



*Claiborne  
Blue Battalion  
Band*

*The pride of Claiborne County*

**Indoor Ensembles Handbook  
2025 - 2026**

## **Rehearsals**

Rehearsals are required for all members of the Winter Winds, Winter Guard, and Indoor Percussion. Percussion rehearsals will take place every Tuesday and Thursday. Ensemble members must stay for the entire rehearsal. Rehearsals begin promptly at 3:30pm and will dismiss no earlier than 6:30pm. This means you need to make your workplace aware that you CAN NOT leave rehearsal before 5:30pm. On the 3rd unexcused absence or early dismissal from rehearsal, the ensemble member will be removed from the group for the remainder of the season.

## **Indoor Ensemble Fees**

In order for the indoor ensemble 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 competition, transportation, and other expenses. This year's fee is \$100.00 per student, which is much less than other schools in our area. (The average fee is over \$300.00) A discounted rate is available to those who have multiple students in the program. This fee may be paid in-full at any time, or presented in 4 monthly payments of \$25. (If necessary, other special arrangements can be made. Please speak with the director one on one. Money will never be an obstacle to keep a student out of a performing ensemble.) These fees are non-refundable. We understand times are hard, but this fee is essential to maintain groups. In addition to this, students will also be expected to participate in fundraisers to help support the performing ensembles. If you have questions about these fees, feel free to contact the director at any time. Grade cards and/or diplomas may be held if fees are not paid by the end of the school year.

## **Benching Policy**

During the course of the year, ensemble members may be benched for violating one or more of the guidelines of the Claiborne Band and/or the rules of Claiborne County Schools. If an ensemble member is benched, they are still required to show up to all scheduled rehearsals and performances. However, the ensemble member will not perform, but instead will stand on the sideline during the rehearsal or performance. Ensemble members may also be benched for failure to pass off a playing/routine test, violation of the Claiborne County Schools 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 ensemble. After being benched for the 2nd time, members will be removed from the ensemble for the remainder of the season.

## **Attendance Policy**

Rehearsal attendance is essential because the work that is missed cannot be made up. Once a rehearsal is missed, it is missed forever. Good rehearsal attendance is imperative if our groups are 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 is included with this handbook. Please schedule all appointments, work schedules, and other activities around these commitments. Absences from a rehearsal, a camp date, contest, clinic, or festival will be categorized as either excused or unexcused.

### **Excused Absences**

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. The student should bring a note or proper documentation to the director's office upon returning to school.

### **Unexcused Absences**

An unexcused absence is failure to attend a scheduled rehearsal or performance without the specific approval of the ensemble director. An absence will be declared unexcused for students who do not bring an excuse upon returning to school after an absence, or at the discretion of the band director. If you are sick enough to miss rehearsal, you are sick enough to be seen by a 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 2nd unexcused absence, tardy, or early dismissal, the student will be removed from the ensemble.

## **Equipment**

Ensemble members 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.

## Uniform

Each ensemble director will communicate the uniform requirements for their particular ensemble and a timeframe for obtaining/purchasing an indoor ensemble uniform.

## Communication

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. 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 detailing the upcoming events and schedule for the week. There may be a rare occasion when the email is delayed. When communicating with the director, please use the director's email or the band email.

**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 competition days, director communication will be extremely limited, as the focus should be on the ensembles and the upcoming performances. All call times and directions to competitions can be found in the weekly email or on the band social media sites. Below, you will find the preferred forms of communication for the Claiborne indoor ensembles.

<b>Director emails:</b>	<i>caleb.howard@claibronecsd.org</i>	Director of Bands
	<i>michael.bloomer@claibornecsd.org</i>	Associate Director
	<i>greg.noah@claibornecsd.org</i>	Percussion Director
	<i>kaluplorens19@gmail.com</i>	Guard Director

**Band email:** *claibornebandtn@claibornecsd.org*

If you do not currently receive the band email alerts, 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.

**Band Website:** *claiborneband.org*

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

## Expectations at Rehearsals

A good rehearsal is the basis for a great performance. Excellent effort at rehearsals will guarantee successful performances. This means that adequate preparation on your individual part must take place at home. Rehearsals are designed to learn about music and solve ensemble problems. 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 you or your student may have such an issue or are taking medication that may cause this issue, please let the director know as soon as possible.)

## Rehearsal Conduct

- BE ON TIME!!! (meaning ready to start) and stay for the entire rehearsal.
- Be ready to begin at call time, with phones in airplane mode/silenced.
- Have your equipment and a pencil at EVERY rehearsal.
- Come with a good attitude and be teachable. Leave all drama outside the rehearsal space. Show respect to the directors and staff.
- Only water or sports drinks 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/ Instructor or anyone else is addressing the ensemble.
- No PDA or horseplay in the band room or rehearsal space.
- Dress appropriately for rehearsals.
- Raise your hand when the director or a staff member is addressing you or your section.
- Take your equipment home often to practice. Rehearsal is what we do at school; practice is what you do on your own. Commit yourself to practice 20 minutes per day, 5 days per week. This is the minimum required to be successful.
- Remove the phrase “I can’t” from your band vocabulary.

## Warm-Up and Rehearsal Time

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

## Expected Conduct of Ensemble Members

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

- Display courtesy at all times.
- Be respectful to fellow ensemble members, members of other ensembles, all directors, all teachers, and general public.
- Remember you are representing your school, community, and band at all times.
- 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 rehearsal. (cell phones, mp3 players, gaming devices, etc.)
- Show pride and dedication in being a member of your ensemble.
- Use normal tone of voice (don't yell).
- 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 ensemble. This is in addition to any punishment set forth by the school.
- No PDA, other than hand holding, is allowed during band functions.

## **Indoor Ensembles 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 ensemble, 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; 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 at hand 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.

## **SafeSport**

SafeSport is a national organization focused on creating a safe sporting environment for all young athletes. SafeSport provides training for coaches and others engaged in working with student athletes. Every director, instructor, and volunteer involved with the indoor groups, competition circuit (ETPAA) and governing body (WGI) has been trained and certified by SafeSport. As such, there are certain areas at competitions and events that parents and other adults will not be allowed to enter unless they have been SafeSport trained, have a record of that training on file with the school, as well as have the proper badge issued to them by the competition circuit. Failure to follow the SafeSport procedures could range from the unauthorized adult being asked to leave the competition to the school's groups being disqualified. Remember, these procedures have been put in place to help keep our performers as safe as possible during our events. Please help us keep them safe by adhering to these guidelines.

## **SafeSport Badging**

**Blue** ETPAA Board of Directors - Access to all areas

**Green** ETPAA Directors and Staff - Access to performer area and equipment/show floor

**Yellow** Parent/Adult Volunteer - Access to equipment/show floor only

**Red** General Public - Access to common area and spectator seating only

# Indoor Handbook Confirmation

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I have read and discussed the Claiborne High Indoor Ensemble 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 ensemble and will accept the decisions of the ensemble directors and staff.

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**Student Printed Name**

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**Student Signature**

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**Parent/Guardian Signature**

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**Date**

# Permission & Medical Information

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

## Claiborne High Indoor Ensembles

\_\_\_\_\_ has my permission to go on all band sponsored trips for the **2025-2026 Indoor Season**. I understand the consequences of the possession or use of drugs or alcohol 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

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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):

\_\_\_\_\_

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