



**2021 - 2022**  
**Organizational Handbook**

Mr. Tim Cox, Director of Bands  
Mr. Zach Crowder, Associate Director of Bands

**[www.dchsbands.org](http://www.dchsbands.org)**

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# Bands and Guard

Tim Cox, Director of Bands, [tcx@decaturproud.org](mailto:tcx@decaturproud.org)  
Zach Crowder, Associate Director of Bands, [zcrowder@decaturproud.org](mailto:zcrowder@decaturproud.org)  
5251 Kentucky Ave., Indianapolis, IN 46221  
Phone: 317-856-5288  
Fax: 317-856-2157  
<http://www.dchsbands.org>

## Introduction and Welcome

Welcome to the DCHS Bands and Guard! As a member, you will embark on one of the most enriching experiences high school can offer. The directors and staff are very excited about your love for music and willingness to be a part of this experience with us.

Our group is driven by a desire to set new standards of excellence and to maintain a strong tradition that will last for years to come. Being a member of such organizations can be both incredibly challenging and immensely rewarding. Experience has shown us that the more our members are willing to accept and face the challenges in front of us, the more rewarding our time together will be. Band is a unique subject that fosters knowledge, friendship, teamwork, self-discipline and responsibility that will benefit you for the rest of your life.

**All parents and students should read through this handbook carefully.** Our handbook is designed to help you understand the activities, policies, procedures and philosophy of the DCHS Bands and Guard Program. It represents the foundation on which our excellence is built, and helps students and parents make our goals of excellence a *reality*. We hope you find it helpful and informative. Should you have any questions, contact the directors:

Mr. Tim Cox, Director of Bands  
317-856-5288  
[tcx@decaturproud.org](mailto:tcx@decaturproud.org)

Mr. Zach Crowder, Associate Director of Bands  
317-856-5288  
[zcrowder@decaturproud.org](mailto:zcrowder@decaturproud.org)

**Please take the time to complete the forms listed below and be prepared to return them on one of our two registration nights. This provides us with your understanding of the responsibilities that come with being a member, as well as the necessary information to give your son or daughter *the best education possible*.**

**\* Understand that failure to complete the necessary forms may result in removal from the program. \***

### Forms to return

- IHSAA Pre-Participation Physical Evaluation Form
- Commitment Form (blue)
- Student Medical Release Form (yellow)
- Rental Contract (white)

# **Profile of the DCHS Bands and Guard Program**

*The DCHS Bands and Guard Program is:*

- 1) One of the largest student organization at DCHS
- 2) A comprehensive look at learning, performing, composing and thinking about music:
  - \* 2 Concert bands
  - \* 2 Jazz ensembles
  - \* 1 class and 1 extracurricular ensemble specifically for percussion students
  - \* 1 class and 2 extracurricular ensembles specifically for color guard students
  - \* 2 classes specifically devoted to Rock History
- 3) A total of **13** different performing ensembles:
  1. Marching band
  2. Wind ensemble
  3. Concert band
  4. Jazz ensemble I
  5. Jazz ensemble II
  6. Percussion ensemble (curricular)
  7. Fall color guard / Varsity winter guard
  8. Indoor Winds
  9. Winter percussion ensemble
  10. Pep band – (Jazz Bands 1 and 2) all welcome
  11. Pit Orchestra for annual musical
  12. Back up band for the choir
  13. Chamber/small-group ensembles
- 4) An exciting and fun way to prepare for life outside of high school:
  - \* Learn how to effectively manage time
  - \* Learn how to work towards individual and common (shared) goals
  - \* Strengthen yourself physically, mentally and emotionally through practice, performances and competitions
- 5) Home to some of the most active, competitive and successful groups at DCHS.

**Learn more about the  
DCHS Bands and Guard Program at:**

**[www.dchsbands.org](http://www.dchsbands.org)**

## **COMPONENTS OF THE DCHS BANDS AND GUARD PROGRAM**

**Marching Band:** Marching band is a core component of our program. Students who participate in the high school band program are expected to participate in marching band. This co-curricular activity includes all members of the jazz ensembles, wind ensemble, concert band, percussion, and color guard classes. Our marching band teaches students the fundamentals and skills necessary for success in our unique ensembles, including character education that will benefit the student throughout their whole life. This ensemble is unquestionably the most visible performance group in high school. Marching band is usually active from May to mid-October/November, and includes performances *at all home football games* as well as state and national-level competitions. Students can earn P.E. credit to fulfill graduation requirements by participating in Marching Band if you march for the entire season!

**Wind Ensemble:** This ensemble is our top concert band at Decatur Central and is comprised of DCHS' most talented performers. Membership in the group requires an audition and/or consent of the directors (titled Advanced Concert Band in your course handbook). Members are expected to devote outside time to mastering their instrument and music, as this ensemble performs at a highly advanced level. Participants in concert band also represent the band and guard program in many other ensembles throughout the school year.

**Concert Band:** This band is our second concert band at Decatur Central. Membership is open to all members of the program (titled Beginning Concert Band in your course handbook). This ensemble focuses on developing the fundamentals of quality musicianship, including tone production, technical skills, intonation, music reading skills, listening skills and understanding the "role" of a performer. Members are expected to devote outside time in developing these skills. Participants in concert band also represent the band program in many other ensembles throughout the school year.

**Jazz Ensemble I:** There are two jazz ensembles at Decatur Central. BOTH Jazz Ensemble I and II are curricular classes that meet during the school day. Jazz Ensemble I requires an audition and/or consent from the directors (titled Advanced Jazz Ensemble in your course handbook). Due to the advanced nature of Jazz Ensemble I's repertoire, members are expected to devote outside time towards mastering the fundamentals of jazz performance and its repertoire. This group will perform many times outside of the school day at competitions, festivals and other events.

**Jazz Ensemble II:** (titled Intermediate Jazz Ensemble) This group focuses on basic fundamentals in jazz and prepares the student for Jazz Ensemble I. Members are expected to devote outside time towards mastering the fundamentals of jazz performance and its repertoire. This group will perform outside of school at competitions, festivals and showcases.

**Percussion Class:** All percussion members of the DCHS band are expected to participate in this class (titled Instrumental Ensemble in your course handbook). This class provides a deeper, more individualized instruction that cannot be provided in a typical full-ensemble setting. Emphasis is on the fundamentals of proper technique on each percussion instrument. Participants in this class also represent the band program in marching band, pep band and many other ensembles throughout the school year.

**Varsity Winter Guard/Fall Color Guard:** This refers to members of the program who participate in music by adding visual impact and color to a musical performance or composition through challenging equipment work, dancing and marching. These students will learn and perform a show that is custom written just for the members of the group. The color guard participates with the marching band during the summer; and functions as a singular unit during the winter (extracurricular), where they perform at Indiana High School Color Guard Association competitions and related events. Participation in winter guard costs extra (fundraising is *required*) and requires significant work outside of school. All members of the Color Guard **must register** for the Dance Performance class during the school year. Those students who do not continue into Winter Guard will drop the 2nd semester class.

**Indoor Winds (Winter Winds):** This is an extracurricular “winds only” ensemble that competes in Indiana Percussion Association and WGI competitions as well as other related events. Students will learn and perform a show that is custom written just for the members of the group. Significant drill (movement) is also a part of this group. Participation in this group costs extra (fundraising is required) and requires significant work outside of school. This group is an Indiana and WGI Bronze medalist ensemble. Members are expected to devote significant outside time to mastering their instrument and music, as this ensemble performs at a highly advanced level. Indoor winds participants also represent the band and guard program in many other ensembles throughout the school year.

**Winter Percussion Ensemble:** This group is an extracurricular ensemble that competes in Indiana Percussion Association and WGI competitions as well as other related events. Participation in this group costs extra (fundraising is required) and requires significant work outside of school. Students will learn and perform a show that is custom written just for the members of the group. This World Champion ensemble is also a 4 time state champion and has placed in National Finals on several occasions. Members are expected to devote significant outside time to mastering their instrument and music, as this ensemble performs at a highly advanced level. Participants in winter percussion also represent the band and guard program in many other ensembles throughout the school year.

**Basketball Pep Band(s):** Pep band, like marching band, is a very visible component of our program, and gives us the opportunity to represent our school pride at home basketball games. As an extension of the high school Jazz Bands, these members are encouraged to participate in several pep band performances each winter.

**Pit Orchestra for Musical:** This is a small group of students that are needed to prepare music for the school musical. Students will be selected from within the curricular class of the band department. Several after school rehearsals are required and students will prepare a large amount of music quickly.

**Back-Up Band for the Choir:** This is a small group of students who are sometimes selected by the Director of Choirs to perform music for the top show choir. Significant amounts of after school time and Saturdays are a part of this group.

**Chamber / Small Group Ensembles:** These groups are formed for participation in the ISSMA solo and ensemble contest – Jan and Feb. These chamber groups also are used for the Holiday Spectacular show. Members are from the other curricular ensembles in our department.

# The Top 13 Things You Should Know as a Student (BAND MEMBERS SHARE WISDOM AND SURVIVAL TIPS)

1. ALWAYS be on time, which really means 10-15 minutes early.
2. When in doubt, stop talking.
3. Show respect to everyone and listen to what 'veterans' have to say. They're probably right.
4. Don't expect to know everything the first day. Even people who have marched before still have things to learn.
5. Take things seriously, but not TOO seriously. In the end, as Mr. Cox / Mr. Crowder would say, "It is only high school marching band."
6. We are very good at what we do because we can focus when we need to.
7. Stay well rested, fed, and hydrated.
8. Always have all your materials on you or close enough that you can get them quickly.
9. Know how to work, but also know how to relax. Know that the two NEVER occur at the same time, EVER.
10. Keep up on your schoolwork. Take every opportunity to do your homework. On the bus, extra time in class, at appointments — do whatever it takes. Be as productive as possible.
11. You will be called out eventually. Don't be afraid. When it happens, just speak up and don't worry about being wrong.
12. Always trust the instructors. Especially when you think they aren't right. They are rarely wrong.
13. You may want to quit. **But DON'T!**

## The Top 10 Things You Should Know as a Band Parent

1. Your student is probably more capable than you realize. Even if you have all the time in the world, you will start to feel like a personal servant if you don't ask your kids to take some responsibility for their own stuff. Water jugs, lunches, props, laundry -- it never ends. Your student can make a sandwich, fill up a water jug, and set out their 'stuff'. If you are inclined, help them create checklists so that they remember everything they need to bring.
2. **USE CHARMS** and **READ YOUR EMAIL.** This could be said a thousand times and still not be said enough. Emails are the most efficient way to get information to everyone, and there may be times you get multiple messages in a day. *READ THEM!*
3. Get out of the car and come join us. Adults can enter the band room without ill effect! Be respectful of practices going on, but come on in and see what is happening. Frequently, there are parents working on projects or hanging around. It is a great time to make introductions and let people know you are new to the band program and would like to get involved. Park the car and come down to the field. The last 15-20 minutes of practice will be a run through of what the kids have learned so far. Thursday nights are the traditional nights to view, but you will find parents in the stands most nights. Watching the evolution of the band and the kids is really inspiring. Speaking of parking: **DO NOT PARK IN THE FIRELANE.** You may have become accustomed to dropping off your student in front of the band room but for all of the students' safety, do not park along the curb. When the kids come off of the practice field, many of them have instruments they have to push up to the band room through the parking lots. Also, when the buses leave for competitions and return, they need to park by the curb. Leave that space free to make the process run smoothly. Join the welcoming crowd outside and come on in to see what all the excitement is about! The kids love the encouragement.

4. We can't do it without you—volunteer and come to the booster meetings. You will be asked to commit time, energy, donations and the band fees to the band program. Unlike many sports programs, DCHS Bands and Guard must have parent volunteers for the programs to run smoothly, and it is the best way to get to know others. Plan to attend as many Booster meetings as you can. They are only once a month for about an hour. Mr. Cox usually addresses the parents with updates on the show and will answer parent questions. It is time well spent. About volunteering ... no experience necessary. No, REALLY! There are tasks that require specific skills, but most opportunities do not. If you can pull a soda from a cooler, take tickets at a gate, use scissors, sew or build props - you have all the skills you need. Better yet, there is so much to do, you are bound to find something you actually enjoy doing. You will be helping keep YOUR band fees down and have fun doing it. Trust us, we've been there.
5. Band parent 101. Plan for your child to be out of the band room and ready to leave 15-20 after practice has concluded. Every member has instruments, equipment, etc. to put away and this takes time. If practice ends at 9:00, plan a pickup no earlier than 9:15. Better yet, park your car and come listen to the end of practice run-throughs. The kids enjoy an audience.
6. Bring cash, warm clothes and something to sit on. Most school functions require that you bring cash. Invitationals (defined later on) charge admission, anywhere from \$5 to \$10 per person. Children under 5 are usually admitted free.
7. Learn to manage your time and teach your student how to manage theirs. You WILL be busy -- especially from August until the middle of November. You will receive calendars in emails, but you MUST find a way to keep track of everything. More importantly, your student will have to balance band and school work. Many of the band kids are honor students, and the time management skills they learn will help them throughout their life.
8. Take care of your Booster Parents. These are the people who feed your student, fix their hair, and tape their gloves. They dispense wisdom, encouragement and snacks with laughter and generosity. They are the people on the front lines who make sure your student is ready to go on the field. This is a job that deserves far more recognition than most understand, so please ask how you can assist.
9. Band Directors are people, too. But they are BUSY people. They work long hours and their main focus is the kids. If you have a specific concern about your child and the band program, set up a time to discuss it. If you need general information, directors are probably not your best resource. Try a fellow parent first, a team leader, or a Board member. Marching band and guard requires dedication and discipline from your student. The job of the directors is to help your student excel in band and guard. Directors speak loudly, pointedly and sometimes without pleasantries. When mistakes are made, especially due to inattention or lack of effort, there are consequences. Try to relax and allow the process to work. Encourage your student to do their best, listen, and work hard. Everyone wants your child to be successful. You will learn this as you move through the season.
10. **Yes, it's worth it!** All of the rides, time, and effort that as a parent, you put into getting your child to practices are worth every second. You may not be able to appreciate that in the beginning. Your student may get discouraged at first. There is a lot of repetition, hot sweaty days, failures, and disappointments. Then the show starts to come together and everything changes. There is a new energy, a new excitement. This is the point where they will either LOVE band, or plan a different activity next year. Most of the kids LOVE band by the end of the season, so make them tough it out for the whole season. It will be worth it.

# CHARMS

## Office Management System

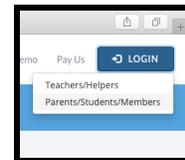
Charms is an online office management system that we use for nearly every kind of record keeping we need. Both students and parents are able to log in and keep track of personal information, finances and much more. We're constantly finding new ways to utilize this program.

Since Charms is the primary way that we communicate, vital information regarding the schedule, volunteer needs, fee payments, etc., it is **mandatory** all students set up their Charms account and provide parent contact information (***especially a parent email address***). This is the only way we can keep you informed!

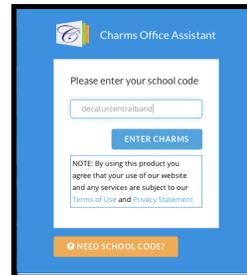
Each student will have a case sensitive student ID that can be used by students and parents. Families have the ability to update contact information as needed and track student accounts. An up-to-date calendar is available with links for volunteering opportunities. Student IDs will be issued to students as they enter their first year as a member of the band program and can be changed to something that students and family will remember.

### To log in: (once you've gotten your Charms Student ID)

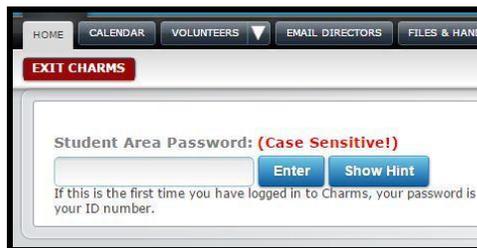
- Go to [www.charmsoffice.com](http://www.charmsoffice.com)
- Click on the blue login rectangle  in the top right hand corner.
- Choose **parent/student/members** in the drop down menu. →



- Enter **deaturcentralband** as the school code. →



- Enter your **Student ID**. →



- A screen will appear for you to change student password. You DO NOT need to change the password. Instead, click on the round home button (house) in the top corner to enter your student account.

You may also access Charms on your smartphone. Visit your app store to find the Charms Blue -Student App. There is another app, however parents and students will have the most success by both using the student app. You will need the same school code and student ID to access through the app. If at any time you have questions about Charms, you can contact the Directors, the Band Booster President, Band Booster President Elect or Band Booster Secretary.

## ATHLETICS AND PARTICIPATION IN THE DCHS BANDS AND GUARD

### “Sports Exemption”

*Many people are under the impression that it is not possible to participate in both athletics and band. This is simply not true. With proper communication and effort, you can be involved in both band or guard and athletics.*

The directors try to avoid as many conflicts as possible when building the music department calendar. Even when conflicts do arise, we make every attempt to collaborate with coaches to resolve them. We have students representing all sports in the music department, and have always co-existed in a harmonious relationship with the athletic department. Be assured that you can participate in your selected sport and still participate in the music program. All fall sports participants are active members of the marching band but there are some limitations in how you will participate. Due to your sports involvement you will not actually march, but you do have certain commitments that must be met. This applies only for football, soccer, and volleyball as they have the most conflicts with our marching band rehearsals.

Those commitments are as follows:

- a. Attend all May and June Rehearsals (that don't conflict with your sport)
- b. Complete all forms – located at the end of this handbook
- c. Pay your Fair Share Fees on time as outlined in our schedule
- d. Be fitted for a marching band uniform on the designated day(s)
- e. Attend all performances unless there is a conflict with sports (i.e. - a meet or game that conflicts with our performance time)
- f. Attend all Friday and Saturday rehearsals unless there is a conflict with your sport
- g. Perform your music from the pit area at all performances. Once your sport is completed, you agree to attend a limited number of rehearsals in preparation for state finals.
- h. Follow all school rules and regulations as outlined in this handbook

These students will essentially be a member of the marching band, but will not march due to time constraints with your given sport (unless an exception is granted by the directors). Students will be responsible for knowing the show music and performing it on given rehearsal and performance dates. This policy is limited to the marching band season only. All other sports are bound to the attendance policy set forth in this handbook.

## **STUDENT BEHAVIOR AND CONDUCT**

*An immense portion of our “product” (performances) is shaped by the character, attitudes and behaviors of our students. Musical talent is worthless when it is not matched in quality by behavior and conduct.*

1. Students are expected to exhibit behaviors that are conducive to optimum *team* achievements. These include, but are not limited to: performing to the best of your ability at all times, supporting other members and their efforts, and showing respect for the goals of our organization.
2. Students are expected to exhibit behaviors of self-discipline: not talk during rehearsal, not disturb instruction in any fashion, and strive to maintain interest and focus towards the goals of our group.
3. Students are expected to exhibit courteous behavior towards *any* person at *all* times.
4. Be mature enough and respectful enough to consider your surroundings and your audience, whether you are alone or with others. Show class and dignity at *all* times.
5. Physical, written or verbal harassment of other students, staff or parents will *never* be tolerated.

## **DISCIPLINE**

*Students are expected to adhere to the code of conduct set forth by DCHS. In specific, students should represent themselves and their band with high moral character and a positive attitude. Students that are suspended from school for any reason will receive a suspension from performing with the band for 1 performance (\*if the season is in progress). The Director of Bands can amend this decision based upon the individual situation in question with parent contact.*

1. Examples: marching band / winter drumline / winter guard (football games / contests). Students are expected to continue to practice with the band as soon as possible. The student will travel with the band and will dress. The student will stand on the sideline at attention for the entire performance, but will not perform.
2. During the concert season the student will miss the “home” performance, but will attend all the practices. A two page paper must be written about the performance (see our guidelines for missed performances). The student will participate in the contest if a parent, SLC Director, and the Director of Bands have a discussion and determine it is possible and prudent.
3. In the event that a performance is not scheduled the student will write an apology and read it to the band. This student will also write a 2 page paper on a musical/performance subject chosen by a director. If the student fails to do either assignment within one week, the student will be suspended from the program until a parent meeting is scheduled.

## **ATTENDANCE**

*The DCHS Bands and Guard Program's success and goal for excellence is dependent upon your attendance and participation. Members of our program are required to participate in any and all mandatory activities connected to the band and guard performances, unless prior arrangements have been made. Most conflicts can be resolved through proper communication prior to the absence or tardy. We have found that if students actively plan in advance and manage their time effectively, they are more prepared to face the challenges of the real world.*

**Tardies:** Tardies during the school day are handled as outlined in the DCHS student handbook. Anyone tardy to an out-of-school rehearsal (whether excused or unexcused) will assist in clean-up of our rehearsal space, returning all equipment and/or picking up any trash. This ensures that you make up missed participation points.

**Absences:** The curriculum of the Decatur Central Bands and Guard Program moves quickly, and those who are frequently absent find themselves easily frustrated and lost. Our performance ensembles are designed with specific spots assigned to the students participating that create formations. When one or more students are missing (to either a practice or performance), it results in obvious holes in the formation and makes it difficult, if not impossible to practice and perform the show.

It is *essential* that all students attend our summer practices, as this is when spots are assigned and much of the content is taught. There may be several *shared spots* in our performance ensembles. Students who frequently miss rehearsals, who miss a performance, or who have not demonstrated the ability to play the music and/or execute the drill may be replaced by other members demonstrating a higher commitment level to the group.

- a. **Rehearsals:** Directors must be notified in advance of any absence. Conflicts must be submitted in writing, prior to the absence. Please complete a Request For An Excused Absence Form before the absence (forms are available in the appendix and on our website). If a situation arises suddenly, and the absence cannot be communicated in advance, it is the parents and students' responsibility to contact the directors within 24 hours of the absence. **Failure to notify and receive approval from the directors will result in an unexcused absence. There are no exceptions to this rule.**
- b. **Performances:** Participation is required in all performances, unless stated by the directors. Missing a performance will result in a severe deduction in the student's grade. Absences from performances are the equivalent of missing an exam in another class. Conflicts with performances must be submitted in writing no later than two weeks before the performance date, save for severe emergency or illness. Directors must always be notified of a missed performance *prior to* the performance. **Failure to notify and receive approval from the directors will result in a grade cut or removal from the program.**
- c. **Excused Absences:** Please be aware that the following are considered excused absences
  - 1) medical emergency or personal injury
  - 2) death in the family
  - 3) religious obligations
  - 4) special circumstances (with the director's approval).

- d. **Unexcused Absences:** Please be aware that the following are considered unexcused absences
- 1) any absence not notified to directors as outlined in this handbook
  - 2) work - you are legally obligated to place school over work
  - 3) oversleeping
  - 4) failure to arrange necessary transportation (plan in advance!)
  - 5) non-school related events in which there was no effort to plan a compromise between the student and directors.

e. **Other School Conflicts:** Should a student have a conflict involving band and another outside school-related activity (sports and/or academic teams [i.e. – not simply clubs]), from 6-9, and band practice from 6-9, the student should arrange to miss an equal amount from each event. Do not expect your teachers or coaches to solve your scheduling problems! This requires the student to help make the arrangements and notify the coaches, sponsors or directors.

- 1) Intramural, non-school sanctioned activities do not fall under this policy and are considered unexcused absences.
- 2) Homework or a class project does not fall under this policy, and should not interfere with band activities if you manage your time well.

*All performances and rehearsals are outlined well in advance via calendars and itineraries. Both are also contained on Charms and our webpage ([www.dchsbands.org](http://www.dchsbands.org)).*

***Communication is the key to resolving conflicts and/or absences. It is your responsibility to adhere to the guidelines set forth in this handbook.***

## **COMMUNICATION**

**Charms** – Weekly email, contest itinerary, event information, account information, billing, and texting. Charms is our *PRIMARY SOURCE of communication!!!!*

DCHS Band and Guard recognized social media:

**Facebook** – Decatur Central HS Band Program

**Twitter** – DCHS Bandboosters

**YouTube** – DCHS Boosters

**Website** – <https://www.DCHSBands.org>

## **DCHS BANDS AND GUARD BOOSTER ORGANIZATION**

We are lucky and proud to have a dedicated group of students, parents and volunteers to support the endeavors of our organization. The DCHS Bands and Guard Boosters are made up of parents and volunteers that value the importance of music in our students' lives. Any student or parent of a student in band is automatically considered a Band Booster. Our program cannot achieve success without the help of people like *you!* If you are interested in helping, please contact a Board member or attend our next Booster meeting (meetings are usually the 2nd Thursday of each month @ 6pm). Meeting dates and times are also listed in the band calendar.

**The Band Booster Executive Board:** This Board consists of President, President Elect, Vice-President, Treasurer, Secretary, Publicity/Webmaster, and Past-President and Business Development. The current Board members and their contact information can be found on [www.dchsbands.org](http://www.dchsbands.org).

**Band Booster Teams:** It takes a great deal of work to support a program of this size! For that reason, we spread the responsibility over several teams. Our team leaders work with their Team members and volunteers to coordinate and organize every aspect of what it takes to help our directors and staff to provide this experience for our students. The Band Booster volunteer teams consist of chaperone, concessions, contest hosting, fundraising, hospitality, indoor winds, props, special events, sponsorship, transportation, uniform, winter guard, and winter percussion ensemble. The current Team Leaders and their contact information can be found on [www.dchsbands.org](http://www.dchsbands.org).

## **FINANCIAL COMMITMENT**

To participate in the DCHS Bands and Guard Program means you understand the financial obligations set forth. Our group is the most active in the entire school corporation. Consequently, we incur expenses that are not covered by the school district. As a result, fees are charged to each member to cover costs incurred while participating in the organization. You will be notified in advance of all costs and given a formal timeline for payment.

**Student Accounts:** Each student in the DCHS Bands and Guard Program has an individual account. This account is used to manage most band-related expenses and all payments. All fundraising and payments will be credited to the student account. Payments can be made in the form of cash, check, or credit card. Payments can be made to a student's account at any time. The money in these accounts can be used only for band-related expenses. It is expected that all fee payments be made according to the published predetermined payment schedule. **PLEASE CHECK CHARMS FOR UPDATES TO YOUR STUDENT ACCOUNT.**

**Procedures for Making Payments:** We request that any and all money be turned in the following way, to keep your money safe and secure:

- a. **Money must be placed in a sealed envelope.** The band office has envelopes for your use. On the envelope, include: a) your name; b) amount of money enclosed; c) what the money is for (fees, fundraiser, etc.).
- b. **Checks:** Make checks payable to DCHS Band.
- c. **Place sealed envelope in the payment safe by the band door (#11)**  
**DO NOT** hand money to any directors/staff; do not leave money on director/staff person's desk.
- d. **Credit card payments are accepted on the band web-site, dchsbands.org** under the PayPal tab. **\*A PayPal account is NOT required\***
- e. We take no responsibility for money turned in outside these conditions.

**Refunds and Withdrawals:** Due to IRS regulations regarding non-profit organizations, no cash for personal spending may be distributed from an account to individuals. Upon leaving the organization, surpluses from individual accounts can be: a) transferred to the Band Booster's General Operating Account; b) transferred to another student's account; c) donated to band scholarship funds. Be aware, if for any reason your child withdraws from participation in any of the ensembles, their FAIR SHARE BAND FEES will be prorated accordingly for their time of participation. You will still be responsible for payment of those fees.

## **EXPENSES AND FUNDRAISING**

Quality and success come with a cost, and it is necessary for every member to contribute their fair share. This is the case in nearly all band programs in the country, regardless of success. Our fair share fees are very competitive, if not lower than other local bands; and we have made an effort to keep fees as low as possible, without hindering our opportunities for success. We are proud to offer you a balanced program with great members, and we strive to provide quality opportunities for students to achieve their highest potential. The fair share fee covers the cost of participating in the marching band, but also helps defray costs for other ensembles throughout the year the student participates in. There are extra fees to participate in the *winter percussion ensemble, indoor winds and winter guard*. More information will be available as their seasons begin. **PAYPAL is available online! \*A PayPal account is NOT required\***

### **Fair Share Band Expenses: (fees subject to change)**

Marching band and guard/concert bands (required)	\$600
Varsity Winter guard (Optional, audition based)	\$600
Winter percussion ensemble (Optional, audition based)	\$600
Indoor winds (Optional, audition based)	\$600
Non-marching band member fee	\$100
Cadet Guard	\$100/fall, \$350/winter

\* *Non-marching band members are not eligible for contest volunteer credit or multi child discount.*

\* *Members may have additional fees incurred due to additional equipment-related consumable expenses.*

**Fundraising:** There are two mandatory fundraisers: 1) in the fall season for ALL marching band and guard students and 2) in the winter season for all students involved in the winter groups. Students can either participate by selling the required quantity of items or choose the “buy-out” option in all mandatory fundraisers. *With all mandatory fundraisers, the profit split is weighted toward the general fund, as these are fundraisers held to support the band and guard program’s overall operating fund. Details will be provided when the fundraiser is announced.*

There are also many optional fundraising opportunities offered throughout the year for all students. A portion of the *profit* (20%) from every optional fundraiser goes in the general fund and a portion of the *profit* (80%) goes toward student band fees.

### **Additional Expenses Based on Involvement:**

\$10 - \$25	Solo & Ensemble
\$600	Winter Groups (winter percussion ensemble, indoor winds, winter guard)
\$36	Approved Marching Shoes and/or Indoor Marching Shoes
\$15 - \$30	Show Shirts/Hoodies for each show
\$15 - \$30	Educational Clinics
\$105	School Owned Instrument Rental

### **Band Payment Schedule**

- May 20 or 24 -- \$150: non-refundable commitment fee (necessary to secure your place in the marching band show and as a member of the program)

- June 15 -- \$125: Fair Share Fee #2
- July 15 -- \$125: Fair Share Fee #3
- August 15 -- \$100: Fair Share Fee #4
- September 15 -- \$100: Fair Share Fee #5

## PARENT INVOLVEMENT

**Contest Volunteer Credit:** Parent involvement is a very important part of our band program. Our bands cannot succeed at the highest level without you! (\$100 limit per family)

Our Band will host five (5) major contests throughout the school year. They are:

1. Marching band and guard - Home Show Sept. 18th "Contest of Champions" (\*\*Required)
2. Marching band and guard – Class C Semi State Oct. 30 (\*\*Required)  
**3<sup>rd</sup> Requirement - 1 of the following:**
3. Indoor Drumline State Prelims / In February or March 2022
4. Indoor Winter Guard State Prelims / In March 2022
5. Concert Band Contest / In April 2022

The profit from these contests will help you to reduce the cost of your child's participation. Students who are represented with a volunteer for three hosting events will receive a credit of \$100 to their band account. (Both fall marching band and guard hosting events are required, plus one winter/spring event) **Credit will be applied in the spring once all three contest requirements have been fulfilled.** We strongly encourage you to sign up for your job assignment in CHARMS. A reminder email will be sent prior to the start of our hosted contest. You will not receive your credit unless you have signed in and out on the day of the hosted contest.

1. Students not involved in **winter** groups may carry a \$100 balance (only if a parent has volunteered for both fall marching band and guard contests, as required) in anticipation of this credit without risk of your account being considered delinquent. Please note that you will continue to receive account statements that show you owe \$100 until the credit is applied in the spring, after the 3<sup>rd</sup> volunteer requirement has been met.
2. Students who participate in a winter group are required to have a \$0 balance prior to the start of winter season. Students with a delinquent account status will NOT be allowed to audition/participate in winter groups. **The contest volunteer credit will be applied to your account upon completion of volunteering your third event.**

**Concession Credit:** Families can receive a credit of \$10 per football game (\$50 limit per family) for volunteering in our concessions. Sign up to volunteer on Charms.

**Multi-Child Discount:** Families that have two or more students involved in performance ensembles will receive a \$100 discount on fees for the second child and each additional child. This discount is available during the marching band and guard season as well as the indoor season. Please see example:

*The Cox family has two students in the band and guard program. Sam and Shelby Cox are involved in marching band. The older student will be billed for the full fees while the younger sibling will pay \$100 less. Likewise, if Shelby is in Winter Percussion and Sam is in Winter Guard, one student would receive a \$100 credit while the other would pay full fees.*

## **FINANCIAL ACCOUNTABILITY**

**Delinquent Accounts:** If for any reason you are unable to adhere to the predetermined payment schedule you **MUST** communicate such to the Treasurer or Director and put in place a Payment Plan Agreement immediately. This agreement must be agreed upon and signed by both the parent and the Treasurer or Director.

Consequences of delinquent accounts will include:

1. Your student will not be allowed to participate in performances until the account is brought back to a current status.
2. Students with delinquent account balances will not be allowed to audition/participate in ANY extracurricular ensembles or groups within the Bands and Guard Program. For instance, if in November your account is in delinquent status your child **WILL NOT** be allowed to audition for Winter Winds, Winter Varsity Guard, Winter Percussion Ensemble, etc.
3. Student's HS diploma may be withheld until all financial obligations are met.

**Hardships:** If after a family has exhausted all fundraising options and possible credits, should find itself in need of a financial plan, please contact the Treasurer or Director. All correspondence is kept strictly confidential.

## **RENTAL OF SCHOOL OWNED INSTRUMENTS**

Decatur Central is lucky to have a township administration that is committed to purchasing quality instruments to help you and our band program succeed.

Similar to most schools in the state, students using school owned instruments will pay a rental fee. **The school has set this fee at \$105.00 per year** (\$35.00 per semester, plus \$35 for summer). The rental fee will be used for the general maintenance of the instruments. There is also a required percussion fee for all percussionists to cover the cost of parts, drum heads, and general maintenance of these expensive items.

The rental fee must be paid: **a) at the REGISTRATION night (May 20 or 24), or by b) the second week of each semester or within two weeks of notification.** Checks should be made out to **DCHS Band Boosters**. A rental contract is attached and must be signed by students and parents to be valid.

Instruments must be returned in the same condition as when issued. Students will be responsible for all repairs due to neglect or carelessness. Instruments must remain in cases when not in use. A student may lose the privilege of renting a school-owned instrument due to carelessness. Proper care and attention to your instrument will enable us to spend less money on repairs and more money towards newer and better instruments.

Any accessory items included with your instrument will be charged to you if lost or damaged (i.e. -- mouthpieces, screws). Percussionists must furnish their own drumsticks and practice pad for marching and concert seasons.

Only the renter is permitted to play and handle the rented instrument. Report any violations to the directors. This also includes all percussion instruments. Remember that you are the only one permitted to play the school owned instrument, and you will be held accountable for specific damages resulting from carelessness or neglect during your rental period.

### **DCHS Bands and Guard School Owned Instrument Rental Policy:**

1. Students who rent more than one instrument (i.e. an oboe player who plays percussion in marching band) will pay only an additional \$5.00 per semester, as opposed to \$35 for two separate instruments.
2. Instruments must be returned in the same condition as when they were issued. Students will be responsible for all repairs due to neglect or carelessness.
3. Instruments **MUST** be kept in their case and proper storage area or locker after each rehearsal and performance.
4. ALL lost/damaged accessory items from your instrument such as mouthpieces, percussion equipment, tuba bits, etc., must be replaced at the expense of the student renting the instrument. The student must supply all reeds. Percussion students must purchase sticks for concert and marching band.
5. Percussionists and those with large instruments will be given lockers and locks for their instrument, sticks, mallets and music, and are expected to use them.
6. Each student is responsible for their instrument whenever it leaves the band room. The instrument must be returned to the proper place in the band area (including *in* the case). A \$5.00 penalty will be assessed if students fail to meet this expectation.
7. Other people are **NOT** allowed to play your rented instrument. Known violations should be reported immediately to the band directors.
8. A student may lose the privilege of renting a school instrument due to unnecessary carelessness or neglect.
9. You are expected to clean and maintain your rented items while under your rental contract. Polish your horn/equipment before all performances.
10. Use of school owned equipment is restricted to our high school band activities and cannot be used for any other purpose without the permission of the band directors!
11. Any rental fees not paid at RENTAL night will be charged to each band students' account.

## DCHS BANDS AND GUARD LOCKER/CUBBY POLICY

*These lockers are very expensive and should not be misused in any way. Please take care of them.*

- No trash in the lockers – EVER!
- No writing on the lockers.
- No food or drinks in the lockers.
- Keep lock on the locker at all times.
- Keep locked at all times.
- Only use locks supplied by the school.
- Do not climb on the lockers.
- Do not keep additional instruments in locker, unless with directors' permission (if you need an additional locker, see a director).
- Use the locker assigned to you.
- Do not share lockers, unless assigned as such.
- Always lock up your valuables while in rehearsal, especially during marching season.
- Shoes and gloves may be stored in your locker during marching season only. You are still responsible to keep them clean. Do not put muddy shoes in these white lockers.
- Do not put things on top of the lockers.
- Do not overstuff lockers.
- Do not slam lockers shut - close them carefully.
- Do not give your combination to anyone.
- These are not your school lockers; do not expect to keep books, jackets and school supplies in these lockers.

If you forget your combination, see a drum major or a director.

**These locker rules will be enforced routinely and without warning. Please follow all rules accordingly. Failure to comply with these rules will result in suspension of locker privileges.**

Take care of these lockers and we will continue to have a nice environment in which to rehearse.

**Registration Dates:  
May 20 7:00-9:00 pm  
May 24 6:00 - 9:00pm  
In the HS Band Room**

**All Rehearsals are at DCHS.**

## **SUMMER REHEARSAL DATES**

May 25 and May 26 4-7pm

June 1, 2, 3, 4 9:00am - 5:00pm \*Camp (lunch is included)

June 8, 9, 10 5:00pm - 9:00pm

BREAK

July 13, 14, 15 5:00pm - 9:00pm

July 19, 20, 21, 22, 23 9:00am - 5:00pm (evening activities planned)

July 26, 27, 28, 29 9:00am - 5:00pm

## **FALL Rehearsal Schedule**

Monday - Winds only 4:00 - 7:00

Tuesday - Color Guard 4:00 - 7:00 / Percussion 6:00-9:00pm

Wednesday - FULL Band / Guard 6:00-9:00pm

Thursday - FULL Band / Guard 6:00-9:00pm

Friday - 5 football games as scheduled

## **It is the responsibility of every student to bring a container of**

**water.** In the case of an emergency, water will be provided. Other suggested items include: sunscreen, sunglasses, hat, bug spray, and any necessary medication (i.e. – asthma inhalers).

**Talent Show:** At band camp, we try to have a little fun off the field. Returning to band camp is our “nearly famous” talent show (or lack thereof!). This is held the last hour of Thursday’s 9am-5pm rehearsal. Our band program has a rich history of memorable talent shows; in fact, many graduated students or younger students will show up just to watch the organized chaos. If you are interested, begin thinking about your favorite skit, song, or tasteful display of talent. All members of the band family are invited. Sign-ups for the show will take place during band and guard camp. Students will be sent home after the talent show and should return (on time for the final day of band and guard camp).

**Health:** Please take care of yourself throughout these camps. The work is exhausting, but rewarding. There are simple steps you can take to keep yourself happy, healthy and ready to work – wear sunscreen, tennis shoes and cool comfortable clothing. **Remember to bring a container of water to stay hydrated for the practice session and any necessary medications.**

## **MARCHING BANDS AND GUARD PERFORMANCE SCHEDULE 2021** – Estimated –

As with any group, team or club, we can only be successful if everyone in the band shows up to performances. Our performance will suffer even if only one member is absent. The students count on each other physically, mentally, and emotionally during practices and performances. Our performances also serve as “major tests,” as we are assessed at each performance. Making up a performance is impossible due to the fact that the audience, spectators and judges are only together for a performance this single short moment in time. Students should plan now on being at every single performance. See our attendance policy for more details.

*\*Please note SAT and ACT testing dates and schedule these exams outside of our performance dates* **\*AVOID SAT / ACT Dates: Sept. 11, Oct. 2nd , Oct. 23, and March 12th 2022**  
**TAKE IT JULY 17th, 2021**

**Parent Preview Night:** Our annual parent preview is a time where we can show and tell the community about our current competition show. We usually have hundreds of people in attendance. Marching band and guard is constantly changing and we want to share our show with you, and show how you can help us. It takes many people to get a marching band on the field and we also need lots of people in the stands to support our kids. Believe it or not, cheering can actually help improve our performance *and* our score. Please join us in the DCHS Stadium late August. We hope to see everyone there!

**The DCHS Marching Band and Guard will compete on the following days!**  
**Please PLAN NOW TO ATTEND!!**

### September

- Sept. 11 – **Camp Day 8am-5pm\* Mandatory**
- Sept. 18 - **DC Contest of Champions** - Home Contest
- Sept. 25 – **BOA Regional Contest** in Obetz, OH

### October

- Oct. 2 – **Camp Day 8am-5pm\* Mandatory**
- Oct. 9 – **Contest Day**
- Oct. 16 – **ISSMA Regionals** (Location TBA)
- Oct. 22-23 – **BOA Super Regional** - INDY LOS
- Oct. 30 - **ISSMA SEMI-STATE / HOST as well**

### November

<b>DCHS Football Home Schedule 2021</b>	
<b>August 20</b>	
<b>September 10</b>	
<b>September 24</b>	
<b>October 8</b>	
<b>October 15</b>	

***Teamwork*** is the ability to work together toward a common vision. It is the ability to direct individual accomplishment toward organizational objectives. It is the fuel that allows common people to attain uncommon results.

## **UNIFORM GUIDELINES**

*Your marching band or guard uniform is solely **YOUR** responsibility! The following is a guide for the ways that the uniform must be treated:*

### **General Care:**

1. **NO** food or drink, except water, will be allowed while wearing the uniform. During football games you must take off and hang your jacket in order to get food or drink. Your jacket must be placed on a hanger – the rack will be there for you to use.
2. Your uniform should **never** be lying on the floor. It is always to be hung up if not in use. See “Instructions for Hanging.”
3. The uniform should be hung on the uniform rack in its correct section. Please do this in an orderly fashion. Your uniform may be checked by your section leader to confirm it has been properly hung. The shako must also be in its box, **alone**, in its correct place. There should be nothing else in the hatbox except for your shako. Plumes should be placed correctly in either of the plume carrying cases. Shoes are not to be stored in the bag with your uniform.
4. Shoes should not be stored in your locker. They should be in a safe place and kept clean. Shine if necessary. **ALWAYS** put your name in them – do this ASAP!!!!
5. Gloves should be left intact. **Only** flutes and clarinets may cut out the tips to facilitate the technical demands of their instruments. Note: If the tips are cut off, then you should not wear any fingernail polish during the performance.

### **Performance:**

1. **LONG BLACK SOCKS** must be worn with your uniform at every competition and football game. (**NOT ankle length**) You will not be permitted to perform unless you are dressed correctly!!!
2. Shakos are to be worn facing front (mirror forward) along with plume also facing front (ask upper classmen to see whether the plume is facing the correct way).
3. When walking to the warm-up site hold shakos in the left hand, palms facing up, thumb under the brim, and fingers on top of the brim. The horn should be placed in the right hand. **ALWAYS** wear your full uniform in public (no hat).
4. Place the uniform on the uniform rack in the semi before leaving for a competition. Before the performances when you put on the uniform make sure that the uniform bag is placed somewhere where it will not be damaged. After the performance place the uniform correctly back in its bag and onto the semi or bus, as directed (see event itinerary). See “Instructions for Hanging.”
5. Electrical tape will be supplied through donations or you may bring your own tape. Please see a chaperone to make your sleeves tighter. **PLEASE DO NOT ASK THE DRUMLINE OR PIT MEMBERS!**

6. NO ONE should wear your uniform except you – this is a pride thing!
7. Color Guard members are required to purchase a nude colored unitard and undergarments.

**Instructions for Hanging:**

1. Line up the pleats of the pants together so that they are lateral to one another making the pants flat. Then place the pants on the hanger by threading the pants through the hole in the hanger.
2. Take the opposite Velcro ends of the gauntlets and put them together so that they stay fastened when hanging them over the pants on the hanger.
3. Place your jacket on top of all of these and hook the top hook. Place your correctly hung uniform back in its bag and hang on the uniform racks in the rear of the trailer in your section.
4. Take the plume out of the top of the shako and place it in the plume carrying case located near the buses. Then proceed to place the shako in its hatbox and place under your seat on the bus.

## **FALL BREAK INFORMATION**

We have a two week FALL BREAK Oct. 11th - Oct. 22nd

We will practice on Thursday Oct. 14 and Friday Oct. 15 8am - 4pm as well as Oct. 21 and Oct. 23 (same time) During FALL BREAK WEEK! Please make plans to be at REHEARSAL. The first weekend of break is a home football game and the ISSMA REGIONAL CONTEST and the 2nd weekend is the Bands of America Super Regional - We need all members to attend!

### **POLICIES AND PROCEDURES UPDATE**

**Health: Sports Physicals are REQUIRED** for all marching band participants. (Cost is typically \$20.00 at DCHS - happened tonight) Students participating in the marching band get a PE credit and thus students are very physically active within the marching band season. Marching a show is similar to running several miles. The stress on feet, legs, knees, etc. can be enough to warrant such a physical. Students are permitted to practice the music, but may not march if they do not receive a physical.

**Due Date: First week of summer break – June 1st**

When temperatures reach above 90 degrees students will participate in mandatory water breaks every 20-30 minutes. **Students are required to bring a sufficient amount of water to last 2-3 hours. We recommend a gallon.**

When temperatures reach 95 or above students will not be outside for more than 90 minutes. (The mandatory water breaks will still be included).

A director will call a parent if a student suffers any injury that causes them to sit out for more than 10 minutes at any given marching band / winter drumline / winter guard practice or performance.

**It is the responsibility of parents to ensure that their student is healthy enough for this activity and is adequately hydrated before practices. The band staff will continue to educate the students about proper health care and nutrition throughout the band season.**

## **ELIGIBILITY ACADEMIC REQUIREMENTS FOR PARTICIPATION**

*Students in the DCHS Bands and Guard Program will strive to attain the best grades possible to participate in the band. **ALL BAND STUDENTS ARE REQUIRED TO TAKE 6 credit bearing classes to compete!!***

All band students will adhere to the standards set forth in this document by Decatur Central HS and MSD of Decatur Township. To be eligible at the high school level at the beginning of the school year (summer for marching band), students must have passed 6 of the 8 classes they are taking (*in High School*). Note: if you are only taking 6 classes then you must pass all 6.

The band/guard staff will enforce all eligibility rules and regulations, but the administration will support the band directors by providing assistance with the checking of these grades (secretary). Students who are ineligible will continue to rehearse during his/her band class, before and after school, and participate in curricular performances to earn his/her band grade. Ineligible students may or may not travel with the band or participate in extracurricular performances, per conversation with the director. An example of a curricular performance would be a winter / spring concert and an extracurricular performance would be a football halftime or any type of contest. Students should always check on an event if there is a question of their participation. Be advised that excessive absences from school may also result in a student being declared ineligible.

The band/guard staff and DCHS staff work hard to assist and encourage band students to perform up to their potential in ALL classes. Since band/guard is a group activity, each individual student plays an important role in the success of the group. The band/guard staff consults both with teachers and students for strategies for improving individual student performance. Obviously, we cannot be successful as a group unless our students are successfully passing the majority of their classes.

Academic success is defined as passing 6 of 8 subjects (or no more than 3 *F's depending on their current class schedule*) during every grading period. Ivy Tech classes are counted as credit classes and often count for more than just 1 credit. Students must also maintain a clean discipline record with the school/band department. This process is set up to help the academic success of the individual student.

Note: Students may take On-line classes in order to make up missed credits or to remove an F. This policy will include all members of the Color Guard (Winter Guard), Indoor Winds, and members of the Winter Percussion Ensemble.

## STAFF

The Decatur Central Band Boosters, Inc. is a 501(c)(3) not-for-profit group that exists to support the Band & Guard Program with its mission. Staff members are hired by the Director of Bands for all ensembles within the band department.

Staff and parents that work closely with the band (in any form) must have a current criminal background check, regardless of how many times you will be with the group. This must be completed before you are allowed to work alone with students, be a chaperone or another adult that comes into contact with the band/guard.

## DCHS PERFORMING ARTS CODE OF CONDUCT

### **Alcohol, Drugs, Criminal Mischief and Stealing:**

Alcohol, use of drugs, stealing and any criminal mischief which is derogatory to the proper conduct of a student will result in automatic suspension. The Director, SLC Director and Principal will conduct a review of the establishing facts and the suspension. Violation of any of these rules will result in the following disciplinary action:

- a. **Drugs – Possessing, using or being under the influence of drugs.**
- b. **Alcohol – Possessing, using or being under the influence of alcohol.**
- c. **Criminal Mischief – Recklessly, knowingly, or intentionally damaging or defacing school property or the property of another person. The School Administration will handle school pranks.**
- d. **Stealing – Knowingly or intentionally taking unauthorized control of goods or possessing stolen goods.**

### **1st offense for drugs, alcohol, criminal mischief and stealing:**

- Warning and meeting with the Directors / parents / SLC Director
- Suspension of 50% performances available (if in season). The student may practice during the suspension period with the consent of the Director and SLC Director.
- The student must attend all practices and performances until suspension is complete. Suspension will be extended for each practice missed during suspension.

### **2nd offense for drugs, alcohol, criminal mischief and stealing:**

- 365 – day suspension from practice and contests.
- The student will be removed from the class period they are taking for that time.

### **3rd offense for drugs, alcohol, criminal mischief and stealing:**

- Loss of high school eligibility.
- The student may petition the Director for reinstatement after their 3rd offense and after a 365 – day suspension.

## **Tobacco – Possession of or using tobacco products:**

### **1st offense for Tobacco:**

- At the Director's discretion.
- The student must attend all practices until suspension is complete. Suspension will be extended for each practice and/or game missed.

### **2nd offense for Tobacco:**

- 50% suspension of the season performances
- The student will attend classes only. No after school practices for 1 week. The student will then practice as normal after school

## **Hazing:**

**Purpose** - The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff members; hazing activities of any type are inconsistent with the goals of the performing arts department and are prohibited at all times.

### **General Statement of Policy -**

No student, teacher, administrator or other school district employee, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing. No student, teacher, administrator or other school district employee, contractor or volunteer shall permit, condone or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. This policy applies to hazing behavior that occurs on or off school property and during and after school hours. The Performing Arts Department will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, director, administrator or other school district employee, contractor or volunteer who is found to have violated this policy.

**Definition:** "Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- "Student organization," means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

**Reporting Procedures:** Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. The director or building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. Directors, teachers, administrators, other school district employees as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

**Performing Arts Department Action:** Upon receipt of a complaint or report of hazing, the Performing Arts Department shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The Performing Arts Department may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing. Upon completion of the investigation, the Performing Arts Department will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from hazing. Performing Arts Department action taken for violation of this policy will be consistent with other school policies.

**Reprisal:** The Performing Arts Department will take appropriate action against any student, staff, teacher, administrator or other employee of the school district, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

**Harassment/Bullying:** Harassment means an incident or incidents of verbal, written, visual, or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment. Any incidents of harassment/bullying will be dealt with in the same manner as the Hazing Policy as written in this handbook.

**Special Notice on Social Networking Web Sites:** As a representative of the Performing Arts Department and DCHS, you are always in the public eye. Please keep the following in mind as you participate on social networking web sites:

- Understand that anything posted online is available to anyone in the world. Any text or photo placed online is out of your control the moment it is placed online—even if you limit access to your site.
- You should not post any information, photos, or other items online that could embarrass you, your family, your team, the Performing Arts Department, or DCHS. This includes information, photos and items that may be posted by others on your site.
- Behavioral expectations in the online world are the same as in the real world. Student-athletes could face discipline or sanctions as described below for policy violations revealed online.

### **Other Offenses:**

1. Use of Abusive Language, Detrimental Conduct and/or Personal Confrontation (fighting)
2. Students who break the rules for Social Networking, Fighting, Etc. will have a meeting with the Director of Bands, Parents, and the SLC Director to determine the course of action. Possible outcomes include:
  - a. **Warning and meeting with the Directors / parents / SLC Director**
  - b. Suspension of 0 - 50% performances available (if in season). The student may practice during the suspension period with the consent of the Director and SLC Director.
  - c. The student must attend all practices and performances until suspension is complete. Suspension will be extended for each practice missed during suspension.
3. Personal Appearance
  - a. **Director's discretion to establish reasonable guidelines at the beginning of each season to:**
    - i. **Protect the health and safety of the student.**
    - ii. **Encourage good grooming.**
    - iii. **Protect the student from human indignities.**
4. Involvement with Law Enforcement Agencies
  - a. **Based on an arrest and excluding minor traffic violations:**
    - i. **Misdemeanor/Felony: 12 month suspension.**
    - ii. **Administrative discretion**
5. Cutting Classes and/or School:
  - a. **Any offense (in season): Administrative/ Director Discretion**
6. Out of School Suspension
  - a. **Administrative/ Director Discretion**

**The Fine Arts Department and Administration, Director and/or Principal may extend the student's suspension depending on the circumstance.**

## **DCHS BAND AND GUARD CONFLICT RESOLUTION POLICY**

We are excited to welcome you to the Decatur Central Band & Guard "Family"! Becoming part of the band/guard is like joining a family, in which a huge amount of time is spent together, inside and outside of the school day; rehearsing, traveling, and performing. And not just the students but the parents become part of the band/guard family as well. Parents spend time volunteering, attending band booster meetings, picking up and dropping off your students, attending events and supporting

your student on this adventure. As with any family, there are bound to be conflicts, therefore, when conflicts do arise, it is important we all work together in order to resolve efficiently, effectively and in the best interest of the program as a whole. Within the band & guard family, we have some specific guidelines and clear expectations for resolving any conflicts that may arise.

- **48 Hour Rule-** when an issue arises we expect students and parents not to let hard feelings pile up and fester. Let's do the right thing and resolve issues within 48 hours.
- In an attempt to avoid conflict, listen to one another; try to understand the other person's point of view before responding. If it becomes clear the issue is not going to be resolved among those involved, immediately bring the issue to the appropriate person on the chain of command.
- Do **NOT** seek to involve others in "gossip" or "alliance building". Do NOT post your concerns on social media in an attempt to "alliance build". Do NOT create unnecessary and unproductive drama.
- **CHAIN of COMMAND**
  - Director/Instructor of the group in which the conflict occurs.
    - WPE - Mr. Tim Cox [tcox@decaturproud.org](mailto:tcox@decaturproud.org)
    - Indoor Winds - Mr. Zach Crowder [zcrowder@decaturproud.org](mailto:zcrowder@decaturproud.org)
    - Varsity Winter Guard - Mr. Zach Crowder
    - Jazz Band I - Mr. Tim Cox
    - Wind Ensemble – Mr. Tim Cox
    - Concert Band – Mr. Zach Crowder
    - Jazz Band II - Mr. Zach Crowder
    - Marching Band - Mr. Zach Crowder
    - Cadet Guard - Mr. Tim Cox
    - All other groups - Mr. Tim Cox
  - If you feel the conflict is still not resolved after discussing with the Director/Instructor of the group:
    - Mr. Tim Cox - If you have not already spoken to Mr. Tim Cox, do so NOW.
    - Innovation Academy Principal - Mr. Todd Sconce [tsconce@decaturproud.org](mailto:tsconce@decaturproud.org)
    - DCHS Principal - Mr. Scott DeFreese [sdefreese@decaturproud.org](mailto:sdefreese@decaturproud.org)



# FORMS

**All forms can be on our website for you to print out and fill out.**

[www.dchsbands.org](http://www.dchsbands.org)

IHSAA Pre-Participation Physical Evaluation Form  
Commitment Form  
Student Medical Release Form  
Excused Absence Form  
Rental Contract



*All forms are located on **DCHSBands.org***

These are the 3 most important forms to participate!!!



This form has three main parts that **MUST** all be completed:

1. History Form
2. Physical Evaluation Form
3. Consent & Release Certificate



### DCHS BANDS AND GUARD

Tim Cox, Director of Bands  
Zach Crowder, Associate Director of Bands  
5251 Kentucky Ave., Indianapolis, IN 46221  
Phone: 317-856-2265, ext. 27200 or 27201  
Fax: 317-856-2157 http://www.dchsbands.org

**COMMITMENT FORM - Handbook, Rules and Financial**

I have read the following information regarding policies, rules, future events and finances for the DCHS Bands and Guard. I understand the information disclosed to me and give DCHS Bands and Guard's directors and instructor's permission to act as needed. I further understand that the directors and instructors reserve the right to remove an individual from performance duties and/or the program at-large upon repeated offenses or negligence of the DCHS Bands and Guard's policies.

Please submit this completed form along with your first installment by **before the June camp** (securing your place as a member of our ensemble). This form indicates that both a student and parent/guardian understanding of the guidelines outlined in the handbook. We want to welcome you as a member of the DCHS Bands and Guard. We look forward to an incredible season with you!

By signing and returning this form, the students and parents/guardians of the DCHS Bands and Guard agree to the following:

1. I have read this handbook and agree to follow all guidelines therein.
2. I agree to meet all financial obligations as outlined in the handbook.
3. Students will be in attendance at all rehearsals and performances, or follow the appropriate guidelines for arranging an absence, all as outlined in the handbook.
4. I agree to complete and return the **Mandatory Medical Release Form** (this is different from the physical) and this **Commitment Form**.
5. I agree to submit all three parts of the **IHSAA Pre-Participation Physical Evaluation Form**.
6. I understand that this is a **commitment**, and that administration, staff and students are relying on this **commitment** to reach our goals of excellence. **Students who drop out of the program after the first camp in June will be liable for the entire fee associated with this group.**

Student Name: \_\_\_\_\_ Grade (for the upcoming School Year): 9 10 11 12  
 Student Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Mother/Guardian Name (please print): \_\_\_\_\_  
 Mother/Guardian Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Home Mailing Address: \_\_\_\_\_  
 Primary Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Secondary Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Place of Employment: \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Father/Guardian Name (please print): \_\_\_\_\_  
 Father/Guardian Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Home Mailing Address: \_\_\_\_\_  
 Primary Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Secondary Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Place of Employment: \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 School Year \_\_\_\_\_ - \_\_\_\_\_



### DECATUR CENTRAL HIGH SCHOOL BANDS AND GUARD

**Student Medical Release Form**



LAST NAME: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_

I hereby consent for a qualified physician or surgeon to examine, diagnose, prescribe and perform treatment including surgery that is deemed advisable for the welfare of:

**STUDENT'S FULL NAME** \_\_\_\_\_

I give my permission for the above named student to take recommended dosage of:

Tylenol (Acetaminophen)     Advil (Ibuprophen)     Pepto Bismol     Tums/Rolaids  
 Midol     Imodium A-D     Benedyl

Please list any medical concerns and/or medications the student currently takes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List any known allergies:  
 Medications: \_\_\_\_\_  
 Food: \_\_\_\_\_  
 Environmental: \_\_\_\_\_

Date of last Tetanus Inoculation: \_\_\_\_\_

Are Immunization Vaccines Up to Date:     Yes     No

INSURANCE COMPANY: \_\_\_\_\_

GROUP NUMBER: \_\_\_\_\_ MEMBER ID. NUMBER: \_\_\_\_\_

PERSONAL PHYSICIAN: \_\_\_\_\_ PHYSICIAN PHONE: \_\_\_\_\_

I hereby give my consent for the Director(s), Band Booster(s), or any designee of the Decatur Central High School Bands and Guard Program to render medical care as deemed necessary to preserve the life, limb, or well-being of the above named student. I will not hold Decatur Central High School, Band Director(s), Band Boosters, Inc., affiliates, designees, or anyone involved liable for any situation beyond their control. I agree to pay all costs incurred by the participant(s) for the hospital bills, physician fees and ambulance fee.

I understand that I will be contacted by someone in authority at the time my child is admitted to the hospital and/or treated by a physician.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

RELATIONSHIP TO STUDENT: \_\_\_\_\_

**Emergency Contact Numbers:**  
 Parent Primary Contact: \_\_\_\_\_ Parent Secondary Contact: \_\_\_\_\_  
 Parent Cell 1: \_\_\_\_\_ Parent Cell 2: \_\_\_\_\_  
 Additional Emergency Contact: \_\_\_\_\_ Contact #: \_\_\_\_\_

(printed on blue)

(printed on yellow)

# Additional Forms

<b>DECATUR CENTRAL BANDS</b>		
Instrument Rental Contract		
Your Name _____	Type of Instrument _____	
Make of Instrument (i.e. - Yamaha, Conn) _____	Locker # (if needed) _____	
Cost of Instrument if Lost or Damaged Beyond Repair (a director will fill out) _____		
Instrument Serial Number _____		
List all items that come with instrument (i.e. - mouthpiece - put what kind and any numbers that may be found, extensions, etc.) _____ _____		
Condition of instrument (list any dents, scratches, or other defects) _____ _____ _____		
Condition of instrument case: _____		
Condition of mouthpiece: _____		
I agree to all of the conditions stated in <b>the Instrument Rental letter included with this contract.</b> I agree to pay for any damages due to <b>neglect or carelessness</b> of the instrument I am renting. I understand that my school-owned instrument should be in working condition at all times. I also agree to pay the replacement cost if the instrument I am renting is lost or damaged beyond repair. See Mr. Cox if you are not sure if you are responsible to pay for a repair.		
_____	_____	_____
Student name (printed)	Student Signature	Date
_____	_____	_____
Parent name (printed)	Parent Signature	Date
Amount enclosed _____	Make checks payable to: <b>Decatur Central HS Bands</b>	