



**Plainfield**  
B A N D S

**HIGH SCHOOL BAND DEPARTMENT  
Parent/Student Combined Handbook  
2024-2025**

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## Plainfield Red Pride Band Boosters Inc.

### Welcome to the Plainfield High School Band Department

**We are very excited that your family has chosen to participate in one of the most popular and successful programs at Plainfield High School. Our band has a long tradition of excellence and has been showing tremendous growth over recent years. High school band can create a unique and rewarding experience for band students and their families.**

This handbook has been put together to assist both the student and parent. The band and guard programs provide many great opportunities for your student. As with all successful programs, there is a lot of preparation and support required to make everything work. We know each year many questions will arise. This handbook has been created to help answer a majority of those questions. If you are unable to find the information you need from this handbook, please contact the band booster president ([president@plainfieldband.org](mailto:president@plainfieldband.org)) listed in this handbook. **Signing and returning this form is required to participate in Marching Band or any of the Winter Programs.** We look forward to a great year!

### Fees

**Marching Band      \$925\***

\*This amount includes working one (1) shift at a Colts game, details below. Marching band fees combined with various booster sponsored fundraising events cover the many financial aspects of the program such as **copyright fees, drill design, music arrangements, contest entry fees, uniform upkeep, electronic equipment, staff to teach the students, equipment for guard, percussion, and wind instruments, student recognition, etc.** Many of these expenses must be paid up front at the beginning of the season, so please be sure to make your payments on time!

The 2024 Marching Band fee of \$925 can be paid all at once by June 1<sup>st</sup> or in installments listed below. Please contact the treasurer at [treasurer@plainfieldband.org](mailto:treasurer@plainfieldband.org) if you need to make other arrangements. There are also multiple ways to earn credits towards fees.

Payments can be easily applied directly to your student's account through Charms at [www.charmsoffice.com](http://www.charmsoffice.com). Please specify in the notes section that the payment is for "dues." **Please note, CHARMS has been bought by another company and will cease to operate in early fall 2024. We are transitioning to another software service, My Music Office, and instructions on how to access your account will be made available as soon as possible.** If paying by check it should be made payable to Plainfield Band Boosters. Checks can be placed in the secure payment box located just outside of the band office. You can also mail checks to the Plainfield Band Boosters at PO Box 276 Plainfield, IN 46168.

If a student decides not to continue with marching band, no refund of fees paid will be made. The booster organization is a non-profit organization and we must pay our bills in a professional and timely manner. It is important for fees to be paid by the dates listed to provide the needed funds necessary for us to conduct our business. If at any time you experience difficulty meeting the payment schedule, please contact the Booster treasurer at [treasurer@plainfieldband.org](mailto:treasurer@plainfieldband.org). **The Boosters have multiple ways to cover dues by other means** such as working concessions and various fundraisers throughout the year. It is very important to have communication between the parents and the band boosters regarding payments. We will work with you on an adjusted payment schedule to assist in making it more manageable if needed. We do work with a collection agency to assist in recovering unpaid fees. Accounts with an unpaid balance at the end of the season will be sent to collections unless you have made alternate payment arrangements.

## Winter Percussion \$1100 Winter Guard \$750 Winter Winds \$750

If your student participates in Winter Guard, Winter Winds, or Winter Percussion, there will be an additional fee at that time. Please note – your marching band fee must be paid in full prior to the start of the winter season to be able to participate in either group. More information will be sent out in the fall. Students can only participate in winter ensembles if they have completed marching season. Exceptions are only allowed in special circumstances approved by the band director.

## Solo & Ensemble

If your student participates in Solo & Ensemble, there will be an additional fee at that time. The fees are listed below. Please note these are last year's prices and subject to change by ISSMA.

<u>District Solo &amp; Ensemble</u>	Amount	Due Date will be provided by
Solo (per event)	\$15.00	Band Director
Ensemble (per student)	\$7.00	

## State Solo & Ensemble

Solo (per event)	\$15.00
Ensemble (per student)	\$7.00

*\*\*In order for a student to perform at State Solo & Ensemble, payment must be given to Mr. Carpenter prior or on the day of District Solo & Ensemble Contest. Make checks payable to the Plainfield Band Boosters.*

## Pep Band \$20

These costs are for music, a T-shirt, and a pizza party. This ensemble performs at 10 home basketball games in the winter and spring. Participation is voluntary. Information will be sent out in the fall.

## BAND FEES AND FUNDRAISING

**Fundraising:** Fundraising is a combination of things. Some activities raise money for your student's account. Some raise money for the General Fund. Some activities involve selling products to your neighbors, family, and friends. Other activities require you to complete a task in order to enjoy the benefit. How you participate is based on your needs and your comfort zone. It is important to remember that funds that go to the General Fund also benefit your student.

## **Sudexo Live (Colts games at Lucas Oil)**

We will be staffing a food concession stand and the Beverage Runner positions at Lucas Oil for all the Colts home games and other events if there is enough interest. **New this year, we are requiring all band families to work one (1) shift (per child participating) at a Colts game in the food concession stand.** If you choose to opt out of this requirement, your account will be charged \$250 (per child). To volunteer at Lucas Oil, all workers will need to get a volunteer liquor license and complete the Indiana Server training. Information will be provided on how to complete these requirements. Workers in the food concession stand are also required to wear a red hat or visor with the Plainfield Band logo on it. Hats will be available to purchase if needed. In addition to the food stand, we will be staffing the Beverage Runner position. Sign-ups for these spots will be made available as soon as possible. Please note, the Beverage Runner spots are not mandatory and will get a split of the revenue we receive applied to their accounts. If you work more than the one required shift in the food concession, you will get a split of the revenue applied to your account. Information will be provided through email, Facebook, and in person at Booster Meetings. You can always send questions to [president@plainfieldband.org](mailto:president@plainfieldband.org) for more information.

**Concessions:** We staff concessions year-round for the various athletic events. You receive a credit (\$40) towards band fees for every shift worked. No experience necessary and someone will happily show you what needs to be done. The jobs are pretty basic, the company is exceptional and the shift goes by quickly.

You will be working with band parents and parents from other activities. The fact is the proceeds from concessions reduce YOUR band fees. Per school regulations, no students or kids can work or hang out in concessions. Signups for working shifts and the credits received are posted throughout the year through email and on the Booster Facebook page *PHS Band Boosters*. Please join the Booster group and check your email often!

**Winter Invitationals:** We sponsor a winter percussion and winter guard invitational in the winter. We need people for the hospitality rooms, to work at the gate, to act as guides, and so many other tasks. It is a long day for everyone, but it is a huge moneymaker for the program. This event requires all parents to ensure success.

**Kroger Community Rewards** is also a great way to earn money for the band. Link your Kroger rewards card to the Band and the Band gets a percentage of your purchases automatically.

<https://www.kroger.com/i/community/community-rewards> "Plainfield Red Pride Band Boosters"

### **Raise Right (formerly Shop with Scrip)**

All you have to do is purchase gift cards for places you plan to shop and use those cards instead of cash or credit. You earn a percentage of the card's value (called a rebate). You can order these cards as often as you need by signing up for Raise Right and having your order deducted from your checking or savings account. Raise Right fundraising is active all year long. Band code: **C3FCL7LL3378**

### **Sponsors**

We actively recruit community businesses to sponsor the band programs. If you secure a sponsorship, the Boosters give you a credit equal to 50% of the sponsorship you brought in. Please note that this does not apply to donations of goods or services, only cash donations. Sponsorship letters will be made available in June or July that you can take to a business such as your child's dentist, a local car repair shop, or any other business you frequent. Be sure to write your student's name on any form you hand out so you get credit.

### **COMMUNICATIONS: How Do I Find Out What is Going On?**

Booster Meetings are held on the third Tuesday of every month at 7:30pm, usually in the band room. Due to construction at the school this year, last minute changes in location are possible. Notices for meetings will go out through email. We will also have informational meetings throughout the year to communicate with the parents. We also use our website [www.plainfieldband.org](http://www.plainfieldband.org) as well as Facebook (PHS Band Boosters), Twitter, Instagram, and many emails to communicate information frequently. The Band calendar is available at [www.plainfieldband.org](http://www.plainfieldband.org) and is updated well in advance with practice schedules and contest times.

### **RULES, GUIDELINES, AND POLICIES**

**Locker Policy:** Every student will be assigned a locker. Each locker will have a combination lock assigned to it. Band lockers are for band related items and nothing else.

**School Instrument Policy:** The Plainfield Community School Corporation may provide some instruments to students who play large or special instruments with no rental fee. This equipment is school property and will be respected. Any damage due to reckless actions will be paid for by the student.

### **Parent Releases Policy:**

Picking up your student after a performance. Occasionally parents may need to take their child directly following the contest. This must be taken care of in writing. When picking up a student at the contest site, the student or parent must give their bus chaperone a written note, signed by their parent or guardian, before the student may be released. No student will be allowed to leave a contest site with anyone other than his or her parent or another adult, without written permission from his or her parent or guardian. Parents may be asked for ID if chaperone is not familiar with the parent. These requirements are in place to protect you and your student. The student is also responsible for having someone else unload their instrument and anything else they are responsible for when returning to the school.

**Attendance Policy:** Attendance is mandatory at all band rehearsals and performances! Any problems will be dealt with on an individual basis. Any absences from all or part of a rehearsal in summer, fall, winter, or spring will require a written excuse from parents or a doctor giving an explanation or reason for the absence. Vacation absences should be turned in as soon as dates are available. Notes should be given to Mr. Carpenter.

Excuses should be turned in with at least a week's notice of the absence. Students with jobs will be expected to be at all rehearsals; inform your employers accordingly. If the student has one unexcused or two excused absences from rehearsal within a one-week period, they will not be allowed to march that weekend.

### **Grading Policy: How is my grade calculated during marching season?**

#### **After-School Rehearsals:**

1. There are 10 points/hour possible for each after school rehearsal.
2. Excused absences are determined on an individual basis. WORK IS NOT AN EXCUSED ABSENCE.
3. Unexcused absences will result in a "0" for that rehearsal or performance grade.
4. Repeated absences will result in suspension from a performance and further deductions in grade.

#### **Rehearsal Participation:**

1. Rehearsal point reductions will take place in the event that a student continually does not participate in rehearsal.
2. A doctor's note must be on file in the event that a student cannot physically participate in rehearsal.

#### **Performances:**

1. Performances are worth 100 points and counted as a test grade.
2. Qualifying performances are worth 150 points and counted as a test grade.
3. Unexcused absences will result in a "0" for the performance grade.
4. Excused absences are only permitted when at least one week's notice has been given to the band director. The band director must approve each excused absence.
5. Repeated absences will result in suspension from a performance and further deductions in grade.

#### **Tests and Assignments:**

1. Written Tests and Assignments
2. Performance Tests

**Summer Rehearsals:** Summer rehearsals are required for all participating students. Absences will be dealt with on an individual basis. Please see the calendar on the band website for this information.

Your child will need a one-gallon thermos, sunscreen, and athletic shoes. If your student plays a school-owned brass instrument he/she is required to wear gloves to help keep the oils/sweat from corroding the instrument. Students often purchase batting gloves for this. Also, consider wearing a hat and sunglasses to provide more sun protection. We will practice in all of the weather that Indiana is known to have! Every student is required to have a notebook with page protectors. This needs to be sturdy as we will use it every day of the season. We will be using a new app for drill and music instead of a dot book this year. If your student has a smartphone, they will not need a dot book. We will have extra charging stations for students to charge their phones, but consider bringing a battery pack for your phone. If your student does not have a smartphone they will also need a small book of 3 X 5 index cards. These are usually spiral bound. We call this a *dot book*. It will need a shoulder strap. Students usually make the straps from shoe laces. The directors and staff will supply more information as the season progresses.

We will go to Kings Island after Band Camp. Details will be sent out closer to the event.

**Rehearsal Clothing Guidelines:** Students should wear comfortable, athletic clothing to all rehearsals. Shirts are required for all rehearsals! The most acceptable attire for rehearsals are usually the following: shirt, shorts, sweats, loose fitting pants, socks, and good athletic shoes. Please pay attention to the weather and dress accordingly.

#### **Performance Guidelines for Students:**

1. Make sure all of your uniform parts are clean and fitted properly. Improper uniform care will not be tolerated.
2. You **MUST** wear the official band member T-shirt under your jacket. Compression shirts may be allowed this year, Mr. Carpenter will provide more information if compression shirts are needed.
3. You will be required to wear official band shorts under the uniform pants.
4. Make sure your instrument is in good repair so that you can perform to the best of your ability.
5. All students are to report to the band room one hour before a scheduled concert or at the time specified by the director.
6. When in uniform: No PDA (EVER), No eating/drinking, No swearing, No running (unless told to do so by a Director or staff member).
7. Everyone should be professional while in a performance setting. Unprofessional behavior could be cause for dismissal from the band program.

**Physical Guidelines Policy:** The Plainfield Band department and its competitive ensembles require a high degree of physical training and conditioning.

It is part of the curriculum of each ensemble to develop and maintain a certain level of athletic coordination and conditioning. With this understood there are several guidelines the staff and students need to be aware of and follow.

1. All students and parents are aware that physical conditioning, training, and endurance are an integral part of the skill sets required for any type of success of the extra-curricular or co-curricular activities.
2. All of these ensembles will require a certain level of physical ability to participate and thrive in the extra-curricular or co-curricular ensemble. Inability in certain areas of physical training or conditioning could jeopardize the student's ability to actively participate in one of the extra-curricular or co-curricular activities. These issues could be because physical skill sets or medical reasons.
3. Students who have medical issues should have their doctor's permission to participate in any of these extra-curricular or co-curricular activities. In addition the student and or parent should discuss the situation with the director of the activity prior to any rehearsals or practices. It will be at the discretion of the Director to proceed or disallow the student's participation in any situation that might put the director, the band department, or the Plainfield Community Schools at risk or liability for any injuries or medical situations.
4. Students who have medical issues that prevent them from fully participating in the ensemble will be given options that allow them to continue to participate in the ensemble in a different role that meets the needs of the student and the ensemble. These cases will be handled on an individual basis.
5. If an emergency does occur, the band boosters will have a designated adult to provide support to the student and/or staff to make the appropriate decisions regarding what is best for the student. There will be an established Procedure for this person to administer the appropriate steps to alleviate the emergency and then to contact the appropriate authorities and/or parents, and/or director.

### **Use of Physical Skills as Reinforcement**

1. We may occasionally use physical skill sets as a way to reinforce aspects of our activities. Students may give themselves one of these skill sets as a way to reinforce concentration and excellence. However, that should not take away from, or disrupt the rehearsal. A standard reinforcement would be 10 pushups.
2. Staff members may deem it necessary to give reinforcement information at times but do so with careful consideration. It is considered acceptable to give 1 lap, or a set of 10 pushups as a result of this reinforcement.
3. Students are not to be pushed beyond what would be considered a normal scope either for conditioning or reinforcements.
4. Students who feel they are being pushed beyond their ability to maintain a personal safety level of physical exercise should stop immediately. They will not be punished for being unable to complete a physical skill set that is being required of them. Alternative reinforcements can and will be found to alleviate any unsafe situation.

### **Rehearsal Guidelines for Students:**

1. Each student is expected to be on time, to all rehearsal and performance functions with instruments and ready to begin.
2. The student is expected to have both their instrument and music ready prior to starting for all rehearsals and performances.
3. Students should have a pencil ready to mark rehearsal suggestions (No pens!).
4. Students should behave considerately to whomever is on the podium, whether it be the director, drum major, or a guest of the band.
5. Students should treat school owned instruments like their own. Any loss or damage of an instrument will be the student's liability and assessed accordingly
6. There are four (4) places your instrument should be (school owned or privately owned)
  - a. In your hands
  - b. lined up in a section (stacked)
  - c. Lined up in the cases
  - d. In your band locker
7. Cell phones are used during rehearsal. Do not call or text your student during rehearsal times. If it is a dire emergency, please have an adult come to the school.

## **Uniform Guidelines**

### **Band Members**

In August, uniforms will be fitted and assigned. Each member will be given a pair of black gloves (included in your band fee). Each member will be fitted for shoes. There is an additional charge of \$40.00\* for any child requiring shoes, either for the first time or due to growth. Band members will wear the official band member Shield Shirt and black gym shorts under their uniforms and wear their black socks for ALL performances. The band Shield Shirts are \$10 if needed. \*Shoe price subject to change.

### **Guard Members**

Guard members will also need separate uniform materials depending on the costume. Wait for information from the Director.

**Uniform/Costume Procedures:** The following procedures are to be followed by each band/guard member.

1. Each band uniform is very expensive and is expected to last between 6-10 years. They are school property. Extreme care should be taken when handling the uniforms.
2. Do not touch the plumes with your bare hands. They are expensive and fragile.
3. You will be expected to wear the official Plainfield Band Shield Shirt and gym shorts under your uniform. You can add under armor clothing as needed as the weather changes.
4. All uniforms/costumes are kept in the uniform or guard rooms at the school.
5. All pieces of each uniform are numbered and assigned to a student.
6. Along with the issued uniform, the band student is to wear uniform shoes, uniform socks, black gloves, black shorts and their Shield Shirt at each performance.
7. Each student is responsible for hanging his/her own uniform/costume back on the hanger properly and returning it to uniform parent volunteers.
8. Students are not permitted to eat while in uniform, unless otherwise instructed by the directors.
9. The proper way to wear the uniform is with the jacket all the way on (hooked and zipped), or with the jacket off and carried, folded over the arm. When wearing the uniform, please look before you sit (even on the bus) to be sure you do not sit in something that will stain the uniform.
10. Normal wear is to be expected, but if there is a problem with the uniform, please bring it to the attention of the uniform parents so that it might be corrected.
11. If you have long hair, you will be expected to keep your hair in the shako. Many bobby pins are used for this. You can also use skull cap to assist with putting your hair up.

## **Bus Policy**

1. Students will remain seated at all times while on the bus.
2. No personal audio devices will be allowed without headphones.

3. Noise will be kept down to a reasonable level with no shouting and/or loud talking.
4. Be silent at railroad crossings.
5. Always remain on the bus and in your seats until students are dismissed by the directors or chaperons.
6. The bus driver is responsible for your safety; show them the courtesy they deserve.
7. No purple seats. Boys sit with boys. Girls sit with girls. NO EXCEPTIONS.
8. Respect the parent chaperones.

## Other Useful Information

### **The Top 13 Things You Should Know as a Student**

1. Early is ON TIME and ON TIME is LATE!!!
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 veteran marchers still have things to learn.
5. Take the concept of being excellent to the highest level.
6. Stay well rested, fed, and hydrated.
7. Always have all your materials.
8. Know how to work, but also know how to relax. Know that the two NEVER occur at the same time, EVER.
9. Keep up on your schoolwork. Take every opportunity to be as productive as possible.
10. You will be called out eventually during a rehearsal. Don't be afraid. When it happens, speak up and don't worry about being wrong.
11. Trust the instructors even when you think they aren't right. They are rarely wrong.
12. You may want to quit. But DON'T! It will be worth your time and effort in the end!
13. Don't be afraid to ask questions!

### **The Top 8 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 do not ask your kids to take some responsibility for their own stuff. Water jugs, sack lunches, laundry, etc. Your student can make a sandwich, fill up a water jug, etc. If you are inclined, help them create checklists so that they remember everything they need to bring.
2. **Get out of the car and come join us.**  
Band parents are welcome to watch us learn! Typically, Thursday night rehearsals are treated as performance runs and a pretty good size crowd shows up to watch a run of our show. When we are rehearsing, please be respectful of the rehearsal process. Also, we frequently have parents working on projects. This is a great opportunity to meet the people involved in the band program and get involved yourself. The kids always love the encouragement!
3. **Learn to manage your time and teach your student to do the same.** You WILL be busy -- especially from August until the beginning of November. You will see detailed calendars and schedules via social media, and emails, but you MUST find a way to keep track of everything. More importantly, your student will have to balance band and schoolwork. Many of the band kids are honor students, and the time management skills they learn will help them throughout their lives.
4. **Bring cash, warm clothes, and something to sit on to a contest/ performance.** Most school functions require that you bring cash. Contests charge admission, anywhere from \$5 to \$10 per person. Children under 5 are usually admitted free.
5. **Band Directors are people too.** But they are BUSY people. They work long hours, and their main focus is your children. 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 search of the band's Facebook page will probably have the answer, or you can make a new post! On another note: Marching band requires dedication and discipline from your student. The job of the directors is to help your student excel in band. Directors speak loudly and directly. When mistakes are made in a rehearsal, 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 the season progresses.

6. **We can't do it without you! Get Involved!**

You will be asked to commit time, energy, donations and the band fees to the band program. Unlike many sports programs, the Plainfield Marching Band 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 and Informational meetings as you can. Mr. Carpenter usually addresses the parents with updates on the show and will answer parent questions. It is time well spent. About volunteering ... no experience necessary! 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.

7. **READ YOUR EMAIL. Pay attention to our band social media pages** This cannot be said enough. As the season progresses, you will receive many emails and messages. **READ THEM. CHECK YOUR EMAIL DAILY.** You may not always completely understand the information but read the information that is sent to you. If you are completely lost, you can ask many parents who are very familiar with our band program.

8. **Yes, it's worth it!**

All of the rides, time, and effort that as a parent, you put into getting your child to practice is 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.

**A Word of Advice:** Practice, especially early in the season, can seem very overwhelming. Students will be challenged musically, physically, and mentally. For some children it is a very intense experience that can leave them feeling frustrated and off balance. How you handle this is likely based on your parenting style and your child's personality. Do not disregard your child's concerns but try to keep in mind there are some valuable life lessons to be learned about working with others. Talk to them, support them and encourage them to hang in there. Only you really know your child and whether this activity is going to be too much. Before you make any final decisions, talk to the directors and maybe an experienced band parent. Somebody can offer insight and suggestions on how to get through the challenge.

### **The Band Boosters Organization**

The Band Boosters organization is made up of parents, students, and other adults interested in the PHS Band Program. The purpose of the Band Boosters organization is to provide support for the Plainfield High School Band both financially and morally. The Band Boosters are a very integral part of the band program, and it is the responsibility of each family to contribute their share to the organization by attending meetings, working on projects, attending performances, etc... This organization is governed by their adopted set of bylaws.

The PHS "band family" has brought together many people toward common goals, and experience valued by the many who have taken the opportunity to participate. We are very proud of the "family atmosphere" that is prevalent around the band program and encourage all to get involved and take stock in a very important commodity -- our kids!

### **Band Booster Board**

These positions are voted by the on bi-annually. Please visit our website, [www.plainfieldband.org](http://www.plainfieldband.org) to view our by-laws and further information.

President: [president@plainfieldband.org](mailto:president@plainfieldband.org)

Vice President: [vicepresident@plainfieldband.org](mailto:vicepresident@plainfieldband.org)

Treasurer: [treasurer@plainfieldband.org](mailto:treasurer@plainfieldband.org)

Secretary: [secretary@plainfieldband.org](mailto:secretary@plainfieldband.org)

Director of Communications: [communications@plainfieldband.org](mailto:communications@plainfieldband.org)

Director(s) of Operations: [operations@plainfieldband.org](mailto:operations@plainfieldband.org)

Director of Revenue: [fundraising@plainfieldband.org](mailto:fundraising@plainfieldband.org)

Director(s) of Events: [volunteers@plainfieldband.org](mailto:volunteers@plainfieldband.org)

## PHS Band Volunteers

The PHS Band Volunteers are volunteers that provide important support for the band/guard in preparation for and at competitions/performances throughout the year. This hard-working group can plan on long hours, but also the reward of sharing in the "ups and downs" of the band program. Many volunteers are needed to build props, load trucks, drive trucks, feed people, clean uniforms, etc. Some volunteers are needed to head these efforts. This is a one-year appointment by the president of the Boosters with the option of renewal each year. All appointments are under the approval of the Band Director. Some positions include, but are not limited to, Director of Concessions, Concessions Banker, Sudexo Live Coordinator, Head Uniform Parent, and Head Food Parent. Band volunteers must exemplify high moral standards, be able to work well with young people and have the ability to work well with other adults. If you are interested in helping out, please let us know at [president@plainfieldband.org](mailto:president@plainfieldband.org).

## Background Checks

Plainfield Community School Corporation requires that anyone having contact with our student population complete an expanded background check through [Safe Hiring Solutions](#). This authorization form is available at the school office, the school website or the band website and must be completed prior to volunteering. If you plan on helping at all, please do this as soon as possible as it takes time to get approval. This includes any time you are around kids.

## Volunteer Duties

Assist with uniform fitting	Equipment loading and unloading
Travel with band to performances	Moving percussion equipment onto field
Provide support for band at functions	Truck transportation
Dressing, uniform repair, etc.	Equipment maintenance
Bus chaperone	Assist Band Moms
	Supervision of students

## PHS Band Program Activities

1. Marching Band
2. Color Guard
3. Concert Band
4. Wind Ensemble
5. Pit Orchestra (opt.)
6. Percussion Studio (for percussionists only)
7. Pep Band (opt.)
8. Jazz Band (opt.)
9. Winter Guard (opt for band members)
10. Solo & Ensemble (opt.)
11. Band Camp (mandatory)
12. Band Banquet (opt.)
13. Travel and participation in local and national events.
14. Indoor Percussion Ensembles (opt. for percussionists and band)

## Description of Student Leadership Positions

**Drum Major-** To be a Drum Major in the Plainfield High School Band you must be a picture of excellence. Dedication and achievement are a must. A Drum Major must portray citizenship, courage to stand up for what is right, commitment, and perseverance. A Drum Major is a yearlong leadership position.

A Drum Major's responsibilities include leading and organizing the goals of the section leaders and conducting the PHS Marching Band which includes a great deal of rehearsal preparation and score study, assisting the director

with the instruction of marching and maneuvering, developing an effective line of communication for the entire student organization, and helping with any and all booster club volunteer activities. It is the responsibility of every marching member to listen, respect, and be subordinate to their Drum Majors. Any breach in respect will result in direct and prompt disciplinary action by the director.

The Drum Majors in conjunction with the director will assign areas of responsibility to alleviate confusion. The Drum Majors are also in charge of keeping a clear expectation of the members of their staff and the Section Leaders. The Drum Majors will organize and facilitate any necessary meetings of the Section Leaders to discuss any and all band issues. It is also the responsibility of the Drum Major as it is with all Section Leaders and Managers, to maintain a clean band facility, including rehearsal room and field. After each activity the Drum Majors should be the last to leave, doing a final sweep of the facility to maintain its cleanliness.

**Guard Captains/Section Leader**-The Responsibilities of a Section Leader in the PHS Band is to put it simply to be responsible for the excellence in their section. Section Leaders expected to have dedication and commitment to the band and its short and long term goals. The section leaders in the Plainfield band are expected to carry themselves with a positive attitude and to lead by example. Responsibilities include holding/running organized sectionals with their section, providing individual music and marching instruction to the members of their section on their own time when asked or when deemed necessary. They are directly responsible to the Drum Majors for the preparation and level of execution of their sections. Section Leaders must attend leadership meetings scheduled by the Drum Majors to discuss any and all band issues.

Section Leaders are responsible for maintaining that issues discussed in leadership meetings stay there and are treated as confidential out of respect for the band and the members in it. The Section Leaders are in essence the staff of the band assigned to their section and must always act in a professional and mature manner. It is also the responsibility of all Section Leaders and Drum Major to maintain a clean band facility. After each rehearsal or event, a sweep should be done of the band facility and field for trash or out of place items.

**Awards:** A formal awards ceremony is held every spring.

1. **Numerals** – requires one complete year of participation in band
2. **Band Letter** - requires two years participation in band and be a sophomore.
3. **Outstanding Members** - given to one student in each class (9-11) for outstanding service to the band through participation and performance.
4. **Most Improved** - given to one student in each class (9-11) for showing the most improvement throughout the school year.
5. **Chester Drake Memorial Scholarship** - a monetary award given to a senior planning to continue in higher education. Criteria and amount of this scholarship is established by the Band Boosters Scholarship Committee.
6. **Director's Award** – given to a student who has dedicated themselves to helping band program through musical and organizational efforts throughout their high school career.
7. **Louis Armstrong Jazz Award** - given to a student who has developed appreciation and skill in the area of jazz in addition to service in the jazz band program.
8. **John Philip Sousa Award** - given to the outstanding senior for service to the band through participation and performance during their high school career.

**If you are printing a physical copy, you do not need to print the above pages, only the pages below.**

# HEALTH INFORMATION 2024 - 2025

## Plainfield High School Band

### To be filled out by Parent or Guardian:

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Date of Birth \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Male/Female \_\_\_\_\_ Instrument/Guard \_\_\_\_\_

Student's cell \_\_\_\_\_ Student's email \_\_\_\_\_

Home Address \_\_\_\_\_

Street

City

Zip

Name of Parent 1/Guardian 1 \_\_\_\_\_

Telephone (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_

E-mail address \_\_\_\_\_

Home Address \_\_\_\_\_

Street

City

Zip

Name of Parent 2/Guardian 2 \_\_\_\_\_

Telephone (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_

E-mail address \_\_\_\_\_

Home Address \_\_\_\_\_

Street

City

Zip

### If Person Above is Not Available In Event of Emergency, Please Notify:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

.....  
**Name of Personal Physician** \_\_\_\_\_ **Phone** \_\_\_\_\_

Personal Health/Accident Insurance Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_ **If no health insurance, check here** \_

### Medical Information PAST or PRESENT (please check):

Asthma Y \_\_\_\_\_ N \_\_\_\_\_ Diabetes Y \_\_\_\_\_ N \_\_\_\_\_

Allergies Y \_\_\_\_\_ N \_\_\_\_\_ Leukemia Y \_\_\_\_\_ N \_\_\_\_\_

Convulsions/Seizures Y \_\_\_\_\_ N \_\_\_\_\_ Cancer Y \_\_\_\_\_ N \_\_\_\_\_

Heart Disease Y \_\_\_\_\_ N \_\_\_\_\_ Hemophilia Y \_\_\_\_\_ N \_\_\_\_\_

Please list any allergies the student has. \_\_\_\_\_

Explanations: \_\_\_\_\_

Any reasons to restrict full activity (physical or emotional) Y \_\_\_\_\_ N \_\_\_\_\_ If yes, give all information needed to provide as safe and full participation as possible.

\_\_\_\_\_  
\_\_\_\_\_

.....  
Is there any reason for medication to be taken? (see page 2) Y \_\_\_\_\_ N \_\_\_\_\_

List any special equipment such as orthopedic or handicap devices, glasses, contacts or dentures.

\_\_\_\_\_

Please provide date of the last tetanus inoculation. (Note that boosters are updated around age 15 or 16. Check with your physician to see if a booster is needed.)

TETANUS TOXOID \_\_\_\_\_ BOOSTER \_\_\_\_\_



**AUTHORIZATION TO GIVE MEDICATION AT SCHOOL/TRIP**

Students with asthma are allowed and encouraged to carry their inhaler at all times.

Please list any **prescription or OTC/non-prescription** medication, including asthma inhalers, the condition for which medication is being administered, and dosage information:

Medication Name \_\_\_\_\_ Dosage and time to be given \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other than an asthma inhaler, will your student be taking any of the above listed medications while at any band activity? Y \_\_\_\_\_ N \_\_\_\_\_

May your student be given any of the following over-the-counter medication when needed? Please indicate dosage.

Tylenol Y \_\_ N \_\_ Dosage \_\_\_\_\_ Advil Y \_\_ N \_\_ Dosage \_\_ Midol Y \_\_\_\_\_ N  
Dosage \_\_\_\_\_

**FOR OVER-THE-COUNTER NON-PRESCRIPTION ITEMS, A PARENT SIGNATURE IS SUFFICIENT.**

PARENT'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

By checking this box, I understand that I have signed this form electronically as my digital signature.

**FOR PRESCRIPTION DRUGS, THIS FORM MUST BE SIGNED BY BOTH PARENT AND PHYSICIAN.**

PHYSICIAN SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_



In case of emergency, I understand every effort will be made to contact me. In the event I cannot be reached, I hereby give my permission to the physician selected by the adult leader in charge to secure proper treatment, which may include hospitalization, anesthesia, surgery or injections of medicine.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By checking this box, I understand that I have signed this form electronically as my digital signature.  
 Check this box if you want to be notified if your student visits the first aid tent for a non-emergency.

***These forms go with your student wherever they go.  
Please update the forms if there are changes throughout the year.***

By signing this form, you are agreeing to be a part of the 2024-25 Plainfield High School Band Program. This includes:

- Being at all rehearsals and competitions;
- Obeying the Student Code of Conduct and all rules and guidelines set by the directors; and
- Timely payment of all marching band fees in accordance with the schedule.

If you have to miss rehearsal, you must notify one of the directors, **one week, in writing, in advance of an absence**. Calling the day of a rehearsal or performance is not acceptable.

## **YOUR ATTENDANCE IS CRITICAL TO THE SUCCESS OF THE PROGRAM.**

The 2024 Marching Band Fee of \$925 is payable in five payments. Your marching fees are allocated to staff, music, copyright fees, uniform, uniform accessories, medical supplies, vehicle rental, food, competition fees, awards, drill design, etc. The fee schedule is broken down as follows:

***\$200 is due June 1st, July 1st, August 1st, September 1st, and \$125 October 1st.***

***If fees are not current or different payment arrangements are not made by August 15, 2024 your student may be assigned an alternative performance spot on competition days.***

*If you decide to opt out of working concessions at a Colts game, a \$250 fee will be added to your account. If you sign up, but don't work the shift, your account will be charged. It is your responsibility to find a replacement or trade shifts with someone.*

If a student wants to participate in marching band, we don't want money to be an issue. We can make other scheduled payment arrangements, if needed. Please contact the treasurer to work out a different schedule that works for your family and the band family. We offer opportunities to earn money towards your student's band fees and contacting the school's Guidance Office is another possibility. If you fail to make arrangements and/or keep the arrangements made, your account will go to collections.

**This Form is due the first day of practice.** This is not negotiable. This form is necessary for the safety of students if they need to be treated medically. This also ensures we can communicate accurate numbers to the drill writer and music arranger.

Student Name: \_\_\_\_\_

Grad Year: \_\_\_\_\_

Instrument: \_\_\_\_\_

T-Shirt Size: S M L XL 2X 3X

Street Address: \_\_\_\_\_

\_\_\_\_\_, Indiana Zip: \_\_\_\_\_

**Parent/Guardian Information:**

Parent(s) Name(s) (Please Print) \_\_\_\_\_

Parent Address \_\_\_\_\_

Parent Cell Phone \_\_\_\_\_

Parent Employer \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

If joint custody, or if another adult has financial responsibility for your student, please fill out the following.

Parent/Guardian Name (Please Print) \_\_\_\_\_

Parent Address \_\_\_\_\_

Parent Cell Phone \_\_\_\_\_

Parent Employer \_\_\_\_\_

What financial responsibility does this adult have for your child (50%, Full, or other)?

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

By signing this document, you and your parents are agreeing to pay the Marching Band dues in accordance with the outlined payment schedule (or otherwise agreed upon payment terms). **If for some reason you leave the program after signing this form, the dues must still be paid in full. It is the policy of the Booster Organization to not issue refunds of dues. Excess funds in your student's account may be donated to another band family or you may allow the Board to allocate those funds to needy families. You may appeal this policy with the Band Booster Board; however, their decision is final.**

Volunteers are the backbone of the organization and are vital to the success of the Program. Unlike other extracurricular activities, parents can have a direct impact on their student's performance on contest days. Special skills are not needed for most things, but if you do have specific skills (medical, carpentry, etc.) please list them so we can contact you for special opportunities that you may be uniquely qualified for.

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# Plainfield High School Red Pride Band

## STUDENT CODE OF CONDUCT



1. I have read and agree to everything listed in the Plainfield High School Band Department Parent/Student Combined Handbook.
2. Band members MUST adhere to all rules and regulations as set forth by Plainfield High School and the Plainfield Community School Corporation.
3. Superior, attentive conduct is mandatory at all rehearsals and competitions. Full cooperation with the Band staff and faculty is expected.
4. There will be no use or carriage of illegal substances, drugs, alcohol, or tobacco in any form at any time.
5. Violent actions or aggressive behavior will not be tolerated. Band members are to keep their hands to themselves.
6. Band members will refrain from any questionable behavior or action.
7. Vulgar and profane language, in any form, will not be tolerated.
8. Band members are to act courteously and dress appropriately at PHS, other schools, busses, and contest facilities. Students are to show respect for all people, property and local rules at all times.
9. Band members will respect the equipment they are using. Band members who carelessly damage equipment will be responsible for the replacement cost of the damaged equipment.
10. Band members must be in place, with their equipment, ready to rehearse prior to the beginning of every rehearsal.
11. Band members will follow all bus driver rules during transport. Disruptive or distracting behavior will not be tolerated.

Any Band member who fails to abide by this code will be subject to Plainfield High School's disciplinary policies and procedures and will forfeit their membership in the Plainfield High School Band.

I, the undersigned, have read and agree to the Plainfield Band Code of Conduct and Band Handbook. I will incorporate the above stated conduct into my standard mode of behavior, and will do all in my power to exemplify the above qualities, as well as support my colleagues in their efforts.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_