

2015 –2016  
Ballard High School



Band  
Handbook

**Mr. Paul Shepherd, *Director of Bands***  
**Mr. Jay M. Matheney, *Assistant Director of Bands***

*www.ballardband.org*

## TABLE OF CONTENTS

<u>Section</u>	<u>Pg</u>
Course Syllabus	3
Fees, Fundraising, & Required Forms	4
Equipment Rental, Usage, & Maintenance	5
Curricular & Extracurricular Offerings	6
Summer Band Rehearsals	8
Marching Band Alternates	8
Saturday Contest Pre-Performance Attire	8
Concert Bands & Jazz Ensemble Performance Attire	9
Percussion Ensemble Performance Attire	9
Pep Band Performances & Attire	9
Student Leadership Positions	10
Wind Ensemble Auditions	10
Hardship Transfers	11
Alumni Status	11
<ul style="list-style-type: none"> <li>• FORM 1 – SUMMER &amp; FALL ATTENDANCE CHECKSHEET</li> <li>• <i>This form must be filled out and returned to Mr. Shepherd</i></li> </ul>	12
<ul style="list-style-type: none"> <li>• FORM 2 – BALLARD HIGH SCHOOL BAND STUDENT GUIDELINES</li> <li>• <i>This form must be signed, notarized, &amp; returned to Mr. Shepherd</i></li> </ul>	14
<ul style="list-style-type: none"> <li>• FORM 3 – MEDICAL RELEASE / FIELD TRIP PERMISSION SLIP</li> <li>• <i>This form must be signed, notarized, &amp; returned to Mr. Shepherd</i></li> </ul>	15
<ul style="list-style-type: none"> <li>• FORM 4 – <u>MARCHING BAND / COLOR GUARD</u> PAYMENT AGREEMENT</li> <li>• <i>This form must be signed, notarized &amp; returned to Mr. Shepherd</i></li> </ul>	16
<ul style="list-style-type: none"> <li>• FORM 5 – <u>CONCERT BAND</u> PAYMENT AGREEMENT</li> <li>• <i>This form must be signed, notarized &amp; returned to Mr. Shepherd</i></li> </ul>	17
<ul style="list-style-type: none"> <li>• FORM 6 – VOLUNTEER RECORDS CHECK / CONTACT FORM</li> <li>• <i>This form must be filled out and returned to Mr. Shepherd</i></li> </ul>	18
<ul style="list-style-type: none"> <li>• FORM 7 – VOLUNTEER SIGN-UP FORM</li> <li>• <i>This form must be filled out and returned to Mr. Shepherd</i></li> </ul>	19
<ul style="list-style-type: none"> <li>• FORM 8 – ALTERNATIVE PAYMENT PLAN</li> <li>• <i>This form must be signed, notarized &amp; returned to Mr. Shepherd</i></li> </ul>	20

## **COURSE SYLLABUS**

Ballard High School Band  
June 2014 – May 2016

**COURSES:**           -1<sup>st</sup> Period Jazz Ensemble I           -6<sup>th</sup> Period Symphonic Band  
                              -2<sup>nd</sup> Period Jazz Ensemble II       -7<sup>th</sup> Period Percussion Ensemble  
                              -5<sup>th</sup> Period Wind Ensemble         -Marching Band

**TEACHERS:**       Paul Shepherd                             [paul.shepherd@jefferson.kyschools.us](mailto:paul.shepherd@jefferson.kyschools.us)  
                              Jay Matheney                             [jacob.matheney@jefferson.kyschools.us](mailto:jacob.matheney@jefferson.kyschools.us)

485-8964 (band room)                 485-8206 (school)  
485-8856 (fax)                         [www.ballardband.org](http://www.ballardband.org)

**DESCRIPTION:**     Participation in the Ballard Band involves curricular involvement in one of more of the following: Percussion Class, Symphonic Band, Wind Ensemble, Jazz Band, Marching Band / Color Guard, & Pep Band. Optional and extracurricular involvement in the Pit Orchestra, All-County Band, All-State Band, KMEA Solo and Ensemble and other honor ensembles is highly encouraged. Participating in these groups includes attendance at ALL rehearsals, concerts, and performances related to the ensembles. Students are required to bring all music, equipment, pencils, and other designated items to every class, rehearsal, and performance.

**ANNUAL FEES:**     Marching Band / Color Guard - \$700.00\*  
                              Concert Band Only - \$300.00\*  
                              Jazz Band - \$50.00\*  
                              School Instrument Rental - \$80.00 (\$40.00 per semester)\*  
                              Required Percussion Implements – Fee varies according to need

**OBJECTIVES:**

- Perform a varied repertoire of grade III - VI music with appropriate stylistic interpretation.
- Perform accurately alone or in an ensemble with good posture, tone, & technique.
- Demonstrate through performance and writing an understanding of rhythmic values & pulse.
- Demonstrate through performance an understanding of idiomatic sound production, articulation, sticking, & movement.
- Demonstrate through performance proper technical, aural, & reading skills.
- Identify and demonstrate the mechanics of visual movement.
- Identify and recognize tonality and musical forms.
- Demonstrate proper care and maintenance of equipment.

**GRADING PROCEDURES:**  
40% Attendance (includes classes, rehearsals, & performances)  
40% Performance & Practice Assessments  
20% Tests and Quizzes

<u>GRADE</u>	<u>SCALE</u>
A	93 – 100%
B	86 – 92%
C	79 – 85%
D	70 – 78%
F	Below 70%

<p><b><u>UNEXCUSED TARDIES / EARLY DISMISSALS</u></b> Rehearsals / Classes – subtract 1 percentage pt Performances – subtract 1 percentage pt</p> <p><b><u>UNEXCUSED ABSENCES</u></b> Rehearsals / Classes – subtract 3 percentage pts Performances – subtract 10 percentage pts</p>
--

## ATTENDANCE:

Attendance at all classes, rehearsals, and performances is expected and required. Please communicate all excused/unexcused absences directly to Mr. Shepherd or Mr. Matheny. A written note or email message must accompany all excused/unexcused absences as documentation. Failure to provide documentation for excused absences will cause the absence to be recorded as an unexcused absence in the gradebook. **Reminder: Students will always be expected to arrive at least 30 MINUTES early for every rehearsal or performance.** Students are also expected to stay for the entire rehearsal and performance. Absences are documented in one of two ways in accordance with JCPS:

### EXCUSED ABSENCES

- ✓ Excused School Absences – *requires a note from the teacher/sponsor*
- ✓ Doctor's Appointment / Extreme Illness – *requires a note from a doctor*
- ✓ Death in Family – *requires a note from a parent*
- ✓ Family Emergencies (fire, tornado, auto wreck, etc.) – *requires note from a parent*
- ✓ Religious Holidays – *requires a note from a parent*

### UNEXCUSED ABSENCES

- ✓ Suspension, Detention, or Saturday School
- ✓ Work, Birthdays, Homework Projects/Assignments, Driver's Training/Tests, Other

## ALTERNATIVE ASSIGNMENTS:

Students that miss performances for unexcused and even excused reasons are encouraged to complete an alternative performance assignment and a written assignment within 5 school days of the absence to make up the performance grade in full. Students with an UNEXCUSED ABSENCE can earn their score by completing an EIGHT-PAGE research paper on a composer of their choice (*research materials must be documented, 1-inch margins, no graphics or pictures, double spaced, 12 font*). Students with an EXCUSED ABSENCE can earn their score by completing a FIVE-PAGE research paper on a composer of their choice (*research materials must be documented, 1-inch margins, no graphics or pictures, double spaced, 12pt font*). **Please note that if any portion of the paper is plagiarized, the student forfeits his/her right to any possible credits earned on both assignments.** Also, papers submitted by the same student from a previous year are not accepted. *It is the responsibility of the student to schedule to turn in the research paper within 5 school days. Failure to complete the assignments within the window of 5 school days will result in a performance grade of ZERO for the absence.*

## ***FEEs, FUNDRAISING, & REQUIRED FORMS***

<u>PARTICIPATION</u>	<u>BAND FEE</u>	<u>FAMILY DISCOUNT</u>	<u>REQUIRED FORMS</u>
<b>MARCHING BAND / COLOR GUARD</b>	\$700.00	2 <sup>nd</sup> child is ½ off 3 <sup>rd</sup> child is ¾ off	Forms 1, 2, 3, 4, 6 & 7 Form 4 is <b>still required</b> even if using Form 8
<b>CONCERT BAND ONLY</b>	\$300.00	No sibling discount	Forms 2, 3, 5, 6 & 7 Form 5 is <b>still required</b> even if using Form 8

All families are expected to pay fees toward the operating costs of the band each year as outlined in our annual BBB budget. In addition to this, all should understand that our fundraising efforts must go above and beyond the non-refundable fees listed below as it actually costs the Ballard Band Boosters inc. nearly two to three times that amount per student to sustain the organization. If financial assistance is needed for 2015-2016, please set up an

**ALTERNATIVE PAYMENT PLAN** with Mr. Shepherd or Mr. Matheny ASAP. Students with outstanding fees may not be permitted to perform and/or attend clinics, trips, workshops, and other events as determined by the directors.

In compliance with the laws, policies, and guidelines governing 501c3 organizations as set forth by the United States Internal Revenue Service, the Ballard Band Boosters Inc. (BBB) cannot and will not distribute fundraising money of any sort toward individual student or family accounts to assist with the payment of band fees, personal items, and/or other band related needs or events. Therefore, all funds raised by the Ballard Band Boosters Inc. will be used to benefit the entire organization and will be distributed directly into the Ballard Band Boosters Inc. GENERAL FUND for use toward annually budgeted line items and/or other designated and pre-approved services.

Volunteer fundraising efforts will be tracked annually to monitor fundraising trends and to award motivational prizes on an “as needed” basis. A record of these trends can be viewed and accessed via your *Student Password* on our [www.ballardband.org](http://www.ballardband.org) website.

### **EQUIPMENT RENTAL, USAGE, & MAINTENANCE**

Any student using school instruments, including percussion equipment or color guard equipment, must pay an annual *Equipment Rental/Usage/Maintenance Fee* of **\$40.00 per item, per semester**. The cost of repairs related to normal wear and tear on school owned equipment will be handled by the Ballard Band Boosters. The cost of damage due to neglect, abuse, or horseplay will be the responsibility of the student that the equipment is issued to. This cost pertains to loss and total replacement of equipment as well. Again, please note that percussion & color guard students are also required to pay the *Equipment Rental/Usage/Maintenance Fee*. If you are only using personal equipment, please know that you do not pay this fee.

## CURRICULAR & EXTRACURRICULAR OFFERINGS

### PERCUSSION CLASS/MARCHING BAND

(July through May)

- **NON-REFUNDABLE PARTICIPATION FEE - \$700.00**
- Percussion Class is primarily for percussion members of all grade levels.
- All Percussion Class members are required to participate in Marching Band, Wind Ensemble/Symphonic Band, & Pep Band.
- Attendance at all summer, fall, winter, & spring rehearsals & performances is required.
- All students are encouraged to take private lessons.
- All Percussion Class students are required to participate in the KMEA Solo/Ensemble Festival each year and to audition for the JCPS All-County Honor Band & 1<sup>st</sup> Round All-State Band Auditions in October
- **All fees from the past must be paid in full to sign up or audition.**

### MARCHING BAND/ WIND ENSEMBLE/ SYMPHONIC BAND

(July through May)

- **NON-REFUNDABLE PARTICIPATION FEE - \$700.00**
- Marching Band/ Wind Ensemble/Symphonic Band is open to all band members 9<sup>th</sup>-12<sup>th</sup> grade in the first semester.
- These will be auditioned groups consisting of the members in the Ballard Band Program.
- All Marching Band members are required to participate in Marching Band, Wind Ensemble/Symphonic Band, & Pep Band.
- Attendance at all summer, fall, winter, & spring rehearsals & performances is required.
- All students are encouraged to take private lessons.
- All students are highly recommended to participate in the KMEA Solo/Ensemble Festival each year and to audition for the JCPS All-County Honor Band & 1<sup>st</sup> Round All-State Band Auditions in October
- **All fees from the past must be paid in full to sign up or audition.**

### CONCERT BAND ONLY

(August through May)

- **NON-REFUNDABLE PARTICIPATION FEE - \$300.00**
- Concert Band is for non-marching band members and consists of 9<sup>th</sup>-12<sup>th</sup> grade students.
- Attendance at all fall, winter, & spring rehearsals & performances is required.
- All students are encouraged to take private lessons.
- All students are highly recommended to participate in the KMEA Solo/Ensemble Festival each year and to audition for the JCPS All-County Honor Band & 1<sup>st</sup> Round All-State Band Auditions in October
- **All fees from the past must be paid in full to sign up or audition.**

## MARCHING BAND / COLOR GUARD

(May/June – October/November)

- **NON-REFUNDABLE PARTICIPATION FEE - \$700.00**
- **Extra Academic Credit!** All high school marching band students earn additional academic credit for participation.
- Attendance at all events is required including spring auditions and summer/fall rehearsals & performances.
- All Percussion Class and Color Guard members are **required** to participate in the Marching Band.
- **All fees from the past must be paid in full to sign up or audition.**

## PEP BAND

(December through March)

- **NO PARTICIPATION FEE**
- Required for all members of the Percussion Class and Marching Band.
- Enrollment in the Percussion Class, Symphonic Band, or Wind Ensemble class is required, although exceptions may be made for approved electric guitar & bass guitar performers.
- All related rehearsals and performances are required.
- All pep band students must perform at each of our designated pep rallies, regular & post-season games.

## JAZZ ENSEMBLE

- **NON-REFUNDABLE PARTICIPATION FEE - \$50.00**
- Participation is optional and by audition only.
- Enrollment in the Percussion Class, Wind Ensemble, or Concert Band classes is required, although exceptions may be made for approved piano, guitar, vocal, or string performers.
- All related rehearsals and performances are required.
- **All fees from the past must be paid in full to sign up or audition.**

## SUMMER BAND REHEARSALS

All summer band rehearsals are required for every Marching Band / Color Guard member. For a complete schedule of dates & times, please log on to our award-winning [www.ballardband.org](http://www.ballardband.org) website. Since all absences ultimately affect the overall success of our band, please remember to schedule vacations, doctor's appointments, summer camps, etc. around our summer band camp schedules.

### REQUIRED ITEMS FOR SUMMER REHEARSALS:

- |  |  |
|--|--|
| <input type="checkbox"/> Light-Colored Hat   | <input type="checkbox"/> UV Protection Sun Glasses                             |
| <input type="checkbox"/> Light-Colored Short-Sleeve T-shirt  | <input type="checkbox"/> White Socks   |
| <input type="checkbox"/> Light-Colored Shorts  | <input type="checkbox"/> Light-Colored Tennis Shoes                            |
| <input type="checkbox"/> Sunscreen & Insect Repellent  | <input type="checkbox"/> Drill Folder – <i>Band Camp</i>                       |
| <input type="checkbox"/> Pencils   | <input type="checkbox"/> Pep Band Flip Folder – <i>limited supply for sale</i> |
| <input type="checkbox"/> Personal Water Cooler – <i>For health reasons, please don't share drinks with others!</i>   | <input type="checkbox"/> Prescribed Medication                                 |
| <input type="checkbox"/> Supplies – <i>Sticks, Mallets, Mouthpieces, Reeds, Stick Tape, Flag Tape, Valve Oil, Slide Oil, Slide Grease, Cork Grease, etc.</i> | <input type="checkbox"/> Sack Lunch at Pre-Camp, Band Camp, & Post-Camp.       |
| <input type="checkbox"/> Music – <i>Band Camp</i>  | <input type="checkbox"/> Watch   |
| <input type="checkbox"/> Instrument/Guard Equipment – <i>Band Camp</i>   | <input type="checkbox"/> Personal First-Aid Items                              |
| <input type="checkbox"/> Music Folder – <i>obtained at Band Camp</i>   |  |

*DO NOT WEAR tube tops, bikini tops, high top shoes, sandals, flip-flops, slippers, boots, or clogs. Avoid wearing provocative, revealing, offensive clothing or clothing that contains drug or gang related words/ symbols. Failure to do so will result in the student receiving an unexcused absence as they will not be able to rehearse/perform that day.*

### ADDITIONAL ITEMS FOR SUMMER REHEARSALS:

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Tuner     | <input type="checkbox"/> Gatorade/PowerAde      |
| <input type="checkbox"/> Metronome | <input type="checkbox"/> Personal Hygiene Items |

## MARCHING BAND ALTERNATES

Since our staff presents a great deal of information for new students to learn during the summer and fall, selection as a marching band alternate is not a discredit in any way. Some members not used to the system of marching bands will take more time to get the hang of things than the veterans will. It might be well into the season before some students are ready to go onto the field and we do not want performers to be in a situation that is uncomfortable to them or the others around them. Marching Band alternates are handled on a case-by-case basis at the discretion of the director and staff members. Alternates must still attend all rehearsals and performances.

## SATURDAY CONTEST PRE-PERFORMANCE ATTIRE

Students are **required** to wear khaki shorts (or pants), a conservative black belt, light-colored tennis shoes, a white crew neck undershirt, and our official Ballard High School Band Shirt at all contests and many other band activities. We highly encourage all parents, family members, and other Ballard Band supporters to wear our official band shirt at these events as well.



## *WIND ENSEMBLE PERFORMANCE ATTIRE*

The purpose of defining the following information is to insure that the members of our wind ensemble represent Ballard High School and the city of Louisville, Kentucky with the utmost pride, professionalism, and excellence. The following concert items will be worn at all concert performances so please plan ahead when obtaining and/or purchasing these items.

### MEN

- Black Tux Jacket*
- Black Tux Pants*
- White Tux Shirt*
- Black Bow Tie*
- Black Dress Socks (long)*
- Black Dress Shoes (1<sup>st</sup> choice) or Black Marching Shoes (cleaned & polished)*
- No jewelry, bracelets, rings, dangly earrings, or facial jewelry will be worn.

### WOMEN

- Black Full-Length Dress** (ordered at the start of the school year)
- Black Dress Shoes (no sandals or open toe shoes please)
- No jewelry, bracelets, rings, dangly earrings, or facial jewelry will be worn.

## *SYMPHONIC BAND/PERCUSSION ENSEMBLE/ JAZZ BAND PERFORMANCE ATTIRE*

The specific attire for these ensembles will be a black dress shirt and black pants. If you have questions, please check with the ensemble instructor prior to each performance.

### EVERYONE

- Black Button-up Collared Shirt*
- Black Dress Pants*
- Black Dress Socks (long)*
- Black Dress Shoes (1<sup>st</sup> choice) or Black Marching Shoes (cleaned & polished)*

## *PEP BAND PERFORMANCES & ATTIRE*

### ATTENDANCE & PARTICIPATION

Attendance is required at each of our designated pep rally events, regular season games, & post-season tournament games. All Percussion, Marching Band/ Wind Ensemble students are required to participate in the BHS Pep Band. When the combined student enrollment of these two band classes total at least 80 students in a given year, the pep band may be split into “A” and “B” pep bands. Any student who attends all regular season Basketball Pep Band games will be eligible to receive Pep Band Award recognition at the spring band banquet.

### PERFORMANCE ATTIRE

Attire for **pep rally events & regular season games** is casual, but students are highly recommended to wear school colors and other spirit related clothing. The attire for **post-season tournament games** is the official Ballard High School Band Shirt, khaki pants, and a black belt.

## **STUDENT LEADERSHIP POSITIONS**

### ***Drum Major/Field Conductor***

This will be an auditioned position at the end of the spring semester. The position of drum major is a one-year position renewable by audition only. Anyone who auditions for drum major must have been a member in a high school marching band program for at least one year. Other than this one-year requirement, the position of drum major is not based on seniority. This means that seniors do not have a right to this position any more than a junior or sophomore does. The drum major is responsible for conducting many band rehearsals and performances. The drum major is responsible for assisting the director with physical exercises & warm-ups, musical instruction, and the teaching of marching fundamentals. The drum major must maintain a positive attitude and work ethic to generate that type of attitude and work ethic throughout the band. The drum major is one of the most visible students in a school's population and should be someone of moral character and loyalty to which such an honor is bestowed. Along with all of the attention that comes with the office, it is also a great responsibility. "Leadership by example" is the motto of this office. The drum major is someone who has a desire to do as needed for the good of the band – not the individual. Sometimes this means making unpopular decisions. The drum major will work to help others, set the work ethic of the band, and works closely with the directors and the Band Assistants. This office is not one for the teacher's "pet" – it is for that special individual who always works toward the betterment of the group through service.

### ***Leadership Team***

If needed, students may be chosen to serve as a member of the Leadership Team based on attitude, participation, and performance. Leadership Team members should always work toward excellence in the areas of service, support, fundraising, leadership, teamwork, behavior, performance, and dependability. Like the position of the drum major, Leadership Team members should be of great moral character and loyalty to which such an honor is bestowed.

Along with all of the attention that comes with the office, it is also a great responsibility. "Leadership by example" is the motto of this office as well. Leadership Team members should desire to do as needed for the good of the band – not the individual. Sometimes this means making unpopular decisions. Working in along with the drum major, Leadership Team members work together as a team to help others and set the work ethic of the band. This office is not one for the teacher's "pet" – it is for those special individuals that always work toward the betterment of the group through service.

## **WIND ENSEMBLE AUDITIONS**

All band students must *perform a live audition for Mr. Shepherd on Thursday, Aug. 13 and Friday, Aug. 14, 2015* for the 2015 – 2016 school year. Each student will be assessed on tone, intonation, pitch accuracy, precision, & style while performing ALL 12 MAJOR SCALES at Tempo quarter note = 112 (two octaves for woodwinds preferred) from the **Raymond C. Fussell Exercises for Ensemble Drill Book**. Students will also perform a selected excerpt that is designated by instrument and will be issued by the directors.

*Audition results should be posted August, 14<sup>th</sup> 2015*

## **HARDSHIP TRANSFERS**

Jefferson County students that live outside of the Ballard High School district and wish to attend Ballard High School *as a member of the band* should apply for a hardship transfer. In other words, if Ballard is not your “home school” and you wish to come to Ballard *to be a part of the band*, please consider the hardship transfer process as a means for coming to Ballard. The process begins in May of each year, it is easy to do, and it can go quite smoothly with the help of the directors. If you are interested in obtaining a hardship transfer to Ballard *to be in the band*, please notify us immediately 485-8964 or [paul.shepherd@jefferson.kyschools.us](mailto:paul.shepherd@jefferson.kyschools.us)) of your intent *to join the Ballard Band* so that we may assist you with this process. Next, obtain an official JCPS Student Application online and deliver it to Dr. Dwight S. Hoskins (485-3340) as soon as possible.

Once your application has been submitted, double check with Dr. Hoskins to see if the application was **RECEIVED AND FORWARDED** to Ballard. If so, check with the directors & the principal at Ballard (485-8206) to see if your application was **RECEIVED AND ACCEPTED** by Ballard. *Please be very, very patient with this process. Remember that this is a very large school district so it will take some time to complete the hardship transfer process.*

Please note that all hardship transfer students must maintain specific academic and behavioral standards in order to retain their status at Ballard High School each year. Failure to do so will result in withdrawal of the student’s hardship transfer status. ***Hardship transfer students are expected to continue participation in the band each year at Ballard unless otherwise approved by the directors.*** Failure to participate in the band in a given year may result in a withdrawal of the hardship transfer status, which means that the student must return back to his/her designated “home school”.

## **ALUMNI STATUS**

**ALUMNI STATUS** is the honorable distinction granted to band students that graduate from the Ballard Band program each year and to Ballard Band students that move (*not including transfers to other Jefferson County public schools*) prior to their anticipated graduation date. Alumni of the Ballard Band are always welcomed & encouraged to attend all official Ballard Band events as listed below. **ALUMNI STATUS IS NOT** granted to students that drop out of band early; however, parents or guardians of these students may be invited to serve for specific events. Only students that qualify for **ALUMNI STATUS** are permitted to serve as Ballard Band volunteers, workers, and representatives at our events. Simply put, if you quit band you **WILL NOT** earn the benefits of **ALUMNI STATUS** with the Ballard Band.

### **ALUMNI EVENTS** – *Alumni & Current Participants Only*

- |   |   |
|---|---|
| ✓ Alumni Dinners & Performances         | ✓ Football & Basketball Games   |
| ✓ Concert Band Performances & Festivals | ✓ Rehearsals  |
| ✓ Marching Band Contests & Exhibitions  | ✓ Fundraisers - Bruin Invitational, Churchill Downs, Fruit Sale, etc. |
| ✓ Band Camp Talent Show                 | ✓ Designated Field Trips  |
| ✓ Marching Band Preview Performance     |   |

### **PUBLIC EVENTS** – *All are encouraged as spectators in the audience!*

- |   |                    |
|---|--------------------|
| ✓ Concert Band Performances & Festivals | ✓ Football Games   |
| ✓ Marching Band Contests & Exhibitions  | ✓ Basketball Games |

### **PRIVATE BAND EVENTS** – *Current Participants Only*

Please note that many events throughout the year are exclusive to Ballard Band Family members and may include more than the following events as listed below.

- |  |                    |
|--|--------------------|
| ✓ Picnics, Parties, Dances, & Lock-Ins | ✓ Booster Meetings |
| ✓ Field Trips                          | ✓ All Other Events |

Please note that absences marked on this sheet are used for instructional planning purposes and may or may not be considered excused absences. For detailed information regarding excused or unexcused absences, please refer to the Ballard Band Handbook.

**Form 1 - 2015**

**Print Student Name** ----->

<b>Event</b>	<b>Date</b>	<b>Times</b>	<b>Available?</b>	<b>If "No", list the reason.</b>
<b>Pre-Camp</b>	20-Jul	9:00 am - 5:00 pm	YES or NO	
		9:00 am - 1:00 pm		
	21-Jul	9:00 am - 5:00 pm	YES or NO	
		9:00 am - 1:00 pm		
	22-Jul	9:00 am - 5:00 pm	YES or NO	
		9:00 am - 1:00 pm		
	23-Jul	9:00 am - 5:00 pm	YES or NO	
		9:00 am - 1:00 pm		
	24-Jul	9:00 am - 5:00 pm	YES or NO	
		9:00 am - 1:00 pm		
<b>Band Camp Week 1</b>	27-Jul	8:00 am - 8:00 pm	YES or NO	
	28-Jul	8:00 am - 8:00 pm	YES or NO	
	29-Jul	8:00 am - 8:00 pm	YES or NO	
	30-Jul	8:00 am - 8:00 pm	YES or NO	
	31-Jul	8:00 am - 8:00 pm	YES or NO	
<b>Band Camp Week 2</b>	3-Aug	8:00 am - 5:00 pm	YES or NO	
	4-Aug	8:00 am - 5:00 pm	YES or NO	
	5-Aug	8:00 am - 5:00 pm	YES or NO	
	6-Aug	8:00 am - 5:00 pm	YES or NO	
	7-Aug	8:00 am - 5:00 pm	YES or NO	
<b>Season: Week 1</b> Parent Preview Performance	13-Aug	3:00 pm - 5:30 pm	YES or NO	
	14-Aug	3:00 pm - 5:30 pm	YES or NO	
	15-Aug	9:00 am - 5:00 pm	YES or NO	
	15-Aug	6:00 pm - 7:30 pm	YES or NO	
<b>Season: Week 2</b> Game Performance	17-Aug	3:00 pm - 5:30 pm	YES or NO	
	18-Aug	3:30 pm - 6:00 pm	YES or NO	
	20-Aug	3:00 pm - 5:30 pm	YES or NO	
	21-Aug	3:00 pm - 4:45 pm	YES or NO	
	21-Aug	6:00 pm - 10:30 pm	YES or NO	
<b>Season: Week 3</b> Game Performance Saturday Mini-Camp	24-Aug	3:00 pm - 5:30 pm	YES or NO	
	25-Aug	3:30 pm - 6:00 pm	YES or NO	
	27-Aug	3:00 pm - 5:30 pm	YES or NO	
	28-Aug	3:00 pm - 4:45 pm	YES or NO	
	28-Aug	6:00 pm - 10:30 pm	YES or NO	
	29-Aug	9:00 am - 5:00 pm	YES or NO	

<b>Season: Week 4</b>	31-Aug	3:00 pm - 5:30 pm	YES or NO	
	1-Sep	3:30 pm - 6:00 pm	YES or NO	
	3-Sep	3:00 pm - 5:30 pm	YES or NO	
	4-Sep	3:00 pm - 5:30 pm	YES or NO	
<b>Season: Week 5</b> Game Performance	8-Sep	3:30 pm - 6:00 pm	YES or NO	
	10-Sep	3:00 pm - 5:30 pm	YES or NO	
	11-Sep	3:00 pm - 4:45 pm	YES or NO	
	11-Sep	6:00 pm - 10:30 pm	YES or NO	
<b>Season: Week 6</b> Marching Contest	14-Sep	3:00 pm - 5:30 pm	YES or NO	
	15-Sep	3:30 pm - 6:00 pm	YES or NO	
	17-Sep	3:00 pm - 5:30 pm	YES or NO	
	18-Sep	3:00 pm - 6:00 pm	YES or NO	
	19-Sep	<b>All-Day</b>	YES or NO	
<b>Season: Week 7</b> Game Performance Bruin Invitational	21-Sep	3:00 pm - 5:30 pm	YES or NO	
	22-Sep	3:30 pm - 6:00 pm	YES or NO	
	24-Sep	3:00 pm - 5:30 pm	YES or NO	
	25-Sep	3:00 pm - 4:45 pm	YES or NO	
	25-Sep	6:00 pm - 10:30 pm	YES or NO	
	26-Sep	<b>All-Day</b>	YES or NO	
<b>Season: Week 8</b>	28-Sep	3:00 pm - 5:30 pm	YES or NO	
	29-Sep	3:30 pm - 6:00 pm	YES or NO	
	1-Oct	3:00 pm - 5:30 pm	YES or NO	
<b>Season: Week 9</b> Marching Contest	8-Oct	3:00 pm - 5:30 pm	YES or NO	
	9-Oct	3:00 pm - 6:00 pm	YES or NO	
	10-Oct	<b>All-Day</b>	YES or NO	
<b>Season: Week 10</b>	12-Oct	3:00 pm - 5:30 pm	YES or NO	
	13-Oct	3:30 pm - 6:00 pm	YES or NO	
	15-Oct	3:00 pm - 5:30 pm	YES or NO	
	16-Oct	3:00 pm - 5:30 pm	YES or NO	
<b>Season: Week 11</b> Game Performance Marching Contest	19-Oct	3:00 pm - 5:30 pm	YES or NO	
	20-Oct	3:30 pm - 6:00 pm	YES or NO	
	22-Oct	3:00 pm - 5:30 pm	YES or NO	
	23-Oct	3:00 pm - 4:45 pm	YES or NO	
	23-Oct	6:00 pm - 10:30 pm	YES or NO	
	24-Oct	<b>All-Day</b>	YES or NO	
<b>Season: Week 12</b> Game Performance	26-Oct	3:00 pm - 5:30 pm	YES or NO	
	27-Oct	3:30 pm - 6:00 pm	YES or NO	
	29-Oct	3:00 pm - 5:30 pm	YES or NO	
	30-Oct	3:00 pm - 4:45 pm	YES or NO	
	30-Oct	6:00 pm - 10:30 pm	YES or NO	
<b>Season: Week 13</b> Midstates Championships	3-Nov	9:00 am - 5:00 pm	YES or NO	
	5-Nov	3:00 pm - 5:30 pm	YES or NO	
	6-Nov	3:00 pm - 5:30 pm	YES or NO	
	7-Nov	All-Day	YES or NO	

## Ballard High School Band Student Guidelines

### Attendance Guidelines

A student that is suspended from school will not be allowed to perform, practice, or travel with the band during his/her period of suspension. Also, the student will be placed on probation for the remainder of the school year. If another suspension is incurred, the student may be expelled from the band program.

#### EXCUSED ABSENCES

- ✓ Excused School Absences – *requires a note from the teacher/sponsor*
- ✓ Doctor’s Appointment / Extreme Illness – *requires a note from a doctor*
- ✓ Death in Family – *requires a note from a parent*
- ✓ Family Emergencies (fire, tornado, auto wreck, etc.) – *requires note from a parent*
- ✓ Religious Holidays – *requires a note from a parent*

#### UNEXCUSED ABSENCES-will merit a lower grade

- ✓ Suspension, Detention, or Saturday School
- ✓ Work, Birthdays, Homework Projects/Assignments, Driver’s Training/Tests, Other

### ALTERNATIVE ASSIGNMENTS:

Students that miss performances for unexcused and even excused reasons are encouraged to complete an alternative performance assignment and a written assignment within 5 school days of the absence to make up the performance grade in full. Students with an **UNEXCUSED ABSENCE** can earn their score by completing an **EIGHT-PAGE** research paper on a composer of their choice (*research materials must be documented, 1-inch margins, no graphics or pictures, double spaced, 12 font*). Students with an **EXCUSED ABSENCE** can earn their score by completing a **FIVE-PAGE** research paper on a composer of their choice (*research materials must be documented, 1-inch margins, no graphics or pictures, double spaced, 12pt font*). **Please note that if any portion of the paper is plagiarized, the student forfeits his/her right to any possible credits earned on both assignments.** Also, papers submitted by the same student from a previous year are not accepted. *It is the responsibility of the student to schedule to turn in the research paper within 5 school days. Failure to complete the assignments within the window of 5 school days will result in a performance grade of ZERO for the absence.*

### Behavioral Guidelines

- Smoking and the use of, distribution of, or possession of illegal drugs and/or paraphernalia will not be tolerated at any band or band-related function. Such behavior may merit an immediate parent/teacher conference and/or immediate removal from the band program.
- Fighting, disrespectful behavior, and other harmful actions toward band teachers, parents, students, and staff will not be tolerated at any band or band-related function. Such behavior may merit an immediate parent/teacher conference and/or immediate removal from the band program.

I have read and understand the expectations set forth in the Ballard High School Band Student Guidelines, Ballard High School Band Handbook, and Ballard High School Band Payment Agreement. By signing below, I agree to adhere strictly to each of these policies and guidelines. I also understand that failure to comply with these standards will result in the described disciplinary action.

PRINT Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary Public \_\_\_\_\_ **(NOTARY SIGNATURE REQUIRED)**

**Medical Release/ Field Trip Permission Slip 2015/16**

Ballard High School Band

PRINT Student Name \_\_\_\_\_

Student's Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mother/Guardian's Name \_\_\_\_\_

Father/Guardian's Name \_\_\_\_\_

Tel. Numbers: Mother (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Father (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Insurance Policy and Number \_\_\_\_\_

Hospital Preference \_\_\_\_\_

Is student allergic to anything doctors should be aware of? \_\_\_\_\_

Does the student have appropriate/mitigating medication? \_\_\_\_\_

Are there any special medical conditions that doctors should be aware of? \_\_\_\_\_

Is student currently taking any long-term prescribed medication? \_\_\_\_\_

Name(s) of medications \_\_\_\_\_

Other comments: \_\_\_\_\_

Emergency Phone Numbers: \_\_\_\_\_

Number: \_\_\_\_\_ Name/Relationship \_\_\_\_\_

Name/Relationship

Name/Relationship

In the event that I/we can not be reached, I/we grant members of the Ballard High School Staff and/or volunteers permission to take the necessary action in the event my child needs any medical attention and agree to hold harmless any individual concerning this medical treatment. In addition to this I give full permission for my child to be transported by JCPS school busses or common carrier transportation for all Ballard H.S. Band field trips.

Signatures of Parents/Legal Guardians:

Mother/Guardian \_\_\_\_\_ Father/Guardian \_\_\_\_\_

Date \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Notary Public \_\_\_\_\_ (NOTARY SIGNATURE REQUIRED)

IF THIS RELEASE FORM / PERMISSION SLIP IS NOT COMPLETED AND RETURNED TO THE BAND, THE STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN FIELD TRIPS, REHEARSALS, AND OTHER BAND ACTIVITIES.

**2015-2016 Ballard High School Band Payment Agreement**  
**MARCHING BAND / COLOR GUARD**

This contractual agreement is entered into between \_\_\_\_\_, as parent or legal guardian (hereinafter "parent/guardian"), student \_\_\_\_\_ (hereinafter "student"), and the Ballard Band Boosters (hereinafter "BBB"). In consideration for student being allowed the privilege of participating in the **2015-2016** Ballard High School (hereinafter "BHS") Marching Band / Color Guard, parent/guardian agrees to be personally responsible for, and liable for, making the following payments to the BBB, pursuant to the following payment schedule:

**Marching Band / Color Guard Fee: \$700.00 – NON REFUNDABLE (See Payment Schedule Below)**

**Checks made payable to BBB or BALLARD BAND BOOSTERS**

This fee includes some band camp meals, music, drill, props, uniforms, flags, percussion heads & some sticks/mallets, travel, instruction, and band trailer expenses.

<u>PAYMENT SCHEDULE-\$100.00 per month</u>		
June 19, 2015	July 24, 2015	August 21, 2015
September, 18 2015	October 23, 2015	November, 20 2015
	December, 18 2015	

Additional Expenses

Other equipment and/or fees that student will be responsible for, if applicable, include, but are not limited to: Marching shoes, Gloves, Rifles, Sabers, KMEA Fees for Solos & Ensembles, All-State audition fees, All-County fees, All-State fees, All-Star Marching Band fees, Morehead State University Clinic fees, additional Transportation and Food, Banquet Tickets, Jazz Band Ensemble Fees, Concert Attire Costs, and Winter Guard Fees.

I understand the above agreement and wish for student to participate in the BHS Marching Band. I understand that fees are **NON-REFUNDABLE** and that student is expected to participate in all BHS Marching Band activities, rehearsals and performances. Parent/guardian acknowledges that student is required to abide by and comply with all applicable rules and regulations, including those expressly set forth in the BHS Band Guidelines, contained within the BHS Band Handbook.

If for any reason my student voluntarily drops out of the BHS Band, or if at any time, the student is discharged from the BHS band due to disciplinary issues or any other reason, **all fees are still non-refundable and I am still responsible to continue with the payments as scheduled.**

This agreement must be signed, **notarized**, & returned with cash, check/money order, or credit card made payable to *BBB or Ballard Band Boosters* by **JUNE 19, 2015**.

**PRINT Student Name** \_\_\_\_\_ **Grade for 2015-2016 season** \_\_\_\_\_

**Name of Parent / Legal Guardian** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Phone#** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent / Legal Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Notary Public** \_\_\_\_\_ **(REQUIRED)** **Date** \_\_\_\_\_



MARCHING AND COLOR GUARD MEMBERS DO NOT FILL THIS FORM OUT

2015-2016 Ballard High School Band Payment Agreement
CONCERT BAND ONLY

This contractual agreement is entered into between \_\_\_\_\_, as parent or legal guardian (hereinafter "parent/guardian"), student \_\_\_\_\_ (hereinafter "student"), and the Ballard Band Boosters (hereinafter "BBB"). In consideration for student being allowed the privilege of participating in the 2015-2016 Ballard High School (hereinafter "BHS") Concert Band, parent/guardian agrees to be personally responsible for, and liable for, making the following payments to the BBB, pursuant to the following payment schedule:

Concert Band Fee: \$300.00 – NON REFUNDABLE (See Payment Schedule Below)
Checks made payable to BBB or BALLARD BAND BOOSTERS

Table with 1 column: PAYMENT SCHEDULE. Rows: \$100.00 no later than AUGUST 21, 2015 – NON REFUNDABLE.; \$100.00 no later than SEPTEMBER 18, 2015 – NON REFUNDABLE.; \$100.00 no later than October 23, 2015 – NON REFUNDABLE.

Additional Expenses

Other equipment and/or fees that student will be responsible for, if applicable, include, but are not limited to: Marching shoes, Gloves, Rifles, Sabers, KMEA Fees for Solos & Ensembles, All-State audition fees, All-County fees, All-State fees, All-Star Marching Band fees, Morehead State University Clinic fees, additional Transportation and Food, Banquet Tickets, Jazz Band Ensemble Fees, Concert Attire Costs, and Winter Guard Fees.

I understand the above agreement and wish for student to participate in the BHS Concert Band. I understand that fees are NON-REFUNDABLE and that student is expected to participate in all BHS Concert Band activities, rehearsals and performances. Parent/guardian acknowledges that student is required to abide by and comply with all applicable rules and regulations, including those expressly set forth in the BHS Band Guidelines, contained within the BHS Band Handbook.

If for any reason my student voluntarily drops out of the BHS Band, or if at any time, the student is discharged from the BHS band due to disciplinary issues or any other reason, all fees are still non-refundable and I am still responsible to continue with the payments as scheduled.

This agreement must be signed, notarized, & returned with a cash, check/money order, or credit card made payable to BBB or Ballard Band Boosters by AUGUST 21, 2015.

PRINT Student Name \_\_\_\_\_ Grade for 2013-2014 season \_\_\_\_\_

Name of Parent / Legal Guardian \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone# \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent / Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary Public \_\_\_\_\_ (REQUIRED) Date \_\_\_\_\_

*Please print or type information clearly.*

Ballard Band Boosters 2015-2016

**The Ballard Band Boosters is a non-profit 501c3 organization of volunteers created for the purpose of supporting Ballard High School's Concert, Jazz, Marching, Percussion, & Color Guard programs.**

The Ballard Band program has a tradition of excellence that requires a great deal of financial support. A factor in keeping BBB costs to you as low as possible is the involvement of parents supporting the BBB with their time, talents and resources.

*Thank you in advance for your volunteer efforts on behalf of the BBB and the band students!*

BALLARD BAND CONTACT INFORMATION		
STUDENT		
Name:		
Date of Birth:	Grade:	Home Phone:
Cell Phone:	E-mail:	
Address:		
City:	State:	ZIP Code:
Mother/Guardian 1		
Name:		
Home Phone:	Work Phone:	Cell Phone:
E-mail1:		
E-mail2:		
Address:		
City:	State:	ZIP Code:
Place of Employment:		
Father/Guardian 2		
Name:		
Home Phone:	Work Phone:	Cell Phone:
E-mail1:		
E-mail2:		
Address:		
City:	State:	ZIP Code:
Place of Employment:		

**Churchill Downs Fundraiser - Select Your Days**

\_\_\_\_\_ Student \_\_\_\_\_ Parent

For each band student, a minimum of two (2) shifts need to be worked. Workers must be age 16+.

**Parent** \*\* Thursday is critical!!

**Student**

<input type="checkbox"/>	Saturday-April 30 2016	<input type="checkbox"/>	Saturday-April 26 2016
<input type="checkbox"/>	Thursday-May 5 2016	<input type="checkbox"/>	Friday-May 2 2016
<input type="checkbox"/>	Friday-May 6 2016	<input type="checkbox"/>	Saturday-May 3 2016
<input type="checkbox"/>	Saturday-May 7 2016	<input type="checkbox"/>	

**Bruin Invitational (Sept 28, 2013: 7am to 10:30 pm) – Parents Select Your Shift**

Full Day                       1<sup>st</sup> Half of the Day                       2<sup>nd</sup> Half of the Day

**Other Band Support – Select Two** Parent Name: \_\_\_\_\_

Place an "X" in the Chairman column or the Helper column for each activity below.

Activity	Chairman	Helper
End of Year Band Banquet		
April/May Work at Churchill Downs		
Prepare & Bring Food for Special Events		
Fall Fruit Sale		
Fall Bruin Invitational – Band Competition		
Coordinate the sale of Kroger Cards		
Assist with Middle School Day		
Marching Band Pit Moms & Pops		
July/August Band Pool Party		
Coordinate the Sale of Qdoba Coupons		
Fall Senior Night		
Spirit Wear		
Clean, Organize and Fit Band Uniforms		

Band Booster Board of Directors	President	
	Vice President	
	Recording Secretary	
	Treasurer	
	Fund Raising	
	Communications/Newsletter	
Student Grade Representative	Grade →	



# 2015-2016 Alternate Payment Plan Ballard Band Boosters

I, \_\_\_\_\_ have discussed my situation with Mr. Paul Shepherd,  
(Parent/Guardian Name)

Director of the Ballard High School Band, and hereby agree to payments totaling \$ \_\_\_\_\_ for  
(Payment Total)

the 2013-2014 school year for \_\_\_\_\_ according to the following schedule:  
(Student Name)

\$ \_\_\_\_\_ paid \_\_\_\_\_

\$ \_\_\_\_\_ paid \_\_\_\_\_

\$ \_\_\_\_\_ paid \_\_\_\_\_

\$ \_\_\_\_\_ paid \_\_\_\_\_

\_\_\_\_\_ paid \_\_\_\_\_

\$ \_\_\_\_\_ paid \_\_\_\_\_

\$ \_\_\_\_\_ paid \_\_\_\_\_

(100% must be paid by this date)

Payments should be put in a specified envelop and dropped in the money box in the band room.  
**OR**  
Mailed to:  
Ballard Band Boosters  
6915 Windham Pkwy  
Prospect, KY 40059

I have read and understand that I am responsible for the non-refundable payments listed above. I agree to payments listed above with cash, checks, or money orders payable to the **Ballard Band Boosters** or the **BBB**.

**The party responsible for payment of band expenses should complete the following information.**

Signature of Responsible Party \_\_\_\_\_ Print Name \_\_\_\_\_

Print Student(s) Names \_\_\_\_\_

Billing Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Email address to use for Band E-statements, etc: \_\_\_\_\_

**REQUIRED NOTARY PUBLIC SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_**

Please deliver this fully completed & notarized form directly to Mr. Shepherd along with the first payment as listed above. Subsequent payments must be sent directly to the Ballard Band Boosters at  
**6000 Brownsboro Rd, Louisville, KY 40222**



**KEEP ME!**

# 2015-2016 Payment Dates

Keep this form for your  
own records

Marching Band/Color Guard

- June 19, 2015 \$100.00
- July 24, 2015 \$100.00
- August 21, 2015 \$100.00
- September 18, 2015 \$100.00
- October 23, 2015 \$100.00
- November 20, 2015 \$100.00
- December 18, 2015 \$100.00 *(100% must be paid by this date)*

Payments should be put in a specified envelop and dropped in the money box in the band room.

**OR**

Mailed to:

Ballard Band Boosters  
6915 Windham Pkwy  
Prospect, KY 40059

Concert Band ONLY

- June 19, 2015 \$100.00
- September 18, 2015 \$100.00
- October 23, 2015 \$100.00 *(100% must be paid by this date)*

Alternative Payment Plan

\$ \_\_\_\_\_ paid \_\_\_\_\_

\$ \_\_\_\_\_ paid \_\_\_\_\_

\$ \_\_\_\_\_ paid \_\_\_\_\_

\$ \_\_\_\_\_ paid \_\_\_\_\_

\_\_\_\_\_ paid \_\_\_\_\_

\$ \_\_\_\_\_ paid \_\_\_\_\_

\$ \_\_\_\_\_ paid \_\_\_\_\_

*(100% must be paid by this date)*