

Claiborne High School



The Pride of Claiborne County

Band Handbook

2024 – 2025

A Note From The Directors

Welcome to the Claiborne Blue Battalion Band. It is truly an honor to have you be a part of this organization. We are very excited for this upcoming year and are ready to work hard to continue the tradition of excellence that this organization is known for. To accomplish this, it will take a very strong effort on the part of parents, students, staff, and the directors. This handbook will set forth the guidelines and expectations that it will take to make this band the best that it can be. Please review this handbook and keep a copy for yourself to reference whenever you may need it. We are so excited about this year and I cannot wait for not only our local community, but the entire southeast region, to experience the excellence and excitement that is the Claiborne Blue Battalion Band.

Caleb Howard
Director of Bands
Claiborne High School

Michael Bloomer
Associate Director
Claiborne High School

Blue Battalion Band Directors and Staff

Caleb Howard	–	Director of Bands
Michael Bloomer	–	Associate Director
Gregory Noah	–	Percussion Instructor
Kalup Lorens	–	Auxiliary Instructor
Matthew Sanders	–	Instrumental Instructor

Claiborne High School Band Program

Marching Band

The marching band is open to any student in Claiborne High School who has had at least one year's experience in band (middle or high school level) or by special permission of the Director of Bands. Every student enrolled in band will be a participating member of the marching band. Marching band begins in June and lasts through November.

Band Camp

In order for the marching band to be as successful as possible, it is essential that every member of the marching band attend band camp. *Band Camp is not optional*, if you are a member of the Claiborne High School Band, you must attend Band Camp in its entirety. Please plan your vacations and other appointments around the required band camp dates.

After School Rehearsals

After school rehearsals are required for all members of the marching band and will take place every Tuesday and Thursday, beginning the first Tuesday of the school year. Band members must stay for the entire rehearsal. Rehearsals begin promptly at 3:15pm and will dismiss no earlier than 6:30pm. The directors and staff reserve the right to hold the band past 6:30pm, if more work is needed for that day. This will not be the norm, but may happen occasionally.

Color Guard

The Color Guard performs alongside the marching band at all events. As with marching band, color guard members are required to attend band camp, along with all after school rehearsals and other scheduled band events. All color guard members must be signed up for the band class, as well. However, color guard members are not required to take the spring semester band class, but may elect to take concert band if they wish to learn to play an instrument.

Concert Band

The purpose of the concert band is to perform band literature written for the concert band. Every student enrolled in band will be a participating member of the concert band. Concert band is held October through May. Concert band is the heart of our program and teaches/reinforces note reading and musicianship. Every student enrolled in band will be a participating member of the concert band, unless a scheduling conflict prohibits the student from participating in the spring semester only.

Competitive Indoor Ensembles

The Winter Winds, Winter Guard, and Indoor Drumline are indoor competitive marching ensembles that meet November through April. Participation in these ensembles are not required to be part of the band program, but is open to any member of the marching/concert bands. All band members are encouraged to audition for one of the indoor groups. In addition to this handbook, those students participating in the competitive indoor ensembles will have additional guidelines given to them at the beginning of the season, as well as a fee schedule for those programs. Attendance is paramount to the success of these groups. Any student who accumulates 3 or more unexcused absences or tardies from these groups will be benched for the remainder of the season. An indoor handbook with additional guidelines will be given at the beginning of the indoor season.

Physical Eligibility

Because of the active nature and physical demands of participating in competitive performing ensembles, any student who wishes to be part of the Marching Band, Color Guard, Winter Winds, Indoor Drumline, or Winter Guard must have a completed TSSAA sports physical form on file. One physical form will cover you for the entire school year and will apply to any additional sports you participate in, in addition to the ones listed above.

Leaving Band

It is truly our hope that each and every member of the CHS band will choose to be a part of the organization for the duration of their high school career. However, if a student chooses to end their career in the CHS band, they must wait until the end of the semester to leave. By leaving band once our season has started, you are not only doing yourself a disservice, but you are jeopardizing each and every member's chance of success. We really do hope to have you as a member as long as you are a student at CHS, but if you must leave, it can only be done after the Christmas concert (fall semester) or after the spring concert/festival (spring semester). All students choosing to leave band must complete a band drop form that is signed by the student, parent/guardian, band director, and guidance counselor, along with an exit interview.

Music

Each member of the Claiborne Band will be issued appropriate music, which is necessary for scheduled performances. Music is the property of the CHS music department and students are responsible for each piece assigned to them, until it is returned. If a student misplaces/forgets their music, they may obtain a replacement copy at a cost of 50 cents per page.

Band Fees

In order for the Claiborne Band to operate, it is necessary for each student to make a financial contribution. The fee you pay goes directly to the CHS band boosters to help support your child. This year's band fee is \$200.00 per student, which is much less than other schools in our area. (The average band fee is over \$450.00) A discounted rate is available to those who have multiple students in the band program. This fee may be paid in-full at any time, or presented in five monthly payments. (If necessary, other special arrangements can be made. Please speak with the directors one on one.)

Please indicate on the attached form if you will be paying the fee in whole or if you would like to make payments. Band fees are non-refundable. Money will never be an obstacle to keep a student out of a performing ensemble. If you have questions about the band fees, feel free to contact the director at any time. Grade cards and/or diplomas may be held if arrangements have not been made or band fees are not paid by the end of the school year.

**Please note: there will be additional fees for those students who wish to participate in the indoor ensembles, during the winter season.*

Instruments

Each member of the marching and symphonic bands is expected to have their instrument in playing condition at each rehearsal, game and performance. Although the Claiborne Band will provide marching and concert percussion instruments, each member of the percussion section is expected to provide their own sticks and mallets. It is expected that each member of the brass and woodwind sections will provide their own instruments, with the exception of Tuba/Sousaphone, Baritone Saxophone, and Bass Clarinet. If you find there is no way to provide your own instrument, there are a LIMITED number of school-owned instruments available for student use. These will be provided on a first come first serve basis. Each student, regardless of playing a school instrument or not, will be expected to provide their own reeds, oil, grease, lyres, flip books and other accessories. In addition, each band member is responsible for the care and upkeep of their instrument, both personally and school owned. Instruments should be kept in cases when not being used. School owned instruments are subject to inspection and return by the band director at any time. If using a school owned instrument, the student must have a *current* instrument contract on file, before they will be allowed to take an instrument home.

STUDENTS ARE RESPONSIBLE FOR KEEPING UP WITH THEIR INSTRUMENT, INCLUDING SCHOOL OWNED AND RENTED INSTRUMENTS. THE SCHOOL AND BAND DIRECTORS WILL NOT BE HELD RESPONSIBLE FOR LOST, MISPLACED, STOLEN, OR DAMAGED INSTRUMENTS.

Uniform

Each member of the marching band will be issued a band uniform, with the exception of black shoes, black socks and black gloves. Each student must provide these items for yourself. An order will be placed at the beginning of the fall semester. The uniforms are issued prior to marching season and are returned at the end of the school year. It is the responsibility of each member to keep up with all uniform parts. The concert uniform, which you are responsible for providing, will consist of a black dress or black pants and black top for ladies and dress shoes, black shirt and black slacks for gentlemen. The attached uniform agreement must be signed and returned before the student will be issued a uniform.

Color Guard and all indoor ensembles will have additional uniform requirements. Those requirements will be presented by the start of their respective seasons.

Equipment

Students will be responsible for the up-keep and care of all of their equipment, whether it be school owned or not. Any damages to the instruments, music, uniforms, or any other equipment will be repaired or replaced immediately at the student's expense. Grade cards and/or diplomas may be held if repair bills are not paid by the end of the school year.

Trip Conduct

Since the band is a part of the whole school system, we will operate within the rules set forth by the Claiborne County school district, with a few additions of our own. The band will always travel to a performance as a group on assigned buses. Once a student has signed up for a bus, there will be no changes in the seating arrangement. A student may return with his parents/guardian provided a permission slip, signed by the parent or guardian, is given to the director **BEFORE** departing from school. Prior to a trip, information will be given which will tell students exactly where to be, at what time, with what equipment, in what uniform or dress, and for what purpose. Students are expected to follow these instructions to the letter. We will be traveling on school buses driven by competent drivers. Our drivers are well acquainted with the routine and responsibilities of the Claiborne High Band. The bus trip's sole purpose is to transport the Claiborne High Bands to and from an event. It is not for entertainment or parent transport. Only band members, staff, and approved volunteers/chaperones will be allowed to ride the bus. Seating for non-band personnel is extremely limited and will be given on a first come first serve basis. All non-band personnel riding the bus must have a current background check on file with the Claiborne County Board of Education.

These rules will be followed at all times while you are on a band trip:

- Respect for the bus driver and all chaperones.
- Be completely quiet during roll call and 5 minutes prior to destination arrival.
- Use a normal tone of voice (don't yell).
- Stay seated at all times while the bus is in motion.
- Must ride the bus to events, unless prior approval has been given.
- Must ride the bus home from the event unless riding with parents/guardians.
- Any student not returning on the band bus **MUST** present a note to the band director or staff **PRIOR** to leaving for the trip. If riding home with parents after the contest, you must stay until awards presentations are completed. There will be no exceptions to this rule.
- Students found to be in possession of or under the influence of drugs, smoking paraphernalia (including vaping products) and/or alcohol will be returned home with their parents or guardian at the parents/guardians expense and recommended for expulsion from the band. This is in addition to any punishment set forth by the school.
- No PDA, other than hand holding, is allowed during band functions.
- On overnight trips, students are not allowed to be in the rooms of the opposite sex.

Bus and security camera footage will be periodically reviewed to ensure these expectations are being followed. Failure to abide by these guidelines may result in the students dismissal from the band program. This is in addition to any punishment issued by Claiborne County Schools.

Expectations at Rehearsals

The daily rehearsal is the basis for a good performance. Excellent effort at rehearsals will guarantee successful performances. This means that adequate preparation on your individual part must take place at home. Band rehearsals are designed to learn about music and solve ensemble problems. Please spread appointments throughout the day, not just last period or after school on rehearsal days. If a student falls ill and must “sit out” of rehearsal, a doctor’s note will be required, allowing them to resume physical activity. (Exceptions will be made for issues a parent/guardian has made the director aware of, ahead of time. If your student may have such an issue or is taking medication that may cause this issue, please let the director know as soon as possible.)

Rehearsal Conduct

- BE ON TIME!!! (meaning ready to play) and stay for the entire rehearsal.
- Be ready to play at call time, with phones in airplane mode/silenced.
- Warm-up softly and slowly - no blasting.
- Have your instrument, music, and a pencil at EVERY rehearsal.
- Come with a good attitude and be teachable. Leave all drama outside the band room. Show respect to the directors and staff.
- Only water or sports drinks (marching season only) are permitted at rehearsal. **NO SODA OR ENERGY DRINKS WILL BE ALLOWED!**
- **DO NOT** talk or play (except when instructed to do so) while the Director or anyone else is addressing the band.
- No PDA or Horseplay in the band room or on the rehearsal field.
- Dress appropriately for outdoor rehearsals. (Tennis shoes, shorts/workout pants, t-shirt.) **NO BOOTS, JEANS, HOODIES, OR DARK CLOTHING.**
- Raise your hand when the director or a band staff member is addressing you or your section.
- Take your horn home often to practice. Rehearsal is what we do at school; practice is what you do on your own. Commit yourself to practice 10 minutes per day, 5 days per week. This is the minimum required to be successful in the band program.
- Remove the phrase “I can’t” from your band vocabulary.

Game Conduct

- You are encouraged to support our team.
- During the game you are to remain at your assigned seat with your section.
- Non-Band members are **NOT** allowed to be in the band section.
- No food, candy or drinks (except water) are allowed in the stands during the game, including third and fourth quarters.
- Be ready to play. Music will be called up in advance. Always have the fight song ready. (It should not take more than 5 seconds to start a song.)
- In cold weather wear warm clothes under your uniform. Always have your band shirt on under your uniform.
- No one leaves the stands during the game without the director's permission.
- You will remain in the stands until dismissed after the game. You must stay the entire game.
- Tardiness to games or from scheduled breaks will result in loss of 3rd quarter break.
- No hats (other than uniform hats) are allowed.
- No horseplay or PDA in the stands.
- Leave the stands cleaner than you found them.

Expected Conduct of Band Members

The conduct of a Claiborne High Band member should reflect the following characteristics:

- Display courtesy at all times.
- Be respectful to fellow band members, any other visiting band members, all directors, all teachers, and the general public.
- Remember you are representing your school, community, and band at all times.
- When in any type of restaurant, you will be on your best behavior. Be quiet, eat as quickly as possible, and make sure you clean up the area and dispose of trash properly before you leave.
- Always leave a good impression on everyone you encounter.
- During rehearsal, you will not talk or be disruptive and will pay attention at all times. This means you will not use any material that does not pertain to band. (cell phones, mp3 players, gaming devices, etc.)
- Show pride and dedication in being a member of the Claiborne High Band.

Claiborne Blue Battalion Band Program Culture

Band Room

Band members are to keep the band room clean and neat. Keep chairs and music stands in place and use the wastebaskets for items to be thrown away. No food or drinks (other than bottled water) are allowed in the band room. No horseplay in the band room. *Only current band members are allowed to be in the band room. Unauthorized persons in the band room will be asked to leave. Unauthorized students in the band room will be subject to disciplinary action. Unauthorized adults (non students) in the band room will be handled by the School Resource Officer/Police Department.*

Instrument Storage

You will be provided with a locker space to store your instrument. Instruments should be kept in their case with the case closed while in the lockers. Lockers will be inspected periodically for neatness and absence of trash and clutter. Dirty/cluttered lockers will be considered a violation of band room conduct. You are responsible for providing a lock for your locker, if you would like to have one.

Band Office

Although you are welcome to visit, the directors office will not be looked upon as a lounge area. When entering, please knock first. Additionally, it is inappropriate for parents/guardians to expect to “pop in the band office” to meet with the director immediately following rehearsal. If you wish to schedule a meeting with any band staff member, please use one of the communication methods listed in the handbook. (See Communication Section)

Grades will be based on the following:

Academic

- Attendance at rehearsals and performances
- Playing tests of assigned music and/or scales
- Writing assignments/Written quizzes/tests
- Weekly Preparedness Grade

Citizenship

- Detail
- Conduct
- Behavior

Attendance Policy

Good rehearsal attendance is imperative if our band is to be successful. The attendance rule is not intended to punish the student who is really ill; it is included in the hope that it will discourage unnecessary absences. A calendar of events will be presented at the beginning of the semester, please schedule all appointments, work schedules, and other activities around these commitments. Absences/Tardies from a band rehearsal of any type, a concert, contest, clinic, or festival, will be categorized according to one of the following classifications:

Excused Absences/Tardies

Excused absences are those due to emergencies such as illness, death in the family (with proper documentation), trips with other organizations (with prior approval from the band director) and other extenuating circumstances. The student or family spokesman should contact the band director and relate the facts causing the emergency and the probable length of time the student will miss rehearsals/performances. The student should bring a note or proper documentation to the director's office within two days upon returning to school.

Unexcused Absences/Tardies

An unexcused absence is failure to attend a scheduled rehearsal or performance without the specific approval of the Director of Bands. An absence will be declared unexcused for students who do not bring a doctor's note within two days after returning to school, or at the discretion of the band director. If you are sick enough to miss a rehearsal/performance, you are sick enough to go to the doctor. Just because a note is presented, does not guarantee the absence will be approved. **A work conflict is NOT considered an excused absence.** After the 3rd unexcused absence, tardy, or early dismissal, the student will be benched for the remainder of the season. (See benching below)

Grading Policy on Rehearsal and Performance Attendance

Band students will be provided opportunities to develop responsibility and to develop the ability to cooperate with others and to work as a team member, as well as their musical abilities in both marching and concert band. Rehearsals and especially performances are considered to be the culmination of our studies and therefore are treated as major test grades. An excused absence will have no negative effect on the students grade, however unexcused absences as defined above, will cause a reduction in the students grade. After the first unexcused absence of any kind, the student will be issued a warning stating that multiple unexcused absences will result in dismissal from the Claiborne High Band. Upon the 3rd unexcused absence and/or tardy, the student will be benched for the remainder of the season.

Warm-Up and Rehearsal Time

Effective rehearsal warm-up time is crucial to the success of the band at all performances. Rehearsals are not open to spectators and non-band students. Other than the band members and staff, only those people volunteering or preparing for an upcoming performance should be present during a band rehearsal. Like rehearsals, warm-ups are not open to spectators. During warm-ups for games and competitions, anyone other than band students, staff, equipment volunteers, and directors should make their way to the stands to support and cheer on the band. As much as you want to watch your band student warm-up, it can be difficult for the band to physically and mentally focus with parents and other people present during warm-ups. Parents and spectators should also avoid video recording of the band during these times. By recording the band at these times, you may be violating student media consent and music copyright regulations. This could potentially cause the band to enter a lengthy legal battle and cause long term harm to the band program. Please help us by adhering to these guidelines.

Discipline Management Techniques

All band members are not only subjected to the discipline management techniques listed in the district's Student Code of Conduct when being assessed penalties for violations of the code of conduct, but may be suspended or dismissed from the band program or assigned to extra physical activity for violations of rules. Receiving ISS, including but not limited to ISS for tardiness to classes, is grounds for dismissal from the band program. Receiving OSS, fighting, or being caught with drugs/smoking paraphernalia, including vaping products will result in a recommendation for dismissal from the band program. The directors will handle each incident on a case by case basis.

Benching Policy

During the course of the year, band members may be benched for violating one or more of the guidelines of the Claiborne Band and/or the rules of Claiborne High School. If a band member is benched, they are still required to show up to all scheduled rehearsals and performances. However, the band member will not perform with the band, but instead, will stand on the sideline during the rehearsal or performance. Band members may also be benched for an unexcused absence from a scheduled rehearsal, failure to pass off a playing/routine test, violation of the Claiborne High School grade-participation policy, or for any other conduct deemed unbecoming of a member of the Claiborne Band program. Remember, if you are benched, it can be detrimental to the band's performance, especially at games and competitions. Upon receiving your 3rd benching, you will be benched for the remainder of the semester.

Band and Social Media

The CHS Band recognizes and supports the students' rights to freedom of speech, expression, and association, including the use of social networks. In this context, however, each student must remember that being a member of the CHS Band is a privilege. As a student, you represent Claiborne County Schools and your community. As such, you are expected to portray yourself, your band, and the school in a positive manner at all times. Below, you will find the CHS Band social networking guidelines that provide information for social networking site usage:

Similar to comments made in person, the CHS Band will not tolerate disrespectful comments and behavior online, such as:

- Derogatory language or remarks that may harm students, directors, teachers, administration and staff of our school or any other schools, including comments that may disrespect anyone.
- Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances (including vaping products); or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of an unreported school or band violation—regardless if the violation was unintentional or intentional.
- Family members should also follow these guidelines. If family members engage in posting anything that is considered derogatory or concerning towards the band, the band director or staff, or towards any student in the band, a conference will be held to discuss the issue and may result in the removal of the student from the band.

In short, do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The on-line social network sites are **NOT** a place where you can say and do whatever you want without repercussions. The information you post on a social networking site is considered public information. Protect yourself by maintaining a self-image of which you can be proud for years to come.

Communication

Communication is critical to the success of each band member and the band program. The director will make every attempt to communicate information in the timeliest manner possible. However, there are circumstances when the director is made aware of information on short notice and must pass this along to the band members. Please be flexible and understanding when these rare occurrences arise. The director will pass along all necessary information as soon as possible. The director will send a weekly email (usually on Sunday evenings) detailing the upcoming events and schedule for the week. Again, there may be a rare occasion when the email is delayed. When communicating with the director, please use the director's email, the band email, or through the Remind texting platform. *There are several "Claiborne Band" fan pages on social media, but only the official page listed below, will be updated on a regular basis with the most consistent information. **ONLY IN EXTREME EMERGENCIES, SHOULD YOU CONTACT THE DIRECTOR ON HIS PERSONAL PHONE OR MESSENGER. PARENTS/GUARDIANS SHOULD ALSO REFRAIN FROM DEMANDING MEETINGS WITH THE DIRECTORS, IMMEDIATELY FOLLOWING REHEARSALS.*** If you need to meet with the directors, email them to set up an appointment. On game and competition days, director communication will be extremely limited, as the focus should be on the band and their upcoming performance. All call times and directions to games/competitions can be found in the weekly band email or on the band social media sites. Below, you will find the preferred forms of communication for the Claiborne Band.

Director emails:	<i>caleb.howard@claibornecsd.org</i>	Director of Bands
	<i>michael.bloomer@claibornecsd.org</i>	Associate Director
	<i>greg.noah@claibornecsd.org</i>	Percussion Instructor

Band email: *claibornebandtn@claibornecsd.org*

If you do not currently receive the band email alerts and would like to begin receiving band emails, please send an email to the address above with your name, your student's name, and your relationship to the student.

Band Facebook: *facebook.com/claibornebandtn*

Please make sure you have liked this page and that you have selected "see first" or "see all posts" in the page options for your news feed.

Remind Text Alerts:

You will be automatically enrolled into the Remind text alerts, based on the information you provided for the ASPEN parent/student portal.

Band Website: *claibornebandtn.wixsite.com/bluebattalion*

This website is available on both the desktop and mobile platforms. This is a great source of information about the Claiborne High School Band.

Band Boosters

The Claiborne High School Band Booster Club is composed of parents of band students and community members who support the instrumental music program. This group supports and assists the school in providing a high quality instrumental music program at Claiborne High School. The Club also helps pay for music, instruments, equipment and contracted instructors. The Claiborne High Band Booster Club operates concession stands at home football and select basketball games. Each family is asked to volunteer for AT LEAST one of these events during the marching season. Additionally, all parents/guardians are asked to help with the band fundraising efforts. If all parents work together our band will benefit greatly, including your student. If you have questions about the band boosters or volunteering for your event, please contact our Band Boosters at chsbluebattalion@gmail.com

How Can You As a Parent Help?

There are many ways a parent can help make the Band Booster Club successful.

- Attend the meetings of the Booster Club. The Club meets the first Thursday of each month at 5:00pm in the high school band room, immediately following after school rehearsal.
- Each parent is asked to volunteer for AT LEAST one the events where the band works the concession stand or other event. This is the heart of how we fund the band and continue our tradition of excellence.
- Actively participate in band fundraisers, in addition to helping with the concession stand.
- You can volunteer your time and services to other band events, beyond the one event you sign-up to work.
- Help load/unload equipment from the field for games and competitions. (This would be in addition to helping with the concession stand.)
- Have a willingness to volunteer and help. There are no small roles to play and we need all the help and volunteers we can get to make the band as successful as possible.

Handbook Confirmation

I have read and discussed the Claiborne High Band Handbook with my parents/guardians and we will abide by the rules stated in the handbook. We understand the responsibilities that come with being a member of the Claiborne High Band and will accept the decisions of the Band Director.

Student Printed Name

Student Signature

Parent/Guardian Signature

Date

Media Release

I hereby give permission to the Claiborne High Band to use my child's photograph and/or video footage of the band with my child taken at official Claiborne High School Band events for publication on the Claiborne High School Band Website, in the local newspapers, and/or other media outlets for publicity and community relation purposes.

I give permission for my child's photo to be used

- Identification by name permitted in small group photos
(For example, a seniors-only photo or in performance)
- Identification by name NOT permitted.

Name of Child _____

Parent/Guardian Signature _____ Date _____

I DO NOT give permission for my child's photo to be used

Name of Child _____

Parent/Guardian Signature _____ Date _____

NOTE: This signed and submitted form will be considered valid until a replacement form is submitted to the CHS Band.

Permission to Travel & Medical Information

815 Davis Drive
New Tazewell, TN 37825
(423)626-3532

Claiborne High Bands

Notary Seal

_____ has my permission to go on all band sponsored trips for **2024- 2025** school year. I understand the consequences of the possession or use of drugs, alcohol, or any smoking paraphernalia along with inappropriate behavior during any band trip. In addition, permission is given to provide emergency care if deemed necessary. Please provide any pertinent medical information.

_____ parent/guardian signature

_____ date

_____ Home Phone _____ Work Phone

_____ Cell Phone _____ Emergency

Medical Information

If you wish, list an insurance company and policy number
List any medical history of your child that might be helpful in the event of an emergency.

Student's Full Name _____

Date of Birth _____

Primary Doctor _____

Dr. Phone _____

Insurance Company/Policy # _____

Known Allergies _____

Medication being taken:

Contact Information

Open and frequent communication is essential to the development of the band program and to maintain a professional relationship with students, parents and community members. A weekly email will be sent every Sunday evening, giving a schedule of the week's events and listing major upcoming events that involve the band program. Please list contact methods that you will have access to and check on a regular basis.

Student Name: _____

Primary email: _____

Parent/Guardian Name(s): _____

Primary email: _____

Parent/Guardian phone (best number to contact): _____

Primary Address: _____

Additional email addresses that need to receive band information (optional):

Uniform Agreement

This form must be complete before you will be issued a uniform.

In consideration of the Claiborne High School Band of New Tazewell, TN loaning my/our child, _____, a band uniform for his/her use while enrolled in the Claiborne High School Band, I/we hereby agree:

1. To be responsible for the said property and return it to the County School system of Claiborne, TN upon the Band Director's request in as good condition as it was received, normal wear and tear expected;
2. To be responsible for the care and upkeep of said uniform on a regular basis as well as before returning it to the County School system;
3. To be responsible for the replacement cost of \$475 which is hereby agreed upon as the reasonable value of the property, in the event the said property is lost, damaged beyond repair, or destroyed.

The property is described below:

- 1 Blue, Silver and Black Jacket
- 1 Set of Black Bibbers
- 1 Shako and Plume w/box
- 1 Garment bag

This property may not be transferred without the Band Director's consent.

Parent's Name: _____

Parent's Signature: _____

Parent's Email: _____

Address: _____

Home Phone: _____ Cell: _____

Student's Signature: _____

Jacket # _____ Bibber # _____ Hat # _____

(This portion will be filled out once the uniform is issued)

Senior _____ Junior _____ Sophomore _____ Freshman _____

Claiborne High School Band

School-Owned Instrument Contract 2024-2025 School Year

Student Name _____

Grade: 9 10 11 12

Parent Name _____

Parent Email _____

Parent Phone _____

Instrument Information (to be completed by director)

Instrument	Piccolo	Flute	Clarinet	Bass Clarinet	Alto Sax	Tenor Sax	Bari Sax	Horn
	Trumpet	Trombone	Euphonium	Tuba	Other _____			

Brand _____ **Model** _____ **Serial Number** _____

Approximate Replacement Cost \$ _____

Condition NEW MINOR DENTS AND/OR SCRATCHES FINISH IS WORN

Notes _____

Accessories Mouthpiece (brand and model _____) Ligature Mouthpiece Cap
 Seat Strap Neck Strap Floor Peg Reed Case Other _____

Any repairs that are necessary during the school year are the financial responsibility of the student and parents. The only exceptions are repairs that are needed at the time the instrument is issued to the student.

Students and parents are financially responsible for damage to the instrument, case, and accessories. In the event of loss or theft of the instrument, students and parents are financially responsible for the replacement cost of the instrument and all accessories.

If the mouthpiece is lost or damaged due to neglect, students and parents are financially responsible for the replacement cost of the exact same brand and model of the lost/damaged mouthpiece. The director will order a replacement mouthpiece and parents/student will reimburse the band for the cost.

Prior to returning the instrument, students are expected to clean the body and inside of the instrument, clean the mouthpiece, oil/grease the instrument where necessary, and remove all personal items from the case. The instrument will be returned at the end of the school year, when the student leaves the program, or at the request of the band director. At the director's discretion, a school instrument may be taken from a student who is mistreating the instrument and/or not caring for it in a responsible manner.

This contract must be signed and returned prior to the student being allowed to take the instrument home.

Parent Signature _____ Date _____

Student Signature _____ Date _____

Band Fee Payment Arrangement

Claiborne High School band fee schedule is \$200 per student. Families with multiple band members will receive a \$25 per student discount for each student.
(1 student = \$200, Each Additional Student = \$150 each)

Student Name: _____

Parent/Guardian Name: _____

My check/cash for \$ _____ is enclosed

My band fee will be made in monthly installments

(Fee payments are due the last Friday of each month, for 5 months, beginning the end of the first week of band camp.)

Students in Band	July Payment	August Payment	September Payment	October Payment	November Payment
1	\$40	\$40	\$40	\$40	\$40
2	\$70	\$70	\$70	\$70	\$70
3	\$100	\$100	\$100	\$100	\$100

I would like to make other special arrangements for my student(s) band fee.

Volunteer Sign-Up

Parent/Guardian Name: _____

Band Student(s) Name: _____

PLEASE NOTE THAT ALL BAND FAMILIES ARE REQUIRED TO VOLUNTEER FOR AT LEAST 2 BAND EVENTS PER SEMESTER, PLUS ONE CONCESSION STAND DATE AT A FOOTBALL GAME

****Preferred Concession Stand Volunteer Dates (Friday Night's):**

8/30 9/13 10/11 10/25 11/1

In addition to the Friday night concession stand, will you be available to help drive the truck/trailer, move equipment and props for games/competitions?

_____ Yes

_____ No

**Our boosters will try their best to accommodate your preferred volunteer date. However, based on the availability of other volunteers, you may need to be placed on an alternative date which you are available. Please be flexible in this situation. You will be notified of your volunteer date as soon as the volunteer schedule is made. To help with this, we request that each family volunteer for at least 2 band events per semester in addition to working at least one Friday night in the concessions.*