

# MINERVA HIGH SCHOOL



# BAND HANDBOOK

MINERVA LOCAL SCHOOLS  
**MINERVA BANDS**  
CONCERT      MARCHING      JAZZ

**What To Expect for Next School Year:**

Dear Minerva High School Band Parents & Students,

All students interested in participating in marching band **must** complete a tryout by the end of the school year with a band director. RG Drage and Post-Secondary students can sign up for an after school tryout time in the Minerva High School main office.

Please take note of the revised Band Code of Conduct included in this packet which includes an updated attendance, tobacco and chemical policy. This has been board approved and is similar to the Athletic Code Of Conduct. These policies and consequences will take effect for the 2017-2018 season.

The forms attached to the back of this packet ***must be completed and returned by the last day of school.*** (Non-marching students do not have to complete the band camp form). All fees must be paid before we leave for band camp.

There will be a *mandatory meeting for all new marching band members on Thursday, July 6th at 7pm* in the high school band room. This is an important meeting that will discuss fee requirements and about borrowing a band uniform.

Concert band students not participating in marching band will have study hall first semester during marching band season. Concert Band band rehearsals will begin second semester in November.

Please review the enclosed schedule and notify Mr. Maxey directly as soon as possible about potential conflicts at his e-mail [maxeyd@minerva.sparcc.org](mailto:maxeyd@minerva.sparcc.org). You can also call the band office at 330-868-4134 x1220. Also include information regarding special arrangements for band camp including late arrival or other conflicts such as athletics.

## **Band Fees**

*Band fees are used to keep our uniforms clean throughout the season and pay for band polos, gloves, and uniform bags as well as other items needed to repair the uniforms.*

<b>First Year Marching Band</b>	<b>\$250</b>
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<b>Upperclassmen Marching Band</b>	<b>\$190</b>
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\*Due before band camp.

<b>Non-Marching</b>	<b>\$40</b>
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\*Due no later than Oct 1st.

# **BAND RULES, REGULATIONS, AND POLICIES**

## **A.) ATTENDANCE POLICY**

I. Students in marching band are required to attend all practices and performances to be eligible for participation. Students who miss practice for an unexcused reason will be ineligible to perform at that week's football game or band show. Excused absences include personal illness or death in the family. Excused absences may also include involvement in other school-related clubs, sports or activities including personal involvement in county fairs. All excused absences are at the discretion of the directors and must be submitted promptly in writing by a parent or guardian. Multiple unexcused absences and the student will be denied the opportunity to participate in marching band activities for the remaining school year. Students who miss a football game or band show for an unexcused reason will be ineligible to perform at the following week's football game or band show. Multiple unexcused absences from performances will lead to removal from the marching band.

## **B.) CHEMICAL POLICY**

Students in marching band will be required to submit to a random drug screen to be eligible for participation. The goal of this policy is not to "catch" students using illegal chemicals but to help students have additional compelling reasons not to use chemicals.

The drug screening will be administered two times during the fall season. Should a student test positive to the presence of an illegal substance, the band code of conduct will be followed. Should guardians request an appeal, a second test can be administered at the guardian's expense. The school district reserves the right to reject the results if the administration of the second test is not conducted by a school-approved provider. There will not, however, be an abeyance of consequences while waiting for the results of the second test. The consequences may be removed when the clean results of the second test are approved.

I. Possession of, use, or under the influence during activity of, or testing positive for an illegal substance:

A. First Offense

If the student was in possession or under the influence of during practice or a performance, the student will be denied the opportunity to participate in the event for its duration and will be suspended from school for a period of 10 days. If the student is not in possession of, or under the influence of, but tests positive for an illegal substance in their system, that student will be denied the opportunity to participate in the activity for the duration of the season. In the event the student agrees to a professional assessment, (at personal expense), and that student successfully participates in an insight program, he/she will experience a reduced consequence; denying participation in that activity for 10% of the scheduled performances. In the event 10 percent of the events are not remaining, denial of participation will carry into the next season in which the student participates. In the event there are no performances remaining in a student's career, as in the case of a senior, out-of-school suspension will be administered.

B. Second Offense

The student will be denied the opportunity to participate in the activity for the remainder of the season and the student could be suspended from school for a period of 10 days (possession of or under the influence). In the event the student agrees to a professional assessment, (at personal expense), and that student successfully participates in an insight program, he/she will be denied participation in marching band for 30 percent of the scheduled performances. The guidelines for denial of participation will be the same as stated in (A,2).

C. Third Offense

The student will be denied the opportunity to participate in marching band activities for one calendar year.

D. These offenses will accumulate during their entire high school band participation.

## B.) TOBACCO USE/POSSESSION

Any confirmed violation of this policy will result in immediate disciplinary action. Possession or use of a tobacco product at any time during the season will result in the following:

### A. First Offense

The student will be denied the opportunity to participate in the activity for its duration and could be suspended from school for a period of 10 days. In the event the student agrees to successfully participate in a smoking insight group, he/she will be denied the opportunity to participate in marching band for 10 percent of the scheduled performances. In the event 10 percent of the performances are not remaining, denial of participation will carry into the next season. In the event there are no performances remaining in a student's career, as in the case of a senior, out-of-school suspension (A,1) could be administered.

### B. Second Offense

The student will be denied the opportunity to participate in the activity for the remainder of the season.

Same as (A,2) except the student will be denied participation for 30 percent of the scheduled contests.

### C. Third Offense

The student will be denied from participating in marching band for the remainder of their high school career.

D. These offenses will accumulate during their entire high school band participation.

# The Uniform

**Make sure you have all of the following uniform parts before an event:**

- jacket
- pants
- black shoes
- black socks

*Marching Band Only*

- spats
- gloves
- overlay
- hat

## **After an event...**

Hang all parts of your uniform properly and put in garment bag.

Take home, do not leave in band room.

At home, take out of garment bag and hang each on separate hanger to air out.

Let any mud dry and brush off.

Gloves, spats and collar liner should be washed after every performance.

Students will be held responsible for the cost of repairs to damaged uniforms. Lost items will be charged to your account. Replacement parts cost the following:

Jacket - \$263	Hat - \$54	Gloves - \$4
Pants - \$133	Tuba Berets - \$12	Socks - \$3
Overlay - \$126	Spats - \$10	Shoes - \$25

**\*\*Wear flannel or cotton shorts or pants under the uniform along with a neutral color t-shirt, NO Jeans or shirts with collars under the uniform**

## **Cleanings**

The band uniforms are dry cleaned three times a year. Cleaning dates will be announced and uniforms should be turned in on time. Students who miss the turn in may be asked to deliver the uniform to the cleaners on their own time. If the uniform becomes too dirty between cleanings, the directors will decide if a cleaning is needed at your expense.

# THE PRIDE OF MINERVA

## Marching Band Information

### What You Will Need For Practices

- tennis shoes (no sandals!)
- a pencil
- your instrument
- music (provided by Mr. Maxey)

### What You Will Need To Buy For Performances

- black socks
- black shorts (also bring to band camp)

### Things to Remember

- Arrive 10 minutes early to all practices so you are prepared to begin at 8am
- Be Responsible. Items found left out in the band room can be reclaimed with a \$1 donation to the band fund
- Keep your music in your binder
- Stay on school property during band practice time
- Have fun!

### Summer Practice Schedule

June 13	Homecoming Parade Practice	5:30-6:15pm
June 14	Summer Homecoming Parade	5:30pm
July 17-20	Drum-Line Practice (Drum-Line Only)	8AM-Noon
July 24-25	Rookie Camp (First Year Members Only)	8AM-Noon
July 26-27	Full Band Practice	8AM-Noon
July 30-Aug 3	Band Camp (at Camp Ecco)	
Aug 8-11	Full Band Practice	8AM-Noon
Aug 15-18	Full Band Practice	8AM-Noon

### After School Dress Rehearsal Practices

There will be one evening “dress rehearsal” practice per week. Date and time TBA.

### Home Events

Arrival time for Home Varsity Football Games is 5:45pm.

9/8, 9/15, 10/6, 10/27

\*\*Arrival time for the Homecoming Game is **5:00pm.**

10/6

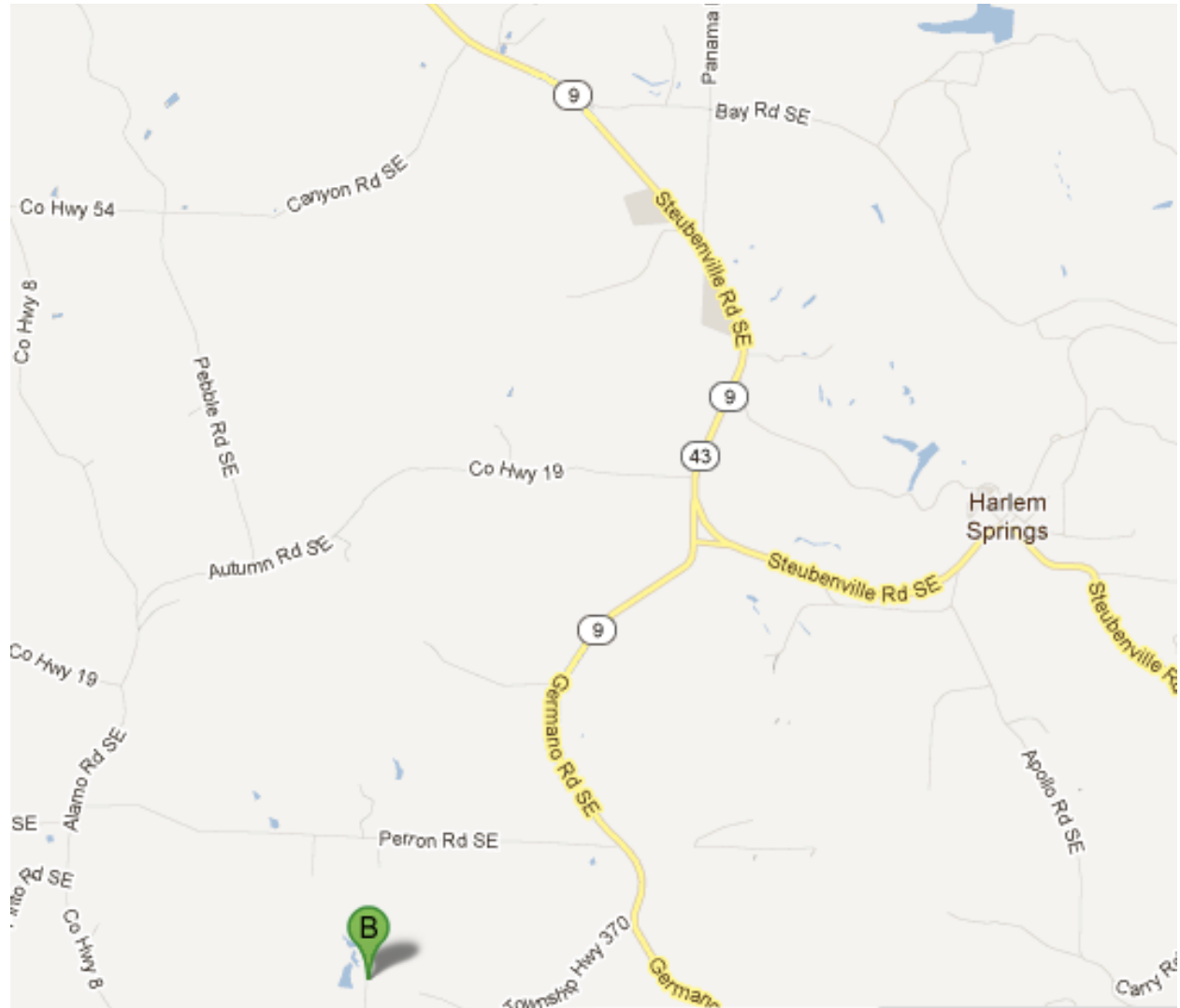


**2017 Away Events  
Practice/Depart/Return Schedule**

<u>Date</u>	<u>Event</u>	<u>Practice</u>	<u>Depart</u>	<u>Return</u>
8/5	Hall of Fame Parade		Early AM	TBA
8/22	Fair Show Practice		6:00pm	8:45pm
8/29	Fair Show Performance	5:15pm	6:15pm	8:30pm
8/25	Away Game @ United			
9/1	Away Game @ Sandy Valley	4:45pm	6:00pm	10:15pm
9/9	Beaver Local Band Show	4:15pm	5:30pm	10:00pm
9/22	Away Game @ West Branch	5:00pm	6:15pm	10:00pm
10/13	Away Game @ Salem	4:45pm	6:00pm	10:15pm
10/14	Buckeye Invitational	TBA	TBA	TBA
10/20	Away Game @ Alliance	5:00pm	6:15pm	10:00pm

**Band Camp @ Camp Ecco** (5140 Pioneer Rd SE, Carrollton, OH 44615)

Map To Camp Ecco



Directions: Take 43 South through Carrollton. At the 43 and Rt. 9 split (about 8 miles outside of Carrollton) stay on Rt. 9. Drive for approximately 2 miles after the split and turn right on Pledge Road. (You will see the Camp Ecco sign) drive approximately 1 mile to the main entrance of camp. Turn right. When you come up the hill, the practice field will be on the left. There is no parking at the field so you will need to park at the main building and walk over. Bring your lawn chairs!

**\*\*Students are encouraged to be picked up at Camp Ecco following Meet The Band Night. Students who cannot will need to be picked up Thursday night at MHS by 9pm.**

## **BAND CAMP ITINERARY**

### **Sunday**

3:30pm	Pack and Load Busses
4:00pm	Depart for Camp Ecco
5:00pm	Unpack
6:00pm	Dinner
7:00pm	Full Band Practice
9:30pm	Evening Activity
11:00pm	Lights Out

### **Monday**

7:30am	Wake
8:00am	Breakfast
9:00am	Marching Practice on Field
Noon	Lunch
1:00pm	Sectionals
3:00pm	Free Time
6:00pm	Dinner
7:00pm	Full Band Practice
9:30pm	Evening Activity
11:00pm	Lights Out

### **Tuesday**

7:30am	Wake
8:00am	Breakfast
9:00am	Marching Practice on Field
Noon	Lunch
1:00pm	Sectionals
3:00pm	Free Time
6:00pm	Dinner
7:00pm	Full Band Practice
9:30pm	Evening Activity (Skit Night)
11:00pm	Lights Out

## **Wednesday**

7:30am	Wake
8:00am	Breakfast
9:00am	Marching Practice on Field
Noon	Lunch
1:00pm	Sectionals
3:00pm	Free Time
6:00pm	Dinner
7:00pm	Full Band Practice
9:30pm	Evening Activity (Senior Night)
11:00pm	Lights Out

## **Thursday**

7:30am	Wake
8:00am	Breakfast
9:00am	Marching Practice on Field
Noon	Lunch
1:00pm	Sectionals
3:00pm	Free Time
6:00pm	Dinner
7:00pm	Meet The Band Night

## **CAMP ECCO EMERGENCY PHONE NUMBER:**

Camp Ecco

(330) 739-4200

# Band Camp Packing List

Remember you're packing for a four day/three night stay, all luggage should be confined to ONE suitcase. Make sure everything is labeled with your name.

## **WHAT TO BRING:**

**Signed camp release form**

**Signed medical form**

marching band binder

one suitcase

t-shirts and shorts

socks

underwear

sleepwear

bed roll or sleeping bag

pillow

sweatshirt or light jacket

swimsuit

bath towel

beach towel

tennis shoes (2 pair)

flip-flops or shower shoes

soap

toothbrush

deodorant

shampoo

other toiletries (hair products, etc.)

toothpaste

pencil

hat

flashlight

insect repellent

sunscreen

water bottle

**WARNING:** Cabins are unable to be monitored continually. We recommend NOT BRINGING expensive electronic devices (phones, ipods, dvd players, video games). Camp Ecco and The Minerva High School Band and Boosters are not liable for lost, stolen or damaged items. BRING AT YOUR OWN RISK.

## **Game Day!**

The Marching Band takes pride in being the #1 supporters of our varsity football team. Here are a few tips to help the band work most effectively at these events:

### **“If You’re On Time You’re Late”**

Plan for the unexpected and always arrive early to all marching band events. You never know when you’re going to run into traffic, car trouble, or may have to go back to get something you forgot. Plan on arriving at least 10 minutes early than the posted time.

### **Stay On The Job**

At games we have a job to do: performing great music to encourage the team and the fans. Stay at your post in the stands with your instrument, always ready to play at a moment’s notice. Please tell non-marching band friends you will talk to them 3rd quarter, they are not permitted in or around the band stands.

### **Uniformity Is The Key**

The special part about the marching band is the uniform nature of it’s members. The uniform is formal attire. Make sure long hair is pinned up when wearing the hat and please no face paint or over-sized piercings.

### **Respect**

All band staff and chaperones should be treated with respect. Students who break band rules will lose their third quarter privileges.

## **Field Clean Up**

Our biggest fundraiser of the year is the home football game concession stands. Part of this fundraiser involves cleaning up the stadium on the Saturday after each game. Every band member is required to participate in this fundraiser once per year. The responsibility is split up so each band member is only responsible for attending one Saturday. Please note that participation is required for students to receive full credit for marching band, a Physical Education Waiver and receiving a letter for marching band.

*Please mark this date on your calendar, and notify Mr. Maxey immediately of potential conflicts.*

### **Field Clean-Up Schedule**

Drum-Line - Saturday after First Home Game  
Seniors - Saturday Second First Home Game  
Juniors - Saturday after Third Home Game  
Sophomores - Saturday after Fourth Home Game  
Freshmen - Saturday after Fifth Home Game  
Color Guard - Playoff Game

## **Minerva High School Bands**

### **Student Information Form**

Student Name: \_\_\_\_\_ Upcoming Grade Level: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

T-Shirt Size: \_\_\_\_\_

Your Cell Phone #: \_\_\_\_\_

Parent(s) Name(s): \_\_\_\_\_

Parent E-Mail: \_\_\_\_\_

Parent Phone #: \_\_\_\_\_

Instrument or Section: \_\_\_\_\_

## Band Camp Release Form

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

Parent(s) Name(s): \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Parent Cell: \_\_\_\_\_

Preferred Number In Case Of Emergency: \_\_\_\_\_

Any food allergies? \_\_\_\_\_

Other health concerns should be listed on the Emergency Medical Form.

*\*\*Any and all prescription medication needs to be turned into the band nurse the morning the band leaves for camp. Students are not permitted to keep drugs of any kind in their luggage. Advil and Tylenol will be provided by the booster.*

**The last day of band camp, the band will be performing a “show n tell” concert demonstrating what we’ve learned at Camp Ecco at 7pm. (Please check one)**

\_\_\_\_\_ I will be attending Meet The Band Night at Camp Ecco and my son or daughter will ride home with me.

\_\_\_\_\_ I cannot attend Meet The Band Night, but will pick up my son or daughter at MHS later that night at 9pm.

I give my son or daughter permission to attend band camp at Camp Ecco. I understand that violating school, camp or band rules can lead to expulsion from the camp without a refund. I release Camp Ecco and The Minerva High School Band directors, Boosters and chaperones from any and all medical and/or financial liability.

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



**EMERGENCY MEDICAL AUTHORIZATION**  
INSTRUMENTAL MUSIC DEPARTMENT, MINERVA LOCAL SCHOOLS

In case of an accident or illness, \_\_\_\_\_  
(student's name, first and last)

has my/our permission to receive emergency care or treatment as deemed necessary.

\_\_\_\_\_  
(signature of parent or guardian)

\_\_\_\_\_  
(area code/ home phone number)

\_\_\_\_\_  
(area code/work phone number)

Students Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birthdate \_\_\_\_\_

Health Insurance Co. \_\_\_\_\_

ID/ Policy No. \_\_\_\_\_ Benefit No. \_\_\_\_\_

Name and address of person responsible for payment of emergency care or treatment: \_\_\_\_\_

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

Date student received last tetanus shot \_\_\_\_\_

Permission to receive Tylenol/Advil/Motrin: yes \_\_\_\_\_ no \_\_\_\_\_

Medications student is presently taking: \_\_\_\_\_

\_\_\_\_\_

List medications to which student is allergic: \_\_\_\_\_

\_\_\_\_\_

List student's health problems: \_\_\_\_\_

\_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_ or any reasonably accessible

## MINERVA HIGH SCHOOL BAND UNIFORMS

PLEASE PRINT CLEARLY

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

Height \_\_\_\_\_

Weight \_\_\_\_\_

Upcoming Grade \_\_\_\_\_

### New Members Only

Shoe Size \_\_\_\_\_

Waist Size \_\_\_\_\_

Hand Size \_\_\_\_\_

(Measure hand from tip of the middle finger to the beginning of the hand at wrist)

A Marching Band Red Polo Shirt will also be ordered (price included in band fees)

(Adult Sizes)

Small \_\_\_\_\_ Medium \_\_\_\_\_ Large \_\_\_\_\_ X Large \_\_\_\_\_

A uniform bag will be purchased with your name embroidered on it.  
Once the bag is ordered, you will be charged for it even if you drop out of band.

### Upperclassmen Only

Did your uniform fit last year?   YES   NO                      If not - what needs adjusted?

Jacket:              Smaller              Larger              Longer Sleeves

Pants:              Smaller              Larger              Longer Length

**Any questions contact Mrs. Jordan (330) 771-2537**

# Consent Form for Urine Drug Screen Monitoring and Release of Information

I give my consent to be observed, now and in the future, either directly or through a one way mirror by medical personnel of **CommQuest Services, Inc.** while providing a urine drug specimen. I understand this specimen will be used for testing to determine the absence or presence of drugs in my body.

I fully understand that such observation is necessary to assure that the specimen is my direct specimen and to allow the medical personnel to guarantee the chain of custody. I also understand that if the direct view is obscured in any way that my urine specimen will not be accepted for testing.

I also consent for the results of this urine drug specimen to be released to myself/ parent/guardian and **Minerva Local Schools Band Director** for participation in school activities. Due to Federal Confidentiality Laws (HIPPA and 42 CFR, Part 2), the results will not be released to anyone else without my written consent. This consent will be valid for the **2017-2018 school year** and can be revoked at any time through a signed revocation.

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Student Printed Name

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Student Signature

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Date

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Parent/ Guardian Signature

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Date

---

Witness Signature

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Date

Prohibition against Re-disclosure: This information has been disclosed to you from records protected by Federal Confidentiality Rules. The Federal Rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 C.F.R., Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Federal Rules restrict any use of information to criminally investigate or prosecute any alcohol or drug abuse client. (These conditions apply to every page disclosed and a copy of this authorization will accompany every disclosure.)