Form on file with the Jackson County Band.
- All school rules, regulations, and expectations apply and will be strictly enforced.

Bus Guidelines/Expectations

- Chaperones will be assigned specific buses and responsibilities by the Head Chaperone.
- A bus captain will be named for each bus so that someone is ultimately responsible for calling roll and in the event of an emergency.
- All students will do exactly what staff members, chaperones, and bus drivers ask at all times.
- Students will be seated appropriately in their seats at all times. When roll is being called, students will be in their assigned seats (charter buses) and remain silent and listen attentively so that attendance can accurately be taken.
- If a student wishes to listen to music they must have headphones/ear buds as music audible to the rest of the bus will not be tolerated.
- If students wish to watch movies (charter buses) they must first be approved by chaperones and staff members. If something is deemed inappropriate or offends someone, it will not be shown.
- All students are expected to treat the buses with the upmost respect and care. Students will dispose of trash and waste and keep the buses clean at all times. Students must be careful with food and drinks and ensure that they are sealed at all times.
- Non-Band Members are not allowed at any time to ride the bus.



Travel (continued)

Football Game Guidelines/Expectations (Home & Away)

- No eating or drinking in the stands except for water and canned drinks that are provided by the band.
- Restroom breaks are at the discretion of the staff based on location and timing.
- Students are responsible for all of their equipment, uniforms, etc. We have chaperones who will assist with the moving of large equipment, hydration, etc., but students are ultimately responsible for their equipment/materials.
- Non-Band Members cannot sit in the band seating section. Seating arrangements will be decided on by Mr. Kilgore and the staff. Students are not allowed to move or change the setup of the band in the stands.
- Students will have stand music at all times and not deviate from the written music.
- Students will only play their instruments as a group and will not play or make sounds on their own.
- Students will remain in full uniform unless notified otherwise by directors..
- Students will follow the instructions of the staff, chaperones, and drum majors at all times.
- We are here to support the team and entertain the crowd! We support them and represent our school (in a first-class manner) at all times!

Overnight Travel (Hotel) Guidelines/Expectations

- Students will sign up for rooms before we leave for the trip. No alterations will be made to the rooming list.
- Students will be respectful of the hotel and its guests by keeping noise to a minimum and staying in their rooms.
- No boys are allowed in girls' rooms and vice-versa. Do not go to any other floor in the hotel except the one your room is on.
- There will be a curfew and rooms will be checked. Once curfew begins and rooms have been checked for the night, no student is allowed out of his or her room for any reason. You will call your chaperone if you need something or if there is an emergency.
- Shoes are required at all times.
- You are expected to be on time at all events/meetings, etc.
- All school rules, regulations, and expectations apply and will be strictly enforced.

CHAPERONE GUIDELINES

The primary objectives of chaperones are the safety and well being of the students. All chaperone duties/responsibilities are designed with these in mind.

The following are some of the duties and responsibilities of chaperones:

- Ensure that students follow band rules for their own safety and the safety of others. Please alert one of the lead chaperones or staff members immediately if a student is choosing not to follow the rules.
- Distribute water to the students when necessary. Students need to remain properly hydrated at all times, especially during warm weather rehearsals/performances.
- Help with props and equipment as needed. The Equipment Crew will manage the equipment needs, but chaperones are often asked to assist with this process to expedite these tasks.
- Ride your assigned bus to away events. Assignments will be made prior to the event. One chaperone on each bus will be designated as the bus captain and be responsible for calling roll and contacting staff members if there are issues that need attention. All chaperones should monitor the student's behavior/activities as all school rules apply.
- If a student has a medical issue at any time, please notify one of the lead chaperones. If an issue occurs on a bus, notify the bus captain. The lead chaperones will have copies of the student and chaperone medical forms. Lead chaperones will immediately notify staff members of the situation. The situation needs to be handled with the minimum number of chaperones/staff members as the rest of the band still requires supervision.

Additional Guidelines and Information:

- Wear chaperone lanyard at all times during the event.
- Chaperone meet time is the same the student meet time for the event, unless otherwise noted.
- Please notify the chaperone coordinator if you are running late via cell or text. Chaperones that have not arrived by the student meet time will be replaced by an alternate.
- If you are unable to chaperone an event for which you are scheduled, please notify the chaperone coordinator as soon as possible so that a replacement can be arranged. If the conflict arises less than two hours before the chaperone meet time, please use cell or text rather than email.

LEADERSHIP TEAM

• There is no set number of leadership positions in the Jackson County High School Band. The structure of the Leadership Team (Captains, Section Leaders) will be determined based on the number of students who successfully make the JCHS Band as well as the number of applicants, their strengths, etc.

- Leadership Team members will be chosen by the Band Staff using the following criteria: application, behavior, experience, and observed leadership ability.
- To be eligible for a leadership position for any group, members must have a minimum of one year's experience at Jackson County with that group unless there are no returning members.
- Leadership Team members are expected to show leadership abilities by setting a positive example in all areas for the band including discipline, attitude, attendance, character, and ability.
- Leadership Team members should openly support the decisions of the sponsors and band director and promote a "team spirit" between members of the ensemble and other groups including the band, cheerleaders, and student body.
- While the Leadership Team members report directly to their group instructor, they also must work closely and support the decisions of the other instructor and band director. This should hold true in the performance arena as well as in rehearsal or other group activities.
- Leadership Team members should be free of excessive school disciplinary problems which will reflect on their position and the ensemble.
- A student may be dismissed from the Leadership Team if there is a violation of Jackson County High School Band, Jackson County High School, and/or Jackson County Schools rules, expectations, and code of conduct.



LEADERSHIP TEAM (continued)

- **Drum Major:** The Drum Major(s) is the most visible leader in the band program. Drum majors are responsible for conducting during indoor/outdoor music and marching rehearsals as well as all performances. They will also assist in teaching sectionals and small ensemble rehearsals as well as assisting with other general duties around the band room and band office. Drum majors, like all leaders, must maintain the upmost level of integrity and set the highest of examples for all students to emulate.
- **Captain/Lieutenant/Section Leader: Marching Band**
Captains/Lieutenants/Section Leaders are responsible for conducting/rehearsing sectional/small ensemble music and marching rehearsals. They will be responsible for taking attendance and warming up their sections before each marching band rehearsal. They will also perform uniform inspections before each performance. They will also be asked to perform other general duties around the band room and band office. All leaders are responsible for their section's performance in rehearsal and at all public performances. Captains/Lieutenant responsibilities include coordinating with Section Leaders on responsibilities, etc.
- **Support Manager:** The Support Managers are ultimately responsible for making sure that all equipment for indoor/outdoor marching rehearsals is setup. (Sound System especially!)
- **Facilities Manager:** The Facilities Managers are ultimately responsible for making sure all rehearsal spaces are clean, orderly and free of trash.
- **Uniform Manager:** The Uniform Managers are ultimately responsible for making sure all uniforms are handed in properly and distributed in a timely and orderly fashion.
- **Music Librarian:** Music Librarians are responsible for maintaining the music library and all of its contents. Additionally, they are responsible for preparing all concert, marching, and jazz music.

JACKSON COUNTY BAND BOOSTERS

The Jackson County Band Boosters, Inc. is an organization created to assist the band and its staff in the overall operation of the band program including the colorguard. The Band Boosters assist with creating fundraising opportunities, getting volunteers/chaperones in place for various rehearsals/performances, creating social activities for the students, and assisting in any other way possible to add to the experience of each band member. The Band Boosters approve an annual budget that is responsible for establishing a system of self-imposed fees that ensures the operation of the band program and all relative activities and events. Additionally, they approve and administer all fundraisers for the band program.

PERMISSION/HANDBOOK AGREEMENT FORM

This permission form indicates that both our students and their parents are aware of the rules, guidelines and expectations of the Jackson County High School Band. These policies can be found in the Jackson County High School Band Musician Handbook which is located on the band's website and can be obtained from the director. Please read, sign and return the following form. The form must be submitted prior to your student being allowed to participate in any rehearsals or performances (on & off campus). The student handbook outlines all procedures, rules, regulations, and expectations for the academic year.

Participation in the band is contingent on parents and students agreeing to these rules with special notice being given to the following:

- All band members are expected to at ALL rehearsals and performance. All members will be on time and have ALL materials needed for the rehearsal or performance. All attendance policies and procedures will be followed.
- All band members will adhere to all rules and regulations of the band program, Jackson County High School, and the Jackson County School System. The expectation for behavior in the Jackson County High School Band Program is higher than any other class or student organization on campus.
- Failure to consistently follow the rules and guidelines of our program will result in disciplinary action, alternate status, suspension from the band program, and/or removal from the program.
- All band accounts must stay current according to the published payment schedule. It is not possible for us to offer what our program offers is accounts are not paid in a timely manner, and according to this schedule.
- The Jackson County High School Band has a no tolerance policy for alcohol and/or drug use. Students found using alcohol or drugs of any type will be removed from the program.
- We, the undersigned member of the Jackson County High School Band and parent or legal guardian thereof, acknowledge that we understand the rules, regulations and expectations of all members of the Jackson County High School Band as outlined in the Musician Handbook. We further acknowledge that the student named below will accept the responsibilities and commitments that come with the membership in the organization, including the financial commitment to receive what the program offers. We give our permission for the student named below to travel to and participate in all events scheduled for the band.

(Student's Signature)

(Student's Name)

(Parent's Signature)

(Date)

