

**Pilot Point H.S.**

**Mighty Bearcat  
Band**

**Handbook**

Traditions, Policies, and Guidelines

**2024-2025**

**What is *YOUR* Legacy!**



**“The Sun ALWAYS Shines on the Mighty Bearcat Band!”**

**High School Band Director: Mr. Balkema**

**Middle School Band Director: Mr. Kliever**

**Assistant Band Director: Mr. Alonzi**

**Assistant Band Director: Ms. Gournay**

**Color-guard Instructor: Ms. Mariam Masri**

## INTRODUCTION

It should be understood by all that it is impossible for the band handbook to cover everything related to band activity. The handbook should be considered in many ways an outline and a helpful guide to a majority of the facets of band participation. Please remember that students will be subject to rules and consequences as outlined in the Pilot Point High School student handbook and the student code of conduct during any official band activity.

The rules and guidelines stated in this handbook are subject to change and revision at any time at the discretion of the directors. Students and parents should also understand that the rules in this handbook will be considered to include any verbal instruction given by the directors that is in accordance with school district policy. In other words, we cannot cover everything in this handbook. If we ask you to do something, then just do it!

By signing the “Pilot Point Independent School District Rules and Regulations Acknowledgement Form” in the form packet, parents and students are indicating that they understand and agree to everything in this handbook.

**All required forms must be turned in before July 31th, 2024!!**

Contents of this handbook are subject to review and approval by the building principal.

# Attendance

Students are considered to be “in school” during summer band and all rehearsals throughout the year. Therefore, all rules that apply to the normal school setting also apply to the band rehearsals that begin before the official school year starts.

## Attendance:

Attendance at all rehearsals are required. We will be learning the music and the drill for our contest marching show in preparation for the first football game during the fall semester. Students cannot learn the essential parts of the show if they are not present.

The two most important factors when considering attendance problems are:

### 1. Avoiding schedule conflicts

Avoiding schedule conflicts is always the best option. We have presented each student and parent with a schedule and a calendar to help everyone adjust their plans accordingly. These calendar dates will rarely change and will only be altered to accommodate unforeseen events. You must remember that the easiest way to avoid conflict is for you to adjust your schedule to fit with the band schedule. Arranging the band schedule to fit your personal schedule is impossible.

October tends to be a very busy month for the PPHS Band with every Saturday being utilized for Contest. There tends to be an ACT / SAT event during this month. Students are told to NOT sign up for the dates in October as this is not a reason to miss a contest date.

### 2. Managing schedule conflicts

When something arises that is an unavoidable schedule conflict, the following action should be taken by the student and the parent:

- a. Let Mr. Balkema know as soon as possible. Sooner is always better.
- b. Send Mr. Balkema an e-mail ([dbalkema@pilotpointisd.com](mailto:dbalkema@pilotpointisd.com)) or a written and signed letter. All absences will need to be documented in advance and a file will be kept for every student.
- c. **Text messages will not suffice for student absences.**

What will happen to my student if he/she misses a rehearsal / performance / contest?

1. If the absence is communicated well in advance and for a **valid reason**, then the only likely consequence will be documentation of the absence in your student's attendance file.
2. If the absence is due to sudden issue, acute illness or some other sudden and unavoidable event such as a family emergency, then the only likely consequence will

be documentation of the absence in your student's attendance file. Again, even with sudden unavoidable events, appropriate communication is required.

3. If the absence is not communicated appropriately and not communicated well in advance, the likely consequences will be: documentation in your student's attendance file, loss of chair, change of part, and/or change of marching position assignments, possible removal from the program depending on the severity.
4. If the absence does not have a valid excuse and the rehearsal / performance / contest was a grade (See Grading Policy) then the school policy will be in effect for students to make up the grade by an assignment outlined by the director, and alternate assignments will be assigned.
5. Please understand and be aware that ultimate preference for parts and marching assignments will be given to students who are consistently present at rehearsals and performances. Therefore, there is possibility that even with an absence that is communicated well in advance; a student could be moved to the alternate line. Students that are present in rehearsals will occupy main line marching positions. This does not mean that one absence will permanently move a student into an alternate spot. This simply means that it is a possibility. If a student has an absence due to severe illness or some other extenuating circumstance such as a family emergency, they will not lose their marching position. Mr. Balkema will make the final decisions concerning absences.
6. Main-line marching spots are positions in the marching-drill that cannot be removed or left vacant without affecting the integrity of the marching drill. Students who are consistently present and on-time will be assigned to a main-line position. Students must also display sufficient competency in the area of basic marching fundamentals (mainly being able to march in-step) by the end of the first week.
7. Alternate spots are positions in the marching band drill that can be removed from the drill without affecting the integrity of the drill. Students who are frequently late or absent form rehearsal or who have considerable difficulty with the marching band fundamentals, will be assigned to one of these spots. Students in alternate spots will learn drill along with the rest of the band and will perform with the band. Students who start in alternate line positions will eventually be moved into main-line positions when their attendance or marching band fundamentals improve.
8. Attendance records and communication will play a major role as the directors make decisions regarding concert band placement for the spring semester. Students that are consistent and reliable both in attendance and communication will be given preference over students who are not consistent and reliable.

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**A final word about attendance:**

The leading indicator of your dedication and level of commitment to the Pilot Point High School Mighty Bearcat Band is your presence at rehearsals and performances. You can tell me all day long about how dedicated you are, but if you are not present for rehearsals and performances your dedication level is subject to question. If we do well with rehearsal attendance, the band

will be incredible this year. If we do not do well with attendance, we will struggle from beginning to end.

### **Monday Night and after school rehearsals:**

The band will rehearse every Monday evening, during the Fall Semester, starting at 6:00 PM and go until 8:00 PM. These rehearsals will prepare the group for football games and UIL Marching Contest. This is the ONLY time we will be on the field at Massey Stadium. That is why these rehearsals are important. If a student misses a rehearsal or part of the rehearsal, students are subject to not being allowed to perform at the following Friday night football game and Saturday Contest.

Please check the calendar! There are also weekly scheduled rehearsals that are required as well. The rehearsals / practices are REQUIRED and graded.

### **Weather:**

If the weather is bad, we will still rehearse. We will move marching rehearsals inside. We will never cancel a regular scheduled rehearsal due to inclement weather unless driving conditions are dangerous. Or the district says otherwise. If you have any doubts, call Mr. Balkema.

### **Band Hall Rules:**

No gum, food, drink, or candy of any kind in the band hall or in other parts of the school. Do not run, scream, throw things, or act out of control in the band hall or in other parts of the school. There should only be instruments and music in the lockers. Treat the facility and the equipment with respect. Students are responsible for the safety and security of their personal belongings.

**NO STUDENT IS ALLOWED IN THE BAND HALL WITHOUT A DIRECTOR** (This includes Lunch time during the regular school day. If the Band Directors are not present, you are not allowed in the band hall PERIOD) Do not bring friends in the band hall if they are not band members!

### **What to Wear:**

We are required to follow PPISD dress code regulations during all school-related activities. I do not plan on getting too uptight concerning attire. However, student's attire during summer band should be appropriate for a school setting. The directors will have the final say on what is appropriate. Tennis shoes should be worn for all marching rehearsals. Hats, sunscreen, sunglasses and water bottles are strongly encouraged for all outdoor rehearsals.

### **Driving:**

Students are not allowed to leave the campus during the rehearsal blocks of time. If a student leaves without permission, it will be treated as an unexcused absence. Students that drive will need to be careful in the parking lots and in the driveway around the band hall. Reckless driving around band events will not be tolerated. Parents (or whoever pays for the insurance) will be notified of careless driving. Do not park in the fire lanes or in the parking spots adjacent to the band hall.

# Grading Policies

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Nine weeks grades are based on the following percentages:

**50%: Major Grades - Concerts CANNOT be made up! In-lieu of Concerts, it will be the directors discussion IF a makeup assignment will be assigned due to the reason of missing. The Highest grade able to be earned will be a 75% for makeup concert assignments. This is a PERFORMANCE class!**



## All Concerts

- ♩ All Contests
- ♩ Solo & Ensemble Contest
- ♩ Chair Tests and any performance exam

## 30%: Minor Grades



### Sectionals / Rehearsal outside of Class

- ♩ Locker checks
- ♩ Practice time - 100 minutes a week.  
Class participation
- Includes bringing needed materials everyday to class Attitude
- Work ethic

## 20%: Dailey Grades



All assignments during class and class participation

**(If zero's are present, students will be encouraged to follow the School Policy in regard to making up missed assignment and will have three days to make up the grade as long as they were approved/excused absences.**

## Make Up Assignment

It is the sole responsibility of the student to make up any work for a missed assignment. If a student misses an assignment, he/she must come talk to Mr. Balkema no later than the day after the missed assignment to receive the makeup assignment. Assignments given will reflect the type of grade the original assignment was to be. Please understand that most of the grades that are representative in Band are grades that are earned outside of the traditional class time. It is incredibly difficult to make up, for example, a missed football game / performance. So, the makeup assignment will most likely be a written form of grade makeup.

Students are encouraged to NOT miss graded assignments and to Communicate, COMMUNICATE, and COMMUNICATE!!!

## Academic Eligibility

### RESPONSIBILITIES

As most of you are aware, a single grade below 70 on your report card will deny you competitive performance privileges for a 3 or 6 week period. Because of the adverse effect this problem can have on an individual and the group as a whole, we will always monitor this situation very closely, especially around marching contest, All-Region, Solo & Ensemble, and UIL times, and the Spring Trip. **PARENTS**, we ask that you continue to supervise your child and communicate with their teachers if any grade questions should arise. Students should understand that their grades have a direct influence on other students as well as themselves. Every individual in the band plays a vital role as a link in our chain, consequently, when a link is missing – the chain breaks. Any one individual has the ability to prevent an entire band from performing to its full potential.

### SOUND ADVICE FOR PASSING GRADES

Each student should develop structure and discipline in their study habits. Here are some common sense ideas to help you maintain good standing in all classes.

1. **PAY ATTENTION:** Do everything you can to try to discover just what it is the teacher is attempting to get across to you. Take notes, follow along in the text, ask pertinent questions, and avoid distractions.
2. **REVIEW DAILY:** Make a habit of reviewing notes on a daily basis to solidify material covered in class. If you do not understand material being taught, make arrangements with the teacher to get one-on-one help.
3. **DO ALL HOMEWORK AND HAND IN ON TIME:** The most frequent reason why students fail a class is the failure to turn in assigned work. This is the easiest thing to fix. Do not miss deadlines.
4. **FAILING TO PREPARE IS PREPARING TO FAIL:** Prepare all tests and projects in a timely manner. In comparison, you wouldn't wait until the night before a major performance or audition to begin practicing. By the same token, you shouldn't wait until the night before a test or project deadline to begin the work. Every teacher at Pilot Point HS wants to see you succeed. Let's meet them halfway!
5. **COURTESY:** Treat all teachers with the same respect that you expect from them. A few simple courtesies will go a long way. Paying attention in class will help your relationship with the teacher. Be careful to not draw negative attention to yourself and follow all classroom rules.
6. **ASK FOR EXTRA HELP AND EXTRA CREDIT WORK:** Make the first move towards this; don't wait.
7. **FOLLOW-UP:** If you have a failing grade at the 3-weeks reporting period, make every effort to resolve every grade in question.
8. **COMMUNICATION:** Don't be afraid to ask your teachers about grades in question or when tutorials are held. The teachers are on your side. They want you to pass!

## FOOTBALL GAME PROCEDURES

The appearance that the band makes at football games is very important. Many people from places other than Pilot Point will see our band at every game. The band represents the school, the school district, and the community. We must represent Pilot Point High School in a "first-class" manner.

1. Move quickly to your place in the stands and be ready to play. Everyone will have an assigned place to sit during the game. Do not move from this place without permission. Keep one foot in place. This helps us to make sure that the band is ready if we need to play on short notice. Students will be allowed to use the restrooms, but only a few at a time.
2. All District Away Games, Meals will be provided.
3. Do not bring unauthorized food or drinks into the stands. Booster parents will provide the band with food after the half-time performance.
4. Do not play on your instrument without permission. You should never play on your instrument individually in public, before or after a performance, without permission.
5. Pay attention to the game and be ready to play when you are instructed. Everyone will play when the band plays. Watch the director or drum major closely. Sometimes, the band must stop playing abruptly due to an injury on the field.
6. Only band members, directors, and booster parents are allowed in the band section during games. Special visitors are sometimes okay, but they need to get permission from one of the band directors. Ineligible band members and band members not in uniform are not allowed to sit in the band section.
7. Anytime that you wear the band uniform in public, you are performing and representing the school and the community. In a way, you stop becoming "you" and you become the Pilot Point High School Band when you wear the uniform in public.
8. Special section songs must be approved by a director before they are played in public.
9. The percussion section may play cadences at any normally appropriate time during games. This will be at the discretion of the percussion section leader and band directors.
10. Treat visiting teams, bands, and fans with respect. When we are out of town, be careful of remarks made to local students and citizens.
11. During cold weather, you may bring blankets, coats, gloves, etc. Please make these items school colored if possible. If not possible, please get as close as you can.
12. Follow the instructions of the band directors and parent sponsors at all times.



## TRAVEL

Every band member will be expected to maintain a high standard of behavior and discipline when we are on a trip.

1. Show courtesy and respect to sponsors and bus drivers. What they say, you will do without question. Sponsors will be told to not deal with discipline. Discipline will be reported to and handled by directors.
2. Students guilty of disrespect or misconduct may be sent home after contact with the parents. Parents will be responsible for the extra travel cost.
3. When staying in hotels, band members will never be in a room with a student of the opposite sex. No exceptions.
4. No yelling or unnecessary noise at any time.
5. No public display of affection will be allowed at any band function. A good image must be maintained by appropriate behavior. Socializing with members of the opposite sex is acceptable, but a good image must be maintained.
6. Band members will not be allowed to sleep or lie on the floors of buses. Band members will not be allowed to lie on each other in the seats of buses. Any problems will result in a change of seating assignments.
7. On trips, do not socialize with people that are not part of the band organization. Immediately notify sponsors or directors about undesirable people that are not part of the band organization.
8. Keep your language clean in accordance with the student code of conduct.
9. Students are required to stay with the band in groups at all times. Friends and family may visit, but do not ask to leave with them without prior written notice and approval. Friends and family will be subject to band rules when they are around the band.
10. Do not leave money or valuables unattended. You will be responsible for anything that you bring with you. You are encouraged to limit the number of portable electronic devices that you bring on trips. Any device that proves disruptive to bus travel and travel in general will be taken by directors and returned at the end of the trip.
11. Do not ever make any extra charges to hotel rooms.
12. Never accept a ride from any person in an unauthorized band vehicle for any reason at any time. This includes taxi cabs and other forms of public transportation.
13. Stay within geographical boundaries that may be set by the directors and sponsors.
14. Do not bring any firearms or weapons of any kind, including "play" toys. This includes water guns. Again, refer to the student code of conduct.
15. Abide by all itinerary schedules and curfews.

## **REQUIRED TRAVEL AND STUDENT RELEASE**

Students will be required to travel via school approved transportation. Exceptions may be made for the return portion of the trip if the following provisions are met.

1. If the student wants to travel home with a parent, a written request must be submitted to Mr. Balkema at least 72 hours prior to departure.
2. There is a student travel waiver form that must be signed by the parent, the student, and one of the school principals that must be completed prior to departure.
3. The parent must make a visual and verbal contact with Mr. Balkema before the students will be released.

IMPORTANT!! The directors will never release a student from a band trip or a band event to anyone who is not personally approved by the parents.

## **Week Event (Itinerary) information**

During the Fall Semester and weeks where major events are happening during the spring semester, Week Events will be available BY Monday of the week lead leading up to the events. There will be a printed version available to students at the PPHS Band Hall and the Week Event Information will also be e-mailed and posted on the band website. During marching season, Week events will include important details about the weekly rehearsal schedule as well as details about football games, performances, and competitions. Itineraries will also be available for any out of town trips throughout the year.

## **Band Uniform Information**

A uniform is issued to each band student at the beginning of the year at no cost to the student. The uniform consists of a hat, a coat, a collar liner, a baldric, and two sets of trousers. Each student will be responsible for providing their own black socks and black shoes. Each student must also purchase a band show shirt to be worn under the uniform. The student will fill out a checkout form and sign a contract concerning care of the uniform.

When the uniform is worn, the entire uniform must be worn (minus the hat). Students will not ever be seen in public with only part of the uniform on, unless Mr. Balkema directly gives you permission. Do not remove any part of the uniform until you get home unless instructed to do so by a director.

Care and wearing of the uniform.

1. Hats should be worn straight on top of the head. Hair extending below the collar will be worn up inside the hat.

2. The coat should be worn completely buttoned and fastened at all times in public. The baldric should be properly attached. The show shirt will be worn underneath the coat.
3. Pant length must be carefully adjusted. Do not wear the band uniform pants as long as you wear normal pants. The pants should not break at the shoe. Students must wear the pants much shorter than normal clothes.
4. On brass instruments, the valves and slides must work freely. Mouthpieces must be clean and the instrument should be devoid of smudges and fingerprints.
5. Woodwind instruments should be clean and free of dust and dirt below the keys. Pads should be in good condition for every key. Reeds should be in good shape.
6. Percussion instruments should be clean. Cymbals should be polished. Mallets should be clean and the sticks should be properly taped. Drum heads must be clean and rum shells should be clean and waxed.
7. No jewelry will be worn with the uniform. This includes watches and earrings. There will be one exception: senior rings.
8. Ladies should wear a limited amount of make up while wearing the uniform. Only clear nail polish should be worn.
9. Inspection is a very important part of the band uniform system. Directors and officers will carry out a uniform inspection before each home game and before each performance. Anything that is not in place will result in the assignment of report duty. You will do one report duty for each item of the uniform instrument that is not in place. The inspection will also cover flip folders, drill pouches, and drill charts. Reports will be worked off by students immediately following the bands' arrival at school after home games. If students fail to work off their reports, or if they have too many to do at once, the reports will be worked off after band rehearsals during the week. Students will also receive report duty for each piece of music that is not played off.
10. The uniform should never be wrinkled or dirty.

### **Private Lessons**

Private lessons are a huge part of what makes this band program great. Students that learn from an instrumental specialist on a weekly basis learn at a much faster rate than those who do not. The band will provide a suggested list of private lesson teachers. However, since it is your money, the decision is ultimately in the hands of the parents and students. If you want to do well at region and advance beyond the area level, you had better start taking lessons now. There are some REALLY great students at the University of North Texas who are going to college to become professionals on their instruments. If you are interested in taking lessons, Mr. Balkema can certainly get you an approved list of private lesson teachers.

This year, the school will be offering half scholarships to defray from some of the cost of private lessons. If you are interested, please talk with Mr. Balkema.

## **Professional Line Instruments**

In high school, students are encouraged to move up to professional line instruments. This is not required, but strongly recommended. STUDENTS SHOULD ALWAYS CHECK WITH DIRECTORS BEFORE MAKING A PURCHASE!!!!!! WE WANT TO HELP YOU TO MAKE SURE THAT YOU ARE SPENDING MONEY ON AN INSTRUMENT OF HIGH QUALITY.

## **UIL Solo & Ensemble Contest**

High school Band students are required to participate in UIL Solo & Ensemble contest each year. Students will be assigned an ensemble to work with. This is required. You will have weekly meetings with a director as the Region date comes closer in February. If a student would like to do a Solo in addition to the ensemble, Mr. Balkema and the other directors will find a solo that will be suit their ability. Once you sign up, there is no backing out. You must follow through.

## **Instruments and Equipment**

In most cases, instruments will be furnished by the students. The more expensive instruments will be furnished by the school. In all cases, use extreme care in the handling and use of your instrument. Those using school instruments will be financially responsible for any damage that may occur to the instrument. Those using school instruments will also be responsible for the cost of routine maintenance.

In other words, students that are using school owned instruments will pay for any repairs, routine or otherwise, to the instrument they are using.

Never allow another student to touch or play on your instrument.

If possible, insure your instrument against theft or damage.

Each person is ultimately responsible for their equipment. You should make sure it gets loaded, unloaded, and put away when we return. Keep the band hall clean and neat. Lockers are only for band equipment and music. Use care with chairs and music stands.

## **Official Band Events**

A band event will be considered official when the event is planned, organized, and communicated by directors. Also, a band event will not be considered "official" unless directors are present. Attendance at student organized rehearsals or social events are not required. There will never be consequences for absence from an unofficial event. Parents are always encouraged to check with directors to make sure events are official.

In the rare chance that students have conflicts with other school programs or functions, a priority needs to be taken into effect. The directors will try very hard for the student to complete both activities. However, there are times this may not be possible. The following Schedule of Priorities needs to be followed:

### **FOR EXAMPLE:**

Band Rehearsal vs. Athletic Practice = Split Time Equally 50/50

Band Rehearsal vs Athletic Game = Student is with Athletic Game

Band Performance vs Athletic Practice = Student is with Band

Band Varsity Performance vs Non-Varsity Game / Performance = Student performs with Varsity Program no matter what it is.

**Students also need to know that they are all very important to the band program. Band is not a program where we have people on the sidelines waiting to jump in at any given moment. We utilize everyone and if there are people missing, it hurts the entire program.**

### **Daily Practice**

Following a consistent, daily practice schedule helps to ensure that a student will progress at an acceptable rate on his or her instrument. Parents, encourage your child to adopt a practice schedule of at least 30 minutes per day, six to seven days per week. Past experience has shown that students who are practicing and making noticeable progress on their instruments are far more likely to enjoy band than those who do not practice.

A few guidelines to guide students in effective practice:

1. Practice for results, not just for the sake of “putting in time.”
2. Keep distractions to minimum: no radio or TV.
3. Set up a daily schedule and stick to it. Consider practice as a more enjoyable form of homework.
4. Always use a metronome. This enhances your sense of pulse.
5. Always use a music stand to avoid bad posture or hand position.
6. Follow a daily routine:
  - Warm-Up
  - Fundamentals – slurs, scales, rudiments, etc.
  - Practice band music
  - Practice assigned chair test music
  - Practice All-Region, or Solo & Ensemble music
7. 30 minutes a day will be far more beneficial to the student than trying to make up by doing larger chunks of times in a smaller number of days.

## Lettering Policy

In order for a student to receive a band letter award, they must satisfy all of the following criteria.

1. The student must be a band member in good standing.
2. The student must participate in all required band activities including but not limited to: rehearsals, performances, contests, and trips.
3. The student must receive a I on their solo at UIL Solo & Ensemble Contest and advance to State UIL Solo & Ensemble OR / Audition for and make the ATSSB All-Region Band.
4. The student may not have a citizenship grade lower than "S" during any six week period in band.
5. The student must remain academically eligible for the entire school year.
6. Lettering awards will be awarded at the discretion of the directors.

## Discipline

The Pilot Point High School Band will follow standards of discipline as outlined in the student code of conduct. The expectations for student behavior will be higher than that of other students in the school mainly due to the public performance aspects of band membership. Band members will be expected to be well behaved and well-groomed whenever they are representing Pilot Point High School and the city of Pilot Point.

Consequences for discipline will follow the student code of conduct. Please remember that all rules apply to ANY official band function.

**Students will not be able to participate nor perform in any extra-curricular activities while serving in ISS. Provided that the student has satisfactorily completed his ISS term, the student will become eligible for extra-curricular activities at the end of the school day (at the discretion of the director) on the last day of his assigned time.**

## Parent Chaperones and Sponsors

The Mighty Bearcat Band will need a great deal of help from parent sponsors throughout the year. Contact the designated booster club representative for information on becoming a sponsor for trips and activities. You do not necessarily have to be invited by the booster club designee to sponsor on most trips. If you want to go with us and help, you need to let the directors or the booster club officer in charge of parent volunteers know. We will almost always need as many parents as possible to travel with the band.

Sponsors should never have to deal with discipline problems. Sponsors should immediately report student discipline problems to a director.

## **Social Media Policy**

Students of the Pilot Point Band program are held to a higher standard for their actions both in school and out of school. Students who are found to have posted derogatory or inflammatory remarks about other students in the band program or about the band program in general will be punished according to the school district's policy. Further actions may be taken at the discretion of the director such as, removal from leadership positions within the band program and the possibility of removal from the entire program depending on the severity.

Students are highly encouraged to watch what they say and post on the internet as most things cannot be deleted.

## **PPISD General Rules**

The following requirements apply to all students participating in extracurricular activities:

1. Completed Liability/Medical Release Form.
2. Student shall be subject to all rules, regulations, and procedures as set forth in the Student/Parent Handbook as they relate to student travel. Both public and private behaviors are expected to reflect high standards. All incidents of misbehavior will be referred to the appropriate grade level principal and if necessary referred to the building principal for appropriate action.
3. Violation of PPISD student travel rules and/or procedures may result in any/or all of the following:
  - \*referral to administrators for disciplinary action
  - \*return of students to Pilot Point at parent expense
  - \*dismissal from the program

The following training rules also apply to students involved in all extracurricular activities.

1. The principal of the school and sponsor/coach of the participant will have the responsibility to remove or suspend any participant because of conduct displayed that would bring discredit to the school and/or community.
2. The sponsor/coach will have the jurisdiction to make and enforce further conduct rules as required in his/her particular program/school with the prior approval of the principal.
3. All extracurricular activities must be conducted under the supervision of the sponsor/coach.
4. Conduct that endangers others while in transit will not be tolerated.
5. Participants are also required to be in full compliance with all high school mandated rules and the district approved student Code of Conduct.
6. Students may not leave the premises of the activity site, hotel, or restaurant without permission of the sponsor/coach.
7. Accidents, injuries, or illnesses must be reported to the advisor/sponsor/coach as quickly as possible.
8. Participants are expected to observe all designed curfew requirements.
9. Any act of theft or vandalism will not be tolerated and restitution must be made by the participant and/or his/her parents. Such activity will also result in immediate dismissal from the team/activity.
10. The district approved dress code will be in effect at all times.
11. Any long-distance phone calls, charges to the room, etc., will be the responsibility of the individual participant and/or his/her parents.
12. Every participant is expected to travel on district provided transportation. Any exception required written pre-approval from the sponsor/coach and a student may be released only to his/her parent/guardian.



# PILOT POINT INDEPENDENT SCHOOL DISTRICT EXTRACURRICULAR CODE OF STUDENT CONDUCT

## EXTRACURRICULAR ACTIVITIES

The term “Extracurricular Activities” means any non-curricular event and membership of participation in groups, clubs, and organizations recognized and approved by the Board of Trustees and the school district and sponsored by the district or a campus. University Interscholastic League (U.I.L.) and non-U.I.L. activities and student organizations, such as Student Council, and National Honor Society are extracurricular. Extracurricular activities also include, but are not limited to public performances, contests, and club events. All extracurricular activity participants are subject to the provisions of this *Extracurricular Code of Conduct*.

## JURISDICTION

Student participation in extracurricular activities is encouraged. Pilot Point ISD makes extracurricular activities available as an extension of the regular school program, with this important difference: participation in the regular curriculum is a right afforded to each student, while participation in the extracurricular program is a privilege that carries additional expectations for acceptable conduct. Students engaging in extracurricular activities represent not only themselves, but also other students and the school district while performing, competing or participating in extracurricular activities and while wearing uniforms or other clothing that identifies the student to the community or public in any setting as a Pilot Point ISD student. For this reason, their behavior must be exemplary and reflect the finest attributes of the total Pilot Point ISD student body at all times.

Important goals of the extracurricular program are to give students direction in developing self-discipline, responsibility, pride, loyalty, leadership, teamwork, respect for authority and healthy living habits.

Because participation in extracurricular activities is a privilege and not a right, Pilot Point ISD is authorized to set higher standards for participants of extracurricular activities than it would for those students who choose not to participate in these activities. Therefore, this *Extracurricular Code of Conduct* not only in types of behavior prohibited, but also in corresponding consequences and jurisdiction for imposing discipline. The *Extracurricular Code of Conduct* will

be enforced with all students 6-12<sup>th</sup> participating in extracurricular activities.

- Regardless of whether school is in session
- Regardless of whether the offense occurs on or off school property or at school related events
- Regardless of whether the student is directly involved with the extracurricular activity at the time of the prohibited conduct occurs

- Regardless of whether the extracurricular activity is in season. •  
Regardless of where or when the conduct occurs.

It is possible that a student who violates the Pilot Point ISD *Student Code of Conduct* will incur consequences from both the appropriate school administrator and from the Band Director for the same particular violation. It is also possible that a student participating in extracurricular activities could violate the *Extracurricular Code of Conduct* and be subject to discipline by the band director without violating the Pilot Point ISD Code of Conduct.

## **CONDUCT EXPECTATIONS**

The following conduct is expected of all participants. Failure to meet these expectations can result in disciplinary actions from the Band director and/or school administrator.

Student commitment to the band organization is expected for the entire year. Students are encouraged to participate in more than one extracurricular activity; however, students may not quit the band or a sport to participate with another organization while the band is in the middle of an activity.

Students **will** arrive to rehearsals, concerts, and competitions on time and prepared!

Notify the Band Director of any conflicts NO LESS than 72 hours in advance. (Special circumstances may be considered)

Students are expected to show respect to all staff and students at all times!

Students should follow all rules set aside in the Pilot Point *Student Code of Conduct*. Failure to do so may result in additional disciplinary actions related to the students' participation in extracurricular activities as determined by the Band Director.

## **PROHIBITED CONDUCT**

- Possessing, smoking, selling or using tobacco products
- Possessing or using drug paraphernalia
- Possessing, selling or delivering to another person, look-alike drug  
or items represented to be drugs or contraband of any kind
- Possessing, selling, giving, delivering to another person, using or being under the influence of marijuana, alcohol, a controlled sustenance, any dangerous drug, or misuse of any prescription drug.
- Engaging in conduct that contains the elements of an offense related to glue, aerosol paint or volatile mood-altering chemicals.

- Attending any event where underage drinking or smoking is occurring (Students will be allowed a slight concession for an amount of time long enough to determine that a violation is occurring and to leave the premises.)
- Riding in a vehicle containing alcohol.
- Stealing
- Conduct that causes injury or harm to persons or property
- Using profanity, lewd or vulgar language or obscene gestures.
- Fighting
- Any conduct resulting in arrest and / or citation from law enforcement officers
- Inappropriate touching, “making out” in public places, sexual gestures or exposing parts of the body that are ordinarily covered in public
- Inappropriate behavior in public places.

### **First Violation**

**Consequence:** After confirmation of the first violation and after full due process has been afforded to the student and the parents have been informed of the due process, the Band Director and the building principal shall invoke the following actions in addition to the disciplinary options as outlined in the *PPISD Code of Conduct* for tobacco/drug paraphernalia violations.

In order to assist and support a change in behavior by the student, a conference with the parents will be held regarding the offense and the penalties for any repetition of the offense.

As appropriate consequences for violations of the *Extracurricular Code of Conduct and Student Code of Conduct*, actions could contain:

1. The student will be suspended from performance, competition and/or duties but not from after-school practice for a period not less than five (5) school days or more than fifteen (15) school days, beginning at the time the principal renders a decision about the violation.
2. The student will apologize and pledge to the group not to repeat the behavior.

A student assigned to DAEP is ineligible to participate in any extracurricular activity or practice during the DAEP assignment.

## **Second Violation**

**Consequence:** After confirmation of the second violation and after full due process has been afforded to the student and the parents have been informed of the due process, the provisions in PPISD policy will be applied. In addition, the student will forfeit participation in the competitive activity for the remainder of the semester and/or removal from any elected or appointed office for the remainder of the year as well as forfeiture of all rewards or recognition associated with that office. Suspension from participation will be effective immediately when the principal has rendered a decision about the violation.

When a Band Director establishes that a student has used alcohol, drugs/drug paraphernalia, inhalants or tobacco outside the jurisdictional time of the school, the Band Director, after providing due process for the student, should take appropriate action to assist the student in dealing with the problem and may apply specific rules which have been approved for the school board. The principal shall be kept informed.

**Students will not be able to participate nor perform in any extra-curricular activities while serving in ISS. Provided that the student has satisfactorily completed his ISS term, the student will become eligible for extra-curricular activities at the end of the school day (at the discretion of the director) on the last day of his assigned time.**

## Band Contact Information

All the information parents/guardians need to know about the Mighty Bearcat Band can be found 3 ways.

- 1) **The Band Website** is continuously kept up to date with announcements, volunteer and fundraiser opportunities, calendar of events, links, all band forms. Please keep an eye on the webpage as things will be updated all of the time!
- 2) **Monthly Band Statements & Presto Account:** Students will have access to an online software program called Presto Assistant. Students AND Parents will be granted access to their students individual financial account for the Spring trip and other expenditures throughout the year. You will also be able to locate a calendar of events for the year, store all required forms, check attendance for your student, and email the director as well. In order to login,  
<http://presto.cool>

## Yearly Band Fee

As with many competitive extracurricular activities in Pilot Point ISD and across the state, the school district provides for only UIL sanctioned trips such as football games, and UIL Band competitions. EVERYTHING ELSE has to be funded by the Band Boosters.

The student activity fee avoids us having to “nickel and dime” you throughout the year. It is a supplement to the fundraising the band does as a whole in order to cover expenses throughout the year.

**The Band Fee will be split into two components:**

- 1) **Yearly Band Fee**– This covers all fall marching band related expenses listed above. It will also cover spring contest season related expenses and meals (**EXCEPT Home Game Meals**) All PPHS band students will be required pay this amount.
- 2) **Spring Trip** – Spring Trip (Students **will not be required** to attend the spring trip, **BUT HIGHLY ENCOURAGED** as this is a once in a lifetime trip sure to bring Many memories). It

is also a National competition that Pilot Point will be able to compete in and a chance to make our little town have a BIG name!

For the 2017-2018 School Year the band fee is: **(MAKE CHECKS to Pilot Point Band Boosters)**

<u>Due Date</u>	<u>Band Fee Amount</u>
	<u>Band Fee Obligation</u>
July 30th, 2024	\$75.00
August 15th, 2024	\$75.00
Year Band Fee:	<u>\$150 (Required)</u>

**\*Money Inquires for the Band fee / Spring Trip should either be made with Mr. Balkema (Band Director) at (940) 686-8740 x01011 [dbalkema@pilotpointisd.com](mailto:dbalkema@pilotpointisd.com) Or**

**PLEASE NOTE: THE BAND FEE AND SPRING TRIP FEE IS NON-REFUNDABLE. MONIES WILL BE SPENT IMMEDIATELY TO MAKE SURE YOUR STUDENT HAS EVERYTHING THEY NEED TO BE A PART OF THIS ORGANIZATION AND ITEMS CAN NOT BE RETURNED. WITH THE SPRING TRIP FEES, MONEY IS USED AS DOWN PAYMENTS FROM THE TIP ORGANIZER TO SECURE HOTEL AND TRANSPORTATION MODES.**

### **Paying or Fundraising the Spring Trip:**

Students can satisfy their Spring Trip Fee in two ways.

1. Raising money through fundraisers arranged by the Booster Club.

The Booster Club each year organizes several fundraising projects or events that allow band students to raise funds for the PPHS band programs through the sale of projects, program ads/corporate sponsorships, raffle tickets, event tickets or similar efforts. For each student fundraising project/event, the Booster Club board of directors will establish how large a percentage of the amount of money a student collects for each fundraiser will be credited towards the student's trip fee. The amount available for the percentage split will be based on the amount above the Booster Club's cost of the item sold or, if an event ticket is involved, the projected costs of the event, whichever is applicable.

2. Making direct payments or paying it out all at once.

Students are not required to participate in fundraising. Student and parents may choose to pay the trip fee directly. This payment may be done all at once or before February 7 with

written notice that you will do so then. Another way would be in monthly installments as mentioned above. Again, IT IS VERY IMPORTANT THAT STUDENTS DO NOT FALL BEHIND THE PAYMENT SCHEDULE. It will not be acceptable for a student or parent to wait and pay the entire fee on the due date for full payment of the Band Fee.

Most students will likely raise their money using a combination of payments and fundraising. The key is to not allow students to get behind in their efforts to satisfy their Band Fee obligation. The Band Fee is easily raised when it is spread throughout the year. It is difficult to raise it in a month or less.

### **Frequently Asked Questions:**

#### ***Are fundraising profits refundable?***

No. All funds raised and collected – whether the project is a student-led or Booster Club-led fundraiser – are the property of the Booster Club. Because the Booster Club is a charitable organization that qualifies to receive tax deductible contribution under the Section 501c3 of the Internal Revenue Code, most sales are made based on the assumption that the donor/buyer is seeking a tax deduction. Because federal tax laws prohibit making a contribution to a 501c3 organization with the intent that the funds in fact be paid out to a designated individual, directly paying funds to a student from the Booster Club that are attributed to funds from the student's fundraising is not permitted. Furthermore, the Booster Club must make deposits and payments throughout the year to cover budget expenses, including costs related to the spring trip. Many if not most of those deposits and payments are non-refundable. Therefore, the money turned in is non-refundable.

#### ***If a student raises an amount in excess of the student's Band Spring Trip obligation, can the student transfer a portion of the account to another student?***

Yes. If you wish to help out another student, you submit the request in writing to the Booster Club Treasurer. Again, make sure that you receive a receipt that indicates what you have done.

#### ***Can funds raised in excess of a student's Band Fee be carried over to the next school year to be applied to the next year's Band Fee obligation?***

Yes. Excess band fee money can be applied to the band fee amount for the coming year.

#### ***What if my student fails a class and is not eligible to participate in the spring trip? Do I get the money back?***

No. By the time grade eligibility for the spring trip is known, trip deposits will have already been paid and are usually not refundable to the Booster Club. We have to pay full price for a charter bus whether your student is on the bus or not. It is the responsibility of the student and the parent to make sure that the student remains academically eligible for all events.

***Who will collect my fundraising monies?***

The Booster club will designate a few parents to pick up money. Information about that will come out for every fundraiser event.

***Where do I send direct payments on my Band Fee?***

These payments can be made to Mrs. Trisha Cope, or mailed to the Booster Club, or made at monthly parent meetings or events as long as a receipt book is available to write receipts.

***Who should I call if I have questions about the balance on my student's fee?***

If for some reason you cannot get a hold of her, you may then try the Head  
Band Director Mr. Balkema at (940) 686-8740 x 01011

[dbalkema@pilotpointisd.com](mailto:dbalkema@pilotpointisd.com)

or

Mrs. Cobb at (940) 686-8730 x 02011 [ckleiw@pilotpointisd.com](mailto:ckleiw@pilotpointisd.com)