

# 2009-2010 Band & Color Guard Handbook

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## Contact information for Mr. Matthew Kalal, Director of Instrumental Music:

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Phone #: 286-7700 ext.4602

Mail address: Patrick Henry High School  
6702 Wandermere Dr  
San Diego, CA 92120

### PERFORMANCE / PRACTICE SCHEDULE & ATTENDANCE

**This is the time to learn *time management*, which is a very important skill for all students!**

Prior to each semester, a performance & practice schedule is published so that family and work schedules can be adequately planned. Schedules can also be found on the Booster web site: <http://www.spiritof76boosters.com>

#### **- All Scheduled Performances are mandatory –**

-Students will be excused for illness, family EMERGENCY or "once in a lifetime event"

-Please note that only excuses for emergency situations will be accepted after an event.

#### **- Students are expected to attend all scheduled rehearsals –**

-Students will be excused for illness, death in the family, "once in a lifetime event", school activity such as testing, academic competitions or school trips. It is the student's responsibility to obtain what work was missed upon returning from an absence. School sports conflicts will be resolved with prior mutual agreement of that coach and the band director. We expect you to split practice time 50% with the band and 50% with the sport. Students will be excused from band practice for games/meets with advance notification. Students are expected to miss sports practice for band performances.

**-DO NOT ASK** to be excused for work, studying for exams, homework, etc. The demands upon your time will be announced well enough in advance so that you can organize your time accordingly. **This is the time to learn *time management*, which is an important skill for all students!** Students that must work should inform their employer of their obligation to the band/color guard and with ample advance notice most employers are willing to schedule around your band/color guard commitments.

**All absence requests must be made in writing to Mr. Kalal by written note or by email - [mkalal@sandi.net](mailto:mkalal@sandi.net)!**

## ELIGIBILITY

**All members understand that they are required to maintain a minimum 2.0 grade point average.** This is a requirement for band as well as for all extra-curricular school activities. Any band student who falls below a 2.0 grade point average or receives a grade of C or lower will be subject to suspension from performances until the grade(s) reach a 2.0 or C. If a band student is on academic suspension, they are still required to be at all rehearsals and performances. They will be required to study while the rest of the Band is rehearsing and performing. Any band student that falls below a 2.00 GPA for more than a semester may not be allowed to be in band the following semester. **Any member of the band and color guard that receives an "F" in any class at the Semester may be subject to removal from the group and placed in another class.** Students will provide a weekly progress report if requested by the director and/or parent. This is also in addition to the other requirements listed of the **PHHS Extra-Curricular Eligibility Requirements** contract which also needs to be read and signed by both student and parent.

## INSTRUMENTAL MUSIC ROOM SAFEGUARDS

- \*\* Band & Color Guard students understand that they need to keep the Instrumental Music Room, and all side rooms, neat and clean at all times so as to maintain a clean & safe learning environment.**
- \* If you have a locker, get a lock!**
- \* If it is not your locker, leave it alone!**
- \* If it is not your instrument, music, backpack, etc., leave it alone!**
- \* All instruments, equipment, music, backpacks, clothes, etc. are to be put away in a storage cabinet or locker when not in use during class, rehearsals or performances.**
- \* Any and all trash needs to be picked up and put into the trash can.**
- \* Before and after all performances (football games, concerts, etc.) only band/color guard students and parents are allowed in the Instrumental Music Room!**
- \* Gum & gum chewing are allowed outside of the Instrumental Music Room, and before and after rehearsals and performances.**
- \* During class all walkways must be clear of backpacks and/or cases.**
- \* All valuables, jewelry, etc. need to be left at home.**
- \* Food and drinks are only permitted in the main, central room of the Instrumental Music Room.**
- \* Food and drinks are only allowed outside of rehearsal and performances, and only as long everyone keeps the rooms clean.**
- \* The Instrument Storage Room & Color Guard Room are for storing, retrieving and putting away instruments and equipment. Students can only hang out in the main band room.**
- \* Only water is allowed during rehearsals and performances.**
- \* Skateboarding and/or bike riding are only allowed outside of the Instrumental Music Room.**

## **DISCIPLINE**

Students have the right to learn. The Teacher has the right to teach. No one has the right to interfere with learning or teaching. Any student in the Band that violates this tenet or other established rules or policies is subject to discipline in the following manner and is subject to a case by case evaluation:

1<sup>st</sup> time - verbal warning to student with possible call to parents.

2<sup>nd</sup> time - a call to parents with a possible parent conference.

3<sup>rd</sup> time – parent conference with a possible suspension and possible removal from the group for the remainder of the year.

## **POLICIES & RULES**

- \* **ALL school rules and policies are in full effect for all rehearsals, performances and trips.**
- \* **The PHHS Extra-Curricular Eligibility Requirements contract must also be filled out, signed and returned to Mr. Kalal by September 11, 2009.**
- \* **Also see additional policies listed in 2009-2010 Patrick Henry Band/Color Guard Parent & Student Agreement and Uniform Agreement sections.**
- \* **There is also more information in the PHHS Student/Parent Handbook.**
- \* **All Band & Color Guard students understand that they are a public representative of Patrick Henry High School Music Department and will not participate in any behavior that is detrimental or misrepresenting to the organization.**
- \* **If any student is found to be involved in any illegal behavior during any school activity, it will reported to campus security, the vice-principal and the principal, and they are subject to dismissal from the group, suspension from school and possible expulsion from PHHS.**
- \* **This includes during class periods, rehearsals, fund-raisers, concerts, competitions, football games, rallies and trips in which the Instrumental Music Program participates.**
- \* **This also includes whether we are in full uniform, “B” uniform, concert attire, letterman jacket or anything else that identifies you with Patrick Henry High School or the PHHS Instrumental Music Program.**

## **PERFORMANCE POLICIES**

**\* Everyone in the Band and Color Guard is expected to arrive, get ready to perform and assemble to perform by the designated times.**

**\*\*Uniform care: Uniforms will be cared for as per the signed uniform agreement.\*\***

**\* The uniform will be worn in its entirety or not at all (excluding the hat and jabot with marching band uniform and the bow tie with the concert uniform).**

**\* Performers are usually permitted a portion of each event where they may obtain refreshments and use facilities for whatever is necessary. This period will be designated at each event.**

**\* There is to be no eating or drinking while in full, "A" uniform. WATER ONLY permitted. At certain events, pretzels and grapes will be supplied by the watering team.**

**\* In between events on multiple performance days, food can only be consumed if jacket, jabot and hat are removed and stored properly while not in use.**

**\*You are only permitted to play your instrument during a performance.**

**\* We play as a group or not at all.**

**\* Sections will sit together at all football games. Outside friends are not permitted to sit within the group at football games.**

**\* Only members of the band and color guard are allowed to wear the uniform.**

**\* Only parents, band/color guard staff and members of the band/color guard are allowed to handle any instruments and related equipment.**

***We perform how we rehearse!***

## **REHEARSAL POLICIES**

**\* All students are expected to keep their instruments in good working order, have all music that is needed, have a pencil, as well as any other material that is needed for the rehearsal.**

**\* In class rehearsals will begin 5 minutes after the bell rings. All students are expected to have instruments, equipment and music out and ready to go at this time.**

**\* After school rehearsals will begin promptly at the designated time on the rehearsal schedule. All students are expected to have instruments, equipment, field charts and music out and ready to go at this time. Students that are late will do Attention Drills, Box Drills or Triangle Drills at the end of rehearsal after other students are released. DON'T BE LATE!**

**\*Instructions are to be given solely by the director, drum majors and/or section leaders designated by the director. Members are not to give instructions unless asked to do so by the director.**

***We rehearse how we perform!***

## **LOCAL & LONG DISTANCE TRAVEL POLICIES**

**\* The PHHS Instrumental Music Department is a very public face of Patrick Henry High School, the school district, and community.**

**The most important thought to remember on trips is that your actions not only reflect upon you, but also the band & color guard, Patrick Henry High School, the school district and the community.**

**Any behavior that reflects poorly upon the group or the school, on any trip, is grounds for dismissal from the group for the remainder of the year and possible suspension from school.**

**This also includes whether we are in full uniform, "B" uniform, concert attire, letterman jacket or anything else that identifies you with Patrick Henry High School or the PHHS Instrumental Music Program.**

## **LOCAL & LONG DISTANCE TRAVEL POLICIES cont'd - GENERAL TRAVEL PROCEDURES -**

### **\*\*Uniform care: Uniforms will be cared for as per the signed uniform agreement.\*\***

- \* All school, rehearsal and performance policies still apply.
- \* All students need to have the appropriate, signed parent/guardian permission form(s) on file with the director.
- \* **All valuables, jewelry, etc. need to be left at home.**
- \* Students will remain within the geographical boundaries established by the director or advisor on trips unless accompanied by an adult and have received permission from the director. Normally the boundary is a campus or stadium.
- \* Students traveling to an event with the group must return in the same manner, with the following exception:
  - Students may return with their own parents or guardian if a note, signed by parent/guardian, has been given to the Director, or a transportation chairperson prior to departure. The note must indicate the name of the adult that will take responsibility of the student. Director or transportation chairperson must see the parent/guardian at the event before student will be allowed to leave.
- \* At the conclusion of all events, students should arrange to be picked up at school promptly at the designated conclusion time of the event. Event conclusion times should be listed in the itinerary that is on the website schedule prior to the event and written on the board.
- \* In the event the director is not present, the assistant director or lead parent/chaperone has the final say as they will have instructions from the director.
- \* Students will be sent home at parent expense or parent will come and retrieve students if there are behavior problems with the student.

### **- LOADING / UNLOADING PROCEDURES -**

- \* Student responsibilities:
  - All students will be responsible for disposing of their trash, tape etc.
  - All students will make sure their personal belongings are put away or taken with them as appropriate – instruments, backpacks, jackets, etc.
  - Color Guard will be responsible for flags, rifles, sabre, the banner, letters, related equipment and uniforms.
  - Percussion Section will be responsible for drums, mallet instruments, pit auxiliary instruments and related equipment.
  - A pre-selected group of 8 to 10 students will be selected by the director or band president for each event to load and unload the equipment trailer(s) and/or trucks. (It could be the flute section, the alto sax section, half of the sophomores, etc.)
  - Students will not leave upon return of an event until his/her instruments are put away.
  - Those responsible for the trailer/equipment truck will not leave until all instruments and uniforms are unloaded and put away.
  - NO exceptions to doing your job unless approved by the director.

**LOCAL & LONG DISTANCE TRAVEL POLICIES cont'd**  
**- BUS PROCEDURES –**

- \* All students may be assigned to a specific bus prior to departure. Switching of busses is NOT permitted.
- \* Sealed, unopened water bottles are the only liquid containers that will be allowed on the bus.
- \* The director, staff member and/or booster parent(s) assigned to a bus shall have absolute authority along with the bus driver to enforce rules and maintain order. There will be at least one booster parent on each bus. Instructions given by the driver, staff member or chaperone will be followed in a courteous manner.
- \* Students will board the bus when instructed. Everyone should go to his or her seat quickly so that attendance may be checked quickly. Students will remain on the bus and seated until instructed otherwise.
- \* On the bus:
  - No throwing any type of articles.
  - No hitting or slapping another, even in jest.
  - No shouting or screaming.
  - No swearing or abusive language or gestures at any time.
  - No amorous demonstrations.
  - No smoking, drugs, alcohol, snuff or tobacco.
  - All body parts must stay inside the bus.
  - Quiet talking is permitted
  - No moving around on the bus.
  - No use of flash equipment.
  - No spitting.
- Personal audio devices must be kept at low volumes that other people can't hear.
- \* Everyone is to help make sure that buses are clean and free of trash at the end of all trips.

**- PRIVATE VEHICLE PROCEDURES –**

- \* The use of private vehicles for event transportation, i.e. pep band, will be coordinated by the director or a transportation chairperson.
- \* No private vehicle shall be operated for the transportation of students for an Instrumental Music or Color Guard trip without the driver having a release form on file.
- \* All California vehicle code laws must be obeyed, including the use of seat belt.
- \* When students are driven by another person in a private vehicle: all school, rehearsal, performance and travel policies apply.
- \* Parent/guardian drivers must have a photocopy of driver's license and current proof of insurance on file with transportation chairperson.
- \* In some cases, students may use private vehicles to get themselves to an event. These cases must be approved by the director.
- \* Students may only drive other students when:
  1. A completed "Responsibility and liability for driving " form is signed by driving student & parent/guardian and by riding student & parent/guardian.
  2. Copy of driver's license and current proof of insurance on file with transportation chairperson.
  3. Verbal confirmation and permission with Mr. Kalal is made by parent/guardian of both driver and rider.
  - And 4. Driver is allowed to drive other people based on driver's license.

## SPRING TRIP 2010 & 2011

We are tentatively planning to take the band to a concert festival in Anaheim in Spring 2010. The approximate cost for this band trip is about \$300 per person. We are trying to bring down the cost, but we will only be able to do this if there is active parent and student involvement in general fund-raisers for this trip. Pre-requisites for going on the trip are: 1. Students must have at least a 2.5 GPA in academic and citizenship grades with no "F" in any class for the Fall 2009 Semester. 2. Students must be enrolled in band or color guard for the entire 2009-2010 school year. 3. Students must participate in at least 4 general fundraisers to help defray the cost of the trip for everyone. 4. Participations costs must be paid for the year before February 1, 2010

For 2011, we are starting preparations for a trip to the United Kingdom. The approximate cost for this trip is about \$1500 - \$2000 per person. The same prerequisites will apply for this trip. Individual fundraisers for this year can apply to both trips after participation costs are paid.

## UNIFORMS AND ATTIRE INFORMATION

See the 2008-2009 uniform agreement for uniform care and expectations.

### GROOMING

The following grooming guidelines have been established to ensure a uniform and clean-cut appearance of the Marching Patriots at performances.

- Jewelry: No visible jewelry may be worn while in uniform. **Earrings are to be removed. Do not get ear piercings during marching season.**
- Cosmetics: Cosmetics should be natural looking and not noticeable. i.e.: no glitter or dark lipstick.

**Band:** - Hair: Long hair, both male and female, must be worn up in the hat for competitions not touching the collar, and hair can be worn back in a ponytail only for football games.

All colored hair will be completely hidden or re-colored black.

- Hats: Hats of any type other than uniform hats are not permitted.

**Color Guard:** - Hair: - Hair styles for performances will be decided by the instructor.  
- All colored hair will be completely hidden or re-colored black.  
- Other special grooming for guard will be announced before competitions.

## COLOR GUARD UNIFORMS & EQUIPMENT

Each member of the Color Guard will be issued the following uniform:

Street: 1 color guard street uniform 1 uniform hanger 1 garment bag  
Field: To be determined in the beginning of the school year.  
Winterguard: To be determined in January 2010.

Field and Winterguard uniforms and equipment are sometimes purchased by the boosters or by the individual student and parent/guardian. Field and Winterguard uniforms and equipment that are purchased by the boosters or school will become the property of the PHHS Instrumental Music Department. Field and Winterguard uniforms and equipment that are purchased by the individual student and parent/guardian will become the property of the individual student and parent/guardian.

Color Guard students must also have the following (see Patriot Pack order form for more details)

(These items will be purchased though the boosters for a uniform look and best price)

- 1 pair black jazz shoes(field).      - 1 pair black marching shoes (street).
- 1 pair black patriot pack socks      - "B" uniform polo shirt (mandatory post-performance attire)
- 1 pair black shorts.

## MARCHING BAND UNIFORMS

Each member of the Marching Band will be issued the following uniform parts:

- 1 jacket                                      - 1 hat & hat box
- 1 jabot                                        - 1 garment bag
- 1 jacket & pant hanger                  - 1 pair of pants

Band & Color Guard students must also have the following (see Patriot Pack section for more details)

(All items, except plain white or black t-shirt, will be purchased though the boosters for a uniform look and best price)

- 1 pair black marching shoes              - 1 pair of white gloves                  - 1 pair black shorts
- 1 pair white patriot pack socks        - 1 pair black patriot pack socks
- **plain** white or black T-shirt **with sleeves** (worn under uniform jacket)
- "B" uniform polo shirt (**mandatory post-performance attire**)

## PEP BAND UNIFORMS

For away Pep Band football games, 1 home game and other select occasions, a "B" uniform will be worn.

This will consist of:

- "B" uniform shirt
- black, non-faded long pants or jeans
- black socks
- black marching shoes

## BAND CONCERT ATTIRE

The Symphonic Winds & Concert Winds will perform during the Spring Semester in festivals several on-campus, as well as off-campus concerts. Members of these groups take as much pride in their appearance as they do in their performance. As such, the Symphonic Winds & the Concert Winds will dress in formal black attire at every performance.

Guy's attire:

- 1 black tuxedo
- 1 white shirt (long or short sleeve)
- 1 black bow tie
- 1 pair black shoes (marching shoes are acceptable)
- 1 pair black socks

If the student does not own a black tuxedo, one may be purchased at:

Used Tuxedos: Tuxedo Discount or  
989 Fifth Ave.  
619-239-7027

New Tuxedos: Men's Fashion Depot  
3730 Sports Arena Blvd.  
619-222-9570

Girl's attire:

- 1 black dress (**shoulders not exposed & length below the knee while sitting**) **OR**
- 1 black blouse with black skirt or black dress slacks (**shoulders not exposed & length of the dress or skirt is to be below the knee while sitting**)
- 1 pair black hose
- 1 pair black shoes

Moderate jewelry is appropriate with concert attire.

## PATRIOT PACK

(see order form for detail)

## **USE OF SCHOOL INSTRUMENTS**

**School instruments can be checked out, on Director's approval, through the Equipment Manager.**

**\* Students are responsible for proper care of instruments.**

\* Any instruments checked out must be returned in the condition that it was given.

\* All instruments are to be put away after rehearsals and performances. All wind instruments are to be put away in lockers.

\* Any damage to a school instrument due to negligence and/or malicious mischief, or failure to return instrument at the end of the season or year will result in student and parent being charged for the repair or the replacement cost of the instrument. Any unpaid charges for repairs or replacements will be reported to the Patrick Henry financial secretary. The financial secretary maintains an indebtedness list for all students who owe money. Any indebtedness will prevent a senior student from receiving their cap and gown and walking in the graduation ceremony unless all monies are paid in full prior to the ceremony. Indebtedness will not prevent a senior student from receiving their grades, graduating or receiving their diploma.

\* Any damage to a school instrument due to negligence and/or malicious mischief, or failure to return instrument at the end of the season or year will make your student ineligible to receive awards such as letters and pins, to participate on trips, and may result in the permanent removal from the group.

## **LOCKERS**

**Lockers will be assigned during the Summer Workshop, through the Equipment Manager.**

**\* All valuables, jewelry, etc. need to be left at home.**

**\* If you have a locker, get a lock!**

**\* If it is not your locker, leave it alone!**

**\* If it is not your instrument, music, backpack, etc., leave it alone!**

\* All instruments are to be put away after rehearsals and performances. All wind instruments are to be put away in lockers.

\* Lockers are to be kept clean of trash.

\* No stickers or writing is allowed in any locker.

\* Lockers must be completely cleaned out at the end of the school year.

## PATRICK HENRY BAND & COLOR GUARD LETTERS

Earning a letter in Instrumental Music or Color Guard is equivalent to achieving a varsity level in performance and experience in music or color guard.

- An initial letter can be earned in two ways:

1. A student earns 65 points during their first 2 full years in the I.M. Program.

or 2. A student earns 50 points in their first full year in the I. M. Program.

- A 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year letter can be achieved by earning 50 points during a single school year.

Each student is responsible for maintaining his/her own record of points earned under the monitoring of the Band Vice President and the Director.

| Activity   | Possible Points       |
|--|-----------------------|
| Marching Band – Fall Semester  | 15                    |
| Concert Bands – Spring Semester  | 15                    |
| Color Guard - Fall Marching Season   | 15                    |
| Color Guard - Winterguard  | 15                    |
| Jazz Band  | 8                     |
| Pep Band (1 point per game – 8 Points Maximum)                               | 1 to 8 Max            |
| Winter Drumline / Percussion Ensemble  | 10                    |
|  |                       |
| Honor Band Audition (District – not accepted)                                | 5                     |
| Honor Band Audition (Regional/State – not accepted)                          | 10                    |
| Honor Band Audition (District)   | 10                    |
| Honor Band Audition (All-Southern)   | 20                    |
| Honor Band Audition (All-State)  | 35                    |
| Solo/Ensemble Festival (SCSBOA)  | Rating - Superior     |
|  | Rating - Excellent    |
|  | Rating - Good         |
| Private Lessons (1 point for every four hours of lessons. 10 points maximum) | 1 to 10 Max           |
| Band & Color Guard Council Member  | 5                     |
| 4 hours of participation in a general fundraiser                             | 1 point per 4 hours   |
| In School Activities that help Band:   | Director's discretion |
| Out of School Activities:  | Director's discretion |

- Letter points for fundraisers are only allowed for participation in general fundraisers, not personal account fundraisers.

- To receive points for private lessons, list your private teacher(s) and phone number for verification:

- To receive points for Band & Color Guard Council Membership, the member must attend at least 75% of the scheduled meetings.

- In School Activities that help Band or Color Guard might include being on the year book or school newspaper staff, being on ASB, etc.

- Out of school activities acceptable for consideration might include outside of school performance group, performing at church, performing with a dance group, etc.

- Points for Honor Organizations are earned only if the student is performing as a representative of Patrick Henry High School.

- Students will have letter points deducted for unexcused absences, multiple tardies and/or behavior issues, etc.

## BAND & COLOR GUARD PARTICIPANT EXPENSE

**Participant Expenses are an inevitable reality for any activity.** Band and Color Guard families are all too familiar with the costs involved in supporting a well-rounded education that includes the arts.

The band and color guard receive very little funding from the school or district to support their programs. For 2006 – 2007, the district gave the entire Patrick Henry Music Program about \$1000 dollars with which to operate the program for the academic year. The overall cost to operate the band and color guard program for the 2009-2010 year is about \$85,000. We are expecting the administration to supply \$5000 to help offset the loss of the stadium concession stand. The participation costs collected along with parent/student support at the many general fund raising events enable the Boosters to help the band & color guard put together a quality program. This funding is one of the primary means our program has to rent buses, pay entry fees, maintain/clean uniforms, purchase music and equipment, pay for coaches, etc. We cannot have a quality program without both student and parent support.

**Participant Expense for 2009-2010 is \$395 for each and EVERY Band and Color Guard Student.**

**Option #1** IF you have paid **\$345** toward a student's Participant Expense **BEFORE November 1, 2009**, Spirit Of 76 Boosters will issue a **\$50 credit** to that student's account.

**Option #2** IF you have paid **\$370** toward a student's Participant Expense **BEFORE December 1, 2009**, Spirit of 76 Boosters will issue a **\$25 credit** to that student's account.

**Option #3** Make monthly payments toward the student's Participant Expense Students and/or students can **EARN credit** toward their Participant Expense and Trips by participating in **Personal Fundraisers** throughout the Fall and Winter! If Option #3 is chosen, the student's goal should be to earn at least 25% of their Participant Expense in each of months September through December. Full payment of a student's Participant Expense is expected by January 1. Please speak with Mr. K directly if this will be an issue so special arrangements can be made... **we want you to participate!**

If there is a financial hardship, please contact the booster treasurer or Mr. Kalal immediately. No student will be excluded from any curricular activities because of money issues. In the case of hardship, student participation will be needed in personal account fund-raisers. There are many personnel account fund-raisers, about 1 a month starting in August, that **all students have an opportunity to participate in** to help cover the Participant Expense and also raise money for trips and other expenses.

**NOTE:** \* Any excess funds raised are carried forward and applied toward **next** year's Participant Expense. \* There are **no** refunds of Participant Expense payments or Fundraising dollars. \* All payments and personal fundraising proceeds are applied first to that year's Participant Expense, then to any Trips.

Student statements will be updated and emailed by the second Wednesday of each month. **This is the Boosters normal meeting date and the statements will be available at the meetings.** You are welcome to pick up your student's statement. Student statements will reflect all charges and payments received by the 30th of the previous month. All items received after this date will be reflected on the next student statement. If you feel there is a discrepancy on your student's statement, please contact Ann Ramirez immediately at **(619) 813-0967**.

All payments can be directly deposited into the lock box located in the band director's office or you may also mail payments directly to the boosters at:

**Spirit of '76 Boosters  
P.O. Box 19632  
San Diego, CA 92159**

# INFORMATION ESPECIALLY FOR PARENTS

**Continual Parental support and encouragement are essential ingredients to your student’s success and will continue to help your student and us achieve goals and expectations!**

- \* Student attendance is important-Please don't allow students to miss school.
- \* Attend as many performances as possible.
- \* Encourage private practice outside of regular group rehearsals.
- \* Listen to your child play occasionally at home.
- \* Provide for private instruction if at all possible.
- \* Come to parent booster meetings when possible.
- \* Become an active part of the boosters.
- \* Volunteering is a great way to be involved. **Help is always needed!**

## **List of Ways Parents Can Help**

| <b>TEAMS</b>                 |  |
|------------------------------|--|
| Pit Team                     | Help move timpani, marimba and other equipment for field show performances at field tournaments and home football games. One practice is required at a Thursday night practice.  |
| Uniform Team                 | Help students put on marching uniforms, put up hair, shoe cleaning, sewing uniform or flags, uniform repair and uniform appearance at marching competitions and some home football games.  |
| Equipment Team               | Help move, load & unload equipment, instruments and uniform racks at competitions.   |
| Food Team                    | Help set up and monitor food at competitions and Summer Workshop.  |
| Water Team                   | Watering band & color guard students at various marching competitions.   |
| Driving Team                 | Driving students and equipment to away football games, winterguard competitions and winter drumline competitions.  |
| Concert Team                 | Help with ticket sales, set-up refreshments, reserved seats set-up and/or clean-up at the Winter Concert (December), Spring Concert (late May/early June) and other major concerts.  |
| Chaperone Team               | Monitor students and provide minor first aid at various away events: competitions, pep band, festivals. Members of this team are also involved in one of the other teams.  |
| Fundraising Team             | Work at various general fundraisers without doing any organizing work.   |
| Drumline & Color Guard Teams | In the Winter / Spring Season: Driving to & from competitions, set crews, food, etc.   |
| Web Team                     | We're growing our use of technology! If you have experience with; Managing Editorial Content, User Experience Management, Link and content preservation, Contact List Management, MySQL database skills, and/or experience with various Scripting Languages, PLEASE help us to properly represent the effort put into the programs by our Band Director, Students, Coaches and Volunteers! |
| Team Leader                  | Heading up and coordinating one of the above listed teams.   |

# Chaperone Guidelines & Rules

Booster Volunteers are the backbone of Patrick Henry's successful Instrumental Music Program. Working with the Director(s) and coaches, parents donate their time and talent to raise money, transport instruments and equipment, provide refreshments, fit students for uniforms, maintain uniforms and student appearance prior to performances, and a host of other essential tasks. No experience is necessary and all parents are welcome.

The follow list of guidelines and rules are for any parent/guardian that have contact with, deal with or are around students of the Instrumental Music Department at Performances and Rehearsals.

## **Guidelines:**

1. The Patrick Henry Band and Color Guard is made up of some of the greatest kids in the world! We have a great time working with them. The key to this is consistency. When all students & adults follow the rules, we support each other & continue to be an outstanding organization.
2. This is a full-time job! We need to be there for the band & color guard students. If you have younger children, who need supervision, make arrangements for someone to take care of them. You don't have time to watch your own & still be sure that the band & color guard students are receiving 100% of your attention.
3. All school rules apply to band & color guard members, and the students will be accountable for their actions. All chaperones and parents that are working around the students must follow these rules also and be accountable for their actions. Chaperones are to act as role models for the students.
4. Rules are specific for the students of the Instrumental Music Department and may be different from the rules you have in your own home. It is important that we, as chaperones, both respect & enforce the rules of the Instrumental Music Department & school.

## **Rules:**

1. Any problems with students are to be brought to the immediate attention of the Instrumental Music Director, Mr. Kalal.
2. Student behavior issues will be dealt with by Mr. Kalal.
3. At rehearsals, performances, competitions and events, parents do NOT give musical or marching instruction.
4. Parents that are helping the band and color guard on the street and field at competitions must stay out of the competition area during the actual competition, and can only cheer.
5. Treat the students with respect as you expect to be treated.
6. Maintain a positive attitude.
7. Yelling will only be employed when a student's life is in danger. Outside of this case, yelling is not permitted at any time, and swearing is not permitted at any time.
8. Chaperones are not to inappropriately touch, push or strike a student in any way.
9. Chaperones are not to drink alcoholic beverages on the day(s) you are with the students.
10. Chaperones are never allowed to be alone with any student other than their own child.

## **Information about the Spirit of '76 Boosters website**

### **[www.SpiritOf76Boosters.com/shop.html](http://www.SpiritOf76Boosters.com/shop.html)**

- \* If you buy anything online, starting here will send a portion of your purchase back to the band and color guard.
- \* It costs you nothing.

### **[www.SpiritOf76Boosters.com/donationsfundraising/donate.html](http://www.SpiritOf76Boosters.com/donationsfundraising/donate.html)**

- \* Online Payments toward Participant Expense and Trips (\$3 flat fee??)
- \* Mailing Address for Checks

### **[www.SpiritOf76Boosters.com/schedules.html](http://www.SpiritOf76Boosters.com/schedules.html)**

- \* The complete online calendar

### **[www.SpiritOf76Boosters.com/parentcontact.html](http://www.SpiritOf76Boosters.com/parentcontact.html)**

- \* Parents, update your Contact Information to ensure you get the information you need!

### **[www.SpiritOf76Boosters.com/studentcontact.html](http://www.SpiritOf76Boosters.com/studentcontact.html)**

- \* Students can update their contact information here!

### **[Pictures@SpiritOf76Boosters.com](mailto:Pictures@SpiritOf76Boosters.com)**

Email us every week!

- \* Your favorite few pictures
- \* Links to your shared online photos
- \* Links to your YouTube Video!
- \* We'll be adding pictures to the web site constantly throughout the year.

### **[Communications@SpiritOf76Boosters.com](mailto:Communications@SpiritOf76Boosters.com)**

Questions? This is the source.

# **Official By-Laws of the “Spirit of ‘76” Boosters**

## **BY-LAWS OF SPIRIT OF '76 BOOSTERS 501(C)(3) # 33-0028745**

### **ARTICLE I – NAME**

The name of this organization shall be the Spirit of '76 Boosters, affiliated with Patrick Henry High School, member of the San Diego Unified School District.

### **ARTICLE II – OBJECTS AND POLICIES**

The objects and policies of this organization shall be:

To operate as a fundraising unit, in a non-profit capacity to support all Band and Color Guard activities.

To further the best interests of Patrick Henry High School Band and Color Guard.

To bring into closer relation the home and the school, so that parents and the Music Department may cooperate in promoting their endeavors.

### **ARTICLE III – REVENUES**

Section 1: All funds shall be deposited into the organization checking account for payment of bills for budgeted items or items approved by the general membership.

Section 2: Upon dissolution of this organization, after all obligations and debts have been met and liquidated, the remaining assets, if any, shall be deposited in trust with the Associated Student Body for Patrick Henry High School Band and Color Guard.

### **ARTICLE IV – MEMBERSHIP**

Section 1: Parents or guardians of Patrick Henry High School Band and Color Guard members shall be eligible for regular membership. Regular membership is defined as those individuals who are current with their student's dues.

Section 2: Past members and friends of Patrick Henry shall be eligible for honorary membership. Honorary membership is defined, as one not entitled to vote or hold office.

Section 3: The band Director and Color Guard Advisor and his/her spouse shall be eligible for regular membership.

Section 4: The privilege of holding office, making motions, debating and voting shall be limited to regular members of the organization.

## **ARTICLE V – ELECTION OF OFFICERS**

Section 1: The officers of this organization shall be President, 1<sup>st</sup> Vice President-Band, 2<sup>nd</sup> Vice President-Color Guard, Recording Secretary, Treasurer, Member at Large, Uniform Chair and Fundraising Chair. This will comprise the Executive Committee.

Section 2: A nominating committee of a maximum of five (5) members shall be elected by the membership at the regular meeting in January and shall present their slate of officers and committee chairs at the regular meeting in April. The Chairman of the nominating committee shall be elected by the committee at their first meeting and set further meeting dates as needed. In the event a nominating committee is not established, see section four (4) **of this article**.

Section 3: All vacancies occurring on the slate presented by the nominating committee, before elections, shall be filled by the nominating committee.

Section 4: Elections shall be held at the annual meeting in May, at which time nominations may be made from the floor. The consent of each candidate for any office must be obtained before his name is placed in nomination. If there is but one candidate for any office, the vote for that office may be dispensed with and the candidate is nominated by acclamation. A majority vote of members present elects.

Section 5: Officers shall assume their duties at the regular meeting in June. Officers shall serve for a term of one year or until their successors are elected. Vacancies during term of office shall be filled by the executive committee.

Section 6: No person shall hold more than one elective office at the same time.

## **ARTICLE VI – DUTIES OF THE EXECUTIVE COMMITTEE**

Section 1: The Executive Committee shall be composed of President, 1<sup>st</sup> Vice President-Band, 2<sup>nd</sup> Vice President-Color Guard, Recording Secretary, Treasurer, Member at Large, Uniform Chair and Fundraising Chair. These members are required to meet once a month prior to Boosters meetings. The Executive Committee shall prepare for the fiscal year in accord with the Band Director.

Section 2: The President shall preside at all meetings of the organization, and shall be a member ex-officio of all committees except the nominating committee. Shall be the chair of the Executive Committee, and shall not preside over any other committee.

Section 3: The 1<sup>st</sup> Vice President-Band shall be the liaison for the parents and students of the band. The 2<sup>nd</sup> Vice President-Color Guard shall be the liaison for the parents and students of the Color Guard. The Vice Presidents will chair the Communication Committee. Both Vice Presidents shall coordinate and/or perform the following duties for each group they are responsible for as listed in the description of the Communication Committee's responsibilities. The Vice-Presidents shall act as aides to the President. In the absence of the President, the 1<sup>st</sup> Vice President-Band shall perform the duties of the President. In the absence of the President and 1<sup>st</sup> Vice President-Band, the 2<sup>nd</sup> Vice-President-Color Guard shall perform the duties of the President.

Section 4: The Treasurer shall receive all monies for the organization and shall deposit them in the name of the organization in a bank approved by the organization. Shall pay out same for budgeted items or items not budgeted when authorized by the organization. Shall pay all bills so authorized by checks signed by two of the following **non-related** three persons; President, Secretary and/or Treasurer. Shall keep an accurate record of receipts and disbursements and shall present a statement of account at every meeting of the organization and shall present books to the auditor **annually prior to the installation of next year's Officers**.

Section 5: The Recording Secretary shall keep an accurate record of the proceedings of all meetings of the organization and report the aforementioned activities in the form of Minutes which shall be available to all members at the monthly meetings. The Secretary shall prepare a summary of unfinished business for use by the President.

Section 6: Member at Large shall provide assistance to the executive committee as needed. The responsibilities include but are not limited to planning the band camp Picnic and End-of-Year Banquet. The Member at Large shall chair the Transportation Committee.

Section 7: Uniform Chair shall coordinate with the Vice Presidents and the Fundraising Chair in relationship to uniform needs of the Band and Color Guard. Shall be responsible for carrying out duties related to the Uniform Committee outlined in Article VII.

Section 8: Fundraising Chair shall oversee and coordinate the activities of the Fundraising Committee. Shall oversee that all persons in charge of individual fundraisers are responsible for carrying out all tasks of the related fundraiser: including but not limited to – planning and coordinating the individual fundraiser, book keeping, and accurately counting and organizing money before it is handed over to the Treasurer.

## **ARTICLE VII – COMMITTEES SHALL CONSIST OF THE FOLLOWING**

### **COMMUNICATION:**

Shall be chaired by the Vice-Presidents. Will organize a telephone committee. Will create and maintain a current phone tree; publish schedule of performances, rehearsals, fundraisers and other relevant dates for each semester in coordination with each other and the Director of Instrumental Music. Shall be directly responsible for publicity of all events entered into by the band, color guard or the organization and shall maintain a copy of all articles published. Will be responsible for the preparation of newsletter as directed. Will prepare all correspondence as necessary (including the mailing of newsletters, financial statements, and any other needed information); and develop and maintain a roster of members.

### **UNIFORM:**

Will be responsible for oversight of the assignment and maintenance of all uniforms. Shall formulate and recommend plans for action with regard to uniforms. Shall be responsible for groomers at all sanctioned functions. Future purchase, upkeep and maintenance will be funded by a percentage of band dues decided during the development of the annual budget. Shall be responsible for taking orders, processing and distribution of Patriot Packs. Will also coordinate additional clothing orders for Band members and Boosters.

### **FUNDRAISING:**

Will plan, coordinate and be responsible for all fundraising activities agreed to by the organization. Shall be aware of and report on all fundraising activities undertaken by students. All persons in charge of individual fundraisers are responsible for carrying out all tasks of the related fundraiser: including but not limited to – planning and coordinating the individual fundraiser, book keeping, and accurately counting and organizing money before it is handed over to the Treasurer.

## **TRANSPORTATION:**

Will plan, coordinate and be responsible for the transportation of the Band, Color Guard and all equipment to all scheduled events. Shall coordinate drivers, chaperones and personal vehicles. Shall coordinate and keep documentation and permission slips for drivers, chaperones and students.

## **ARTICLE VIII – RULES**

Section 1: At the beginning of his term of office, each member of the executive committee shall be given a copy of these by-laws and shall be responsible for making a thorough study of them. A copy of the by-laws shall be made available to every member of the organization.

Section 2: A meeting of the executive committee-elect may be called by the president-elect to fill vacancies and to make plans for the coming year's work.

Section 3: Chairmen of committees shall appoint their own members with whom to plan and do their work.

## **ARTICLE IX – AMENDMENTS**

These by-laws may be amended by a two-thirds vote of the membership present at any regular meeting, provided that notice of intent to amend has been given at the previous meeting or not less than ten (10) days prior to the meeting date.

These by-laws were prepared in March of 1981 and submitted for approval in April of 1981.

These by-laws were amended in November 1999 and submitted for approval in March 2000.

These by-laws were amended in January 2002 and submitted for approval in May 2002.

These by-laws were amended in April 2004 and submitted for approval in May 2004.

These by-laws were amended in March 2009 and submitted for approval in April 2009.

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## **2009-2010 Spirit of '76 Boosters Board Contact Information**

| <u>NAME</u>    | <u>PHONE</u> | <u>EMAIL</u>                  | <u>POSITION</u>              |
|----------------|--------------|-------------------------------|------------------------------|
| Pam Koppel     | 619-460-7495 | iamhere2@cox.net              | President                    |
| Yvonne Bennett | 619-265-7946 | yvonnebennett@cox.net         | VP-Band / Communications     |
| Yvonne Garris  | 619-303-1193 | care4me@cox.net               | VP-Color Guard               |
| Ann Ramirez    | 619-813-0967 | Ann@arrangementsunlimited.net | Treasurer                    |
| Mary Fallon    |              | mary-fallon@cox.net*          | Fundraising                  |
| Tracie Masi    |              | TSMasi@aol.com                | Fundraising                  |
| Celeb Pierce   | 619-929-9360 | cpierce@sandi.net             | Secretary                    |
| Angela Dietz   | 619-971-1626 | angeladietz@cox.net           | Uniforms                     |
| John Sivak     | 858-761-8227 | jsivak@hotmail.com            | Member-At-Large / Web Master |

# 2009 – 2010 Patrick Henry Band/Color Guard Uniform Agreement

\* All members of the Patrick Henry High School Marching Patriots will be issued a marching uniform. The contents of the uniform for all groups are listed in the band & color guard handbook. The PHHS Marching Patriot Uniform issued to each student is the property of the Patrick Henry High School Instrumental Music Dept. and the Spirit of '76 Boosters.

\* Each student will follow the uniform performance check-out and check-in procedure for each performance. This procedure will be introduced in September prior to the first performance.

\* Each student understands that a plain white or black t-shirt with sleeves and Patriot Pack shorts must be worn under the uniform.

\* The uniform will be worn in its entirety or not at all. The only exception to this is the hat during home football games.

\* Students will not do any action or activity that could potentially damage any part of the uniform.

\* All uniforms will be stored in the Instrumental Music Room.

\* There is to be no eating or drinking while in uniform. **WATER ONLY** permitted. At certain events, pretzels and grapes will be supplied by the watering team.

\* Each student understands that the uniform issued to them must be returned hung correctly and in good condition at the conclusion of each scheduled performance.

\* In uniform matters, students are to follow the instruction of the director, the uniform managers and the parent uniform committee members.

\* Discipline for not following the uniform agreement, policies and procedures will be handled in the following manner and is subject to a case by case evaluation:

1<sup>st</sup> time - verbal warning to student with possible call to parents.

2<sup>nd</sup> time - a call to parents with a possible parent conference.

3<sup>rd</sup> time – parent conference with a possible suspension and possible removal from the group

\* Damage to the uniform due to negligence and/or malicious mischief, or failure to return all parts of the uniform at the end of the season will result in student and parent being charged the replacement cost (see below) of that part of the uniform. Any unpaid charges for replacements will be reported to the Patrick Henry financial secretary. The financial secretary maintains an indebtedness list for all students who owe money. Any indebtedness will prevent a senior student from receiving their cap and gown and walking in the graduation ceremony unless all monies are paid in full prior to the ceremony. Indebtedness will not prevent a senior student from receiving their grades, graduating or receiving their diploma.

\* Also, damage to the uniform due to negligence and/or malicious mischief, or failure to return all parts of the uniform at the end of the season will make your student ineligible to receive awards such as letters and pins, to participate on trips, and may result in the permanent removal from the group.

**\*The replacement cost are as follows: Jacket - \$500.00      Pants - \$160.00**  
**Jabot - \$50.00      Color Guard Street Uniform - \$150.00      Hat - \$100.00**  
**Hanger - \$15.00      Uniform Bag - \$20.00**

## **2009 – 2010 Patrick Henry Band/Color Guard Student & Parent Agreement**

**The Prime Directive – Students have the right to learn. The teacher has the right to teach. No one has the right to interfere with teaching or learning. (Most of the following are written with this tenet in mind.)**

\*All Band & Color Guard students understand that all Patrick Henry school rules are in effect for all on-campus and off-campus rehearsals, performances and events.

\*All Band & Color Guard students understand that they are required to maintain a minimum 2.0 grade point average. This is a requirement for all extra-curricular school activities. Any member who falls below a 2.0 grade point average or receives a grade of C or lower will be subject to suspension from performances until the grade(s) reach a 2.0 or C. If a member is on academic suspension, they are still required to be at all rehearsals and performances. A member who is on academic suspension will participate in mandatory study hall during rehearsals, practices & class time, and may be required to provide weekly progress reports for classes in question. Member will not be allotted to perform until substantial amount of progress is made to improve academics. Any member that falls below a 2.00 GPA for more than a semester may not be allowed to be in band the following semester. **Any member of the band and color guard that receives an “F” in any class at the Semester may be subject to removal from the group and placed in another class.** This clause is subject to individual evaluation of members circumstances at the discretion of the director.

\*All Band & Color Guard students understand that cell phones, portable CD players, radios, ipods, mp3 players, etc. are not permitted during rehearsal/class time.

\*Band & Color Guard students agree to follow the Instrumental Music Room Safeguards listed in the Handbook.

\*Band & Color Guard students agree to follow all rehearsal, performance and travel policies.

\*Band & Color Guard students agree to follow all policies related to lockers and use of school instruments as listed in the handbook.

\*Gum & gum chewing are not allowed at anytime during rehearsals, performances or in the Instrumental Music Room.

\*Never leave rehearsal for any reason without the permission of the director.

\*Instructions are to be given solely by the director, drum majors and/or section leaders designated by the director. Members are not to give instructions unless asked to do so by the director.

\*Problems or disagreements will be handled in a civil manner, outside of rehearsals or performances. Personal feelings, opinions or other disagreements between members are not to be brought up at rehearsals or performances at any time. All Band & Color Guard students understand that any personal relationships, inside or outside of band, will stay outside of rehearsals and performances. This includes outside friends and significant others that are or are not affiliated with band or color guard. Anything that you do on your own time, out of uniform and off band time is your business unless your actions are detrimental the Instrumental Music Program.

**\*All Band & Color Guard students understand that they are a public representative of Patrick Henry High School Music Department and will not participate in any behavior that is detrimental or misrepresenting to the organization. If any student is found to be involved in any illegal behavior during any school activity, it will reported to campus security, the vice-principal and the principal, and they are subject to dismissal from the group, suspension from school and possible expulsion from PHHS. This includes class periods, rehearsals, fund-raisers, concerts, competitions, football games, rallies and trips in which the music program participates.**

\*Band & Color Guard students understand that all performances are mandatory.

\*Band & Color Guard students understand there will be some traveling and possibly overnight trips, and will understand & follow all associated rules and policies.

\*Each Band & Color Guard student will be assigned a uniform, and each Band & Color Guard student is responsible for that uniform per uniform agreement.

\*Some Band & Color Guard students will have instruments/equipment checked out to them, and those Band & Color Guard students will be responsible for the proper care of that instrument/equipment and any damage that is done to it.

\*Any uniforms and instruments/equipment checked out must be returned in the condition that it was given.

\*Band & Color Guard students understand that they are responsible for all of their own instrument(s)/equipment and/or their school instrument(s)/equipment and uniforms.

\*Band & Color Guard students understand that they must provide documentation of any health problems or limitations.

\*Any damage to a school equipment or instrument due to negligence and/or malicious mischief, or failure to return instrument at the end of the season or year will result in student and parent being charged for the repair or the replacement cost of the instrument. Any unpaid charges for repairs or replacements will be reported to the Patrick Henry financial secretary. The financial secretary maintains an indebtedness list for all students who owe money. Any indebtedness will prevent a senior student from receiving their cap and gown and walking in the graduation ceremony unless all monies are paid in full prior to the ceremony. Indebtedness will not prevent a senior student from receiving their grades, graduating or receiving their diploma.

\*Any damage to a school equipment or instrument due to negligence and/or malicious mischief, or failure instrument at the end of the season or year will make your student ineligible to receive awards such as letters and pins, to participate on trips, and may result in the permanent removal from the group.

\*Band & Color Guard students understand and accept that discipline will be handled in the following manner and is subject to a case by case evaluation:

1<sup>st</sup> time - verbal warning to student with possible call to parents.

2<sup>nd</sup> time - a call to parents with a possible parent conference.

3<sup>rd</sup> time – parent conference with a possible suspension.

\*Fund-raisers: Band & Color Guard students understand that all personal account fund-raisers are mandatory until all personal costs are paid, and all general account fund-raisers are mandatory until needs of the program are met.

\*The director of the Instrumental Music Program has the goals for this program to attain the highest level of musical performance, the highest level of music education standards, and to attain a positive and challenging environment and experience for all students in the Instrumental Music Program. To attain these goals, as in other top programs, the Instrumental Music Program needs money to travel to various performances, competitions and festivals, as well as other expenses laid out in the operating budget. For 2006 – 2007, the district gave the entire Patrick Henry Music Program about \$1000.00 dollars with which to operate the program for the academic year. All Band & Color Guard students and parents/guardians need to understand the need to help defray the costs to operate the Instrumental Music Program through Participation Costs and General Fundraising.

