



**Policy & Procedures
Guide/Handbook
2018-2019**



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Hillgrove High School Bands

General Band Program Information

Hillgrove Bands

Established August 2006 as a new school, we began our commitment to excellence and support of our band students. We continue to grow, and as of this year we are the largest band program in Cobb County School District. With over 300 concert band students, as well as 25 color guard students, we boast over 325 students in our band program.

Physical Address:

4165 Luther Ward Road, Powder Springs, GA 30127

678-331-3962

www.hillgroveband.com

Band Directors:

Patrick Erwin, Director of Bands

hillgroveband@gmail.com

Brianna Slone, Assistant Director of Bands

brianna.slone@cobbk12.org

Bobby Crosby, Assistant Director of Bands

bobby.crosby@cobbk12.org

Band Staff:

Chris Romanowski, Percussion Director

hillgrovedrums@yahoo.com

Bobby Crosby, Assistant Percussion

bobby.crosby@cobbk12.org

Mary Romanowski, Colorguard Director

hillgroveguard@gmail.com

Scott Beck, Artistic Director

Megan Baker, Colorguard Assistant

Lori Sweet, Operations Manager

hillgrovebandops@gmail.com

Communications: Website, Email, Facebook, etc

Communications are distributed often with supplemental information being provided as necessary. We work diligently to provide reminders and information regarding concert band, marching band, and a host of other opportunities for our band collective. The main band calendar is posted on the band website and is updated regularly. You have the option to sync to the calendar via Charms and we encourage you to do this so that any revisions or updates are automatically uploaded to your phone and/or device.

Mandatory Reporter Law:

Georgia law §19-7-5(a) mandates reports of suspected child abuse by school employees. Mandatory reporting of abuse is intended "to cause the protective services of the state to be brought to bear on the situation." and the law "shall be liberally construed so as to carry out the[se] purposes." All school district employees and volunteers under the law are mandatory reporters. Please review details/FAQ's on the CCSD website here:

<http://www.cobbk12.org/childabuserreport/>

Background Checks:

All chaperones, transportation crew, and other volunteers who are regularly with, or near, band students must fill out a background check form and go through the process with CCSD. For a form please see one of the Band Directors, Mrs. Sweet, or Chaperone Chair. Results are given to Mr. Erwin, and this information is kept confidential.

Booster Information and Policies per CCSD:

As a booster club operating in support of an activity on campus, we must comply with Hillgrove High School's Administration as well as Cobb County School District's rules and regulations. There is a host of information, forms, and responsibilities that our boosters are held accountable for.

CCSD's Booster Organization Resource Guide is online here:

http://www.cobbk12.org/centraloffice/studentssupport/CCSD_Booster_Resource_Guide.pdf

CCSD's Athletic page with other information is online here:

<http://www.cobbk12.org/centraloffice/athletics/>

CCSD's District Administration Rule (LEC—R Booster Organizations) is online here:

<http://www.cobbk12.org/centraloffice/adminrules/L/LEC-R.pdf>

Hillgrove High School's Booster Club Handbook is online here (2015-2016):

<https://s3-us-west-2.amazonaws.com/sportshub2-uploads-prod/files/sites/376/2018/08/01122843/HHS-Booster-Club-Notebook-2018-19.pdf>



Hillgrove Band Booster Association

Our Band Booster was established the second year Hillgrove was open. Operating as a 501C3 nonprofit organization, our boosters are a critical pillar of support for our band program. The Booster Club operates under CCSD guidelines as well as Hillgrove High School Booster rules and regulations. The Boosters are here to “boost” our program by providing financial support, as well as chaperones, committee chairs, officers and numerous volunteers, to ensure the band program can provide a positive experience and opportunity for all of our band students.

Mailing Address: Hillgrove Band Boosters, 3600 Dallas Highway, Suite 230-155, Marietta, GA 30064

Officers:

Alison Barber, President	hillgrovebandpres@gmail.com
Rebecca O’Kelley, VP of Fundraising	fundraisinghbba@gmail.com
Kathy Layberger, VP of Finance	hbbafinance@gmail.com
Amy Smith, VP of Special Events	hbbaevents@gmail.com
Suzanne Baseman, Treasurer – Accts Receivable	hbbatreasurerAR@gmail.com
Jason O’Kelley, Treasurer – Accts Payable	hbba.acctspay@gmail.com
Debbie Heininger, Secretary	hbba.sec.hospitality@gmail.com

Our Team Leaders this year (details/contact info located on our website):

Hospitality:	Debbie Heininger & Rebecca O’Kelley
Transportation:	Kyle Smith
Props:	Bobby Barber
Chaperones:	Scott Miller
Uniforms:	Marching Band – Anne & Devin Gordon
8 th Grade:	Becky Grove
Webmaster:	Jeremy Waite
Alumni Relations:	Leanne Sheffield & Penny Boyett
Guard:	Lisa Krusemark
Photos:	Karen Hodges
Scrip:	Michele Arrowood

Booster Meetings:

Band Booster Meetings are held quarterly, and we have at least 4 scheduled throughout the year. Important information is shared at these meetings including financial updates, special announcements, current & upcoming events, committee chair updates, as well as other information. It is important to attend these meetings so that you know what is happening in your band program.

Booster Parent meetings for 2018-19:

August 13, 2018 at 6:30 pm

September 18, 2018 at 6:30 pm

January 15, 2019 at 6:30 pm

April 23, 2019 at 6:30 pm

Additional meetings can be called/scheduled if needed.

Band Booster Committees:

Parents who serve as Team Leaders, and who serve on these teams as volunteers, are a critical part of our program. We require many hands to ensure our band program has the support it needs. Our main team groups are listed below, with a description of what each one is responsible for. This information can be revised as needed to continue supporting our active program.

Hospitality:

Our hospitality team handles a variety of services and events each year. They plan over the summer to prepare schedules and dinners for summer band camp, Friday meals (football game day), and assist with marching band competition meals. They also help with meals for concert band camp (held in February), and LGPE when needed due to our performance schedule (held in March). Sometimes there are special hosting opportunities or celebrations throughout the year as well. This committee begins preparing in the summer and works continuously throughout the year as needed.

Transportation:

Our transportation team begins planning over the summer for the upcoming marching band season and will also assist with special events and concerts throughout the year including moving equipment for LGPE (in March) and for our spring concert in May (at The Mable House). This committee will move/set up equipment for marching band for home football games, move equipment needed for away football games, load and unload the semi-trailer for marching band competitions, and will also assist with other events as needed for the band program throughout the year.

Chaperones:

Our chaperone chair works all year to support our band program. They will train new chaperones, manage sign-ups for help with marching band practices throughout the season, provide chaperones for every football game (sign-ups taken from the group for this), provide chaperones for marching band competitions (chosen by chair and band directors), and also provide chaperone team support for our concert band camp in February, chaperones for LGPE in March, and support of any other special events where chaperones are needed to help us with students. Our chaperone group is a great group of band parents who we rely on to help us keep our students safe.

Uniforms:

Marching Band – our marching band uniform team will outfit the marching band students during summer band camp, and will tag and process uniforms for students to wear. Chair and committee members will pull out uniforms on Fridays before football games for students to dress, help students with any uniform needs they have, handle disbursement of gloves (and maintain record for student account billing of them), and ensure spare uniform parts are available for competitions that will travel with us. The leader will also head up a schedule and help with washing of uniforms regularly throughout the season, and again post-season so that uniforms can be placed back into storage for next year's season.

8th Grade Coordinator:

This leader will coordinate and be onsite for “Band Aids” (football games), as well as coordinate 8th grade night. Both activities are held during marching band season. Having 8th grade students join us as a “Band Aid” gives them an opportunity to see what it’s like to be in our marching band, and they will also help with items for the band throughout the evening. 8th Grade Night is a special event whereby we invite these students to join us for a specific football game night and have pizza with us before the game, receive a special t-shirt, and network with our awesome band students. Schedule and sign-ups for both of these opportunities are provided early in our marching band season to the 8th grade band directors at Lovinggood and Lost Mountain, and also distributed to the parents who are included in the Charms database.

Band Banquet:

Held at the end of the school year in May, our band banquet is a well-attended event where we have dinner, awards are given, staff is introduced, and the next year’s marching band show is announced. Our seniors are given a tribute and recognized for their tenure in our program. It’s a great event where we celebrate all the accomplishments for our year together. Leader will book facility, recruit parents to help, ensure invitations are printed and distributed to students, staff, and special guests, and plan the menu and other items needed for this special night. A committee of band parents will help support the chair, especially for setup, cleanup and check-in.

Webmaster:

Updates and posts/changes will be made to our band website as needed. Most work is accomplished over the summer, and regular updating happens as needed throughout the year. Our current band website is setup in WordPress, and the Charms calendar is updated by our band directors and/or our Operations Manager.

Alumni Relations:

Updates and keeps our band alumni in the loop and encourages them to stay in touch (and involved!). Band alumni includes our previous band parents, as well as our band students. This group runs our cookout at the end of summer band camp including setup, cooking hot dogs, and running the food for the evening. We also ask them to help us with the drink booth at Taste of West Cobb, and encourage them to attend football games, competitions, and concert band performances throughout the year. Having band alumni support helps build our program so that we are strong and have that extra layer of support that is sometimes needed. Once a band parent, always a band parent!

Other teams are added, or current ones are revised, each year based on the need we anticipate to support our growing band program. We encourage our band parents to be active and help us by volunteering. It’s a great way to make friends, get to know fellow band parents, and understand all the things we do each year.

Fiscal Responsibilities and Information

Hillgrove Band Boosters Association, Inc. is a registered 501C3 nonprofit with the IRS, and is incorporated and registered in Georgia with the Secretary of State's Office. We are a band booster group that works to "boost" our band program by providing both financial and physical assistance to the program. The booster club works directly with the band directors, at their direction, and under the guidelines of Cobb County School District and Hillgrove High School Administration.

Our main operating year runs from June 1st – May 31st, which is our fiscal year with the IRS, our budget year, as well as the term of office for elected officers and appointed committee chairs. For additional information please see our bylaws, which are posted on our website at www.hillgroveband.com or contact an officer for additional information.

June is our transition month to close out the previous year and reset information for the upcoming year. We strive to complete year-end by mid-June so that we can upload incoming freshmen information and ensure proper information is posted on student ledgers for correct tracking of funds.

Our budget is adopted by our band membership at the spring HBBA meeting and financial updates and details are shared at each HBBA general meeting throughout the year. If, at any time, you have questions or concerns please contact either our booster president and/or treasurer to schedule a meeting.

Good Standing Status

To have an opportunity to participate in elective trips and events that are over and beyond classroom work and required performances, band families are expected to be in "good standing" status with our boosters. This means concert band fees, marching band fees, and any outstanding charges owed are current with our booster organization.

Senior Clearance

At the end of the year, seniors must be cleared for graduation. To be cleared, students must return county owned equipment/instruments, and be financially cleared with our boosters (no outstanding funds due for payment of items received), as well as any other mandated requirements per CCSD/Hillgrove High School. The band directors are responsible for senior clearance, and any outstanding items for students will be given to these families several days prior to the deadline.

******FRANCE TRIP – Important Details**

This is a trip year for us which means we will march in additional parades and also have after-school rehearsals starting by January to prepare. Optional trips, such as this one, are at the expense of the student. Students who are signed up and paid to travel on optional trips are required to be "in good standing" to be cleared to participate. This means all concert and marching band fees are paid, and there is no outstanding balance due to our band boosters. This requirement helps us protect the integrity of our band booster and the fiscal accountability they have for our program.

CONCERT BAND INFORMATION:

This year we will provide 4 concert bands for our students throughout the school day. They are:

- 1st block: Symphonic II
- 2nd block: Symphonic I
- 3rd block: Wind Symphony
- 4th block: Concert Band

Concert Band Fees:

Concert band fees are collected from every band member's family to help offset the band operating costs that are not covered by the school district. Each band family is automatically a member of the Hillgrove Band Booster Association.

Fee Schedule:

- Fall 2018 Due by September 1st
- Spring 2019 Due by February 1st

*Please see your class syllabus for the specific details of how much your concert band fees are. Each band has different specifications and amounts due.

Fees for Fall semester pay for costs associated with class that covers music, instrument repairs, payroll for support staff, sectional coaches, and many other expenses the school district does not financially cover.

Fees for Spring semester pay for costs associated with concert band camp in February (mandatory for all concert band students), staff, spring concert expenses (The Mable House concert), as well as many other expenses the school district does not financially cover.

Concerts:

There are concerts throughout the year and they are a mandatory part of concert band class. The schedule is posted online on our Charms calendar. There are typically a couple of concerts during Fall Semester which includes our big winter concert in December, and 2 during Spring Semester which includes LGPE in March and our final special concert in May. If you have difficulty making any of these concerts, please contact the band director.

MARCHING BAND INFORMATION:

The Hillgrove Marching Band is an extracurricular activity that performs at all football games, as well as marching band competitions (and periodically parades or other special events). Practice and competitions are mandatory, and if any marching band activities are missed, a request to be excused must be submitted (this includes illness – form is online). Any unexcused absences result in consequences that are left to the discretion of the band directors.

A marching band contract (commitment form) must be filled out and submitted by the end of spring band camp, along with a \$200 deposit. Fee schedule for marching band is:

\$200 due by end of spring camp
\$200 due by end of June
\$200 due by end of July
\$200 due by end of August
\$200 due by end of September
\$1,000 total due*

If you need financial assistance, please fill out that portion of the commitment package and submit as soon as possible (due by end of spring band camp 2018). Decisions regarding financial assistance are at the discretion of the band directors.

Other information contained in the marching band package include attendance policy, required items for marching band (blacks, MTX's, etc.), attendance consequences, rehearsal/performance schedule, band fee schedule, projected fundraisers, and necessary forms that must be completed.

Marching band students will wear uniforms at most football games (we attend and play at all games including playoff games), competitions, and any other formal activities added to the schedule. Uniforms are assigned and remain at school. There is no eating in uniform – only water is allowed.

The 2018-19 Marching Band Competitions include:

October 6 th	JSU BOA	JSU Campus, AL
October 15 th	Cobb Marching Band Exhibition	McEachern HS
October 20 th	Georgia State Competition	Downtown Atlanta
October 27 th	Bands Of America - Atlanta	McEachern HS

Marching band is an extra-curricular activity and therefore all CCSD rules and policies are in force to govern students. Any behavior issues or other problems will be handled by the band director/school administration.

WINTER GUARD:

Winter guard is an extra-curricular activity for our guard students, and tryouts are typically held in November (once marching band competitions are complete). Practice begins in December, and the season begins January/February. SAPA Championships are typically end of March/beginning of April, which concludes the season. This is an indoor guard activity for winter, and many of our color guard students also participate in winter guard. There are practices in the evening during the week and competitions are normally on Saturdays.

Typical fees are \$750 per year, with a fee schedule of:

December	\$200 (with commitment contract)
January	\$200
February	\$200
March	<u>\$150</u>
	\$750 Total Due

PERCUSSION AND DRUMLINE:

Percussion and drumline groups practice throughout the year, and this schedule is set by our percussion director. Most practices occur on Tuesday and Thursday evenings, and a commitment is needed to be included in these groups.

There are sometimes other opportunities for these groups to perform throughout the year. Our drumline has performed at the Cobb Schools Foundation Golf Tournament for opening ceremonies, the Teacher of the Year breakfast, and also was awarded 3rd place in the Atlanta Falcon's drum-off in 2014 and 2016.

OTHER INFORMATION

We have a large band program with a challenging schedule. We work hard to communicate regularly and share information as much as possible. There are many opportunities to help, lots of fundraising activities to participate in to help offset band fees (for both concert and marching bands).

Communications:

We use Charms to keep track of students in our program. This also allows us to have a database so that we can share communications, emails, newsletters and special announcements with everyone as needed. Our boosters send out information regularly, and our band directors use this to inform students and parents of any important information that needs to be shared. Please ensure your information is complete so that you are included and receive what is distributed.

We also use Facebook and have a closed Hillgrove Band Facebook group – as well as a Guard group, and groups for our student leadership. If you are on Facebook, please send a friend request for the Directors to add you. Our main Hillgrove Band Facebook page is "*Hillgrove High School Bands*" and our main Hillgrove Guard page is "*Hillgrove High School Color Guard and Winter Guard*".

"Remind 101" is a texting program the directors use to send out last minute info including returning to school from football games, marching band competitions, and other events throughout the year. Make sure you sign up! Info/details are distributed by the Directors at the beginning of the school year. If you need this information, please contact a band director.

Website – we have a band website that is updated regularly. It is overhauled during the summer and updated as needed during the school year. Check our website for band program info, forms to be excused from band commitments, calendar dates, forms and many other items. www.hillgroveband.com

Band Operating Expenses:

Student band fees (both marching band and concert band) are shared each year, and monthly student ledger statements are distributed. We also provide numerous fundraising activities each year and hold a few “general fund” fundraisers to help us with the financial commitment needed to support our band program. Most of what our band program does is not financially supported by our school district - instrument repair, purchase of music for students to play, payment of band staff and sectional coaches, marching band expenses and many other items – all of these items require financial assistance and support. Our band boosters are a 501C3 that are current and in good standing with the IRS. The booster sends quarterly financial reports to our Hillgrove Athletic Director and shares financial information at each booster parent meeting. They also file a yearly 990 with the IRS and are incorporated in Georgia through the Secretary of State’s office. Financial support is critical to our band program and ensures a strong program for our students.

The band boosters operate within a budget which can be obtained at the band booster meetings or by contacting the current officers. Our officers are happy to meet and review our budget and answer any questions you may have.

Fundraisers:

HBBA offers numerous fundraisers each year, especially the first semester of school. Any student in the band program – both concert and marching band – are encouraged to participate to help offset fees. The calendar of fundraisers, deadlines, and other information is distributed regularly via email; announced in class to students with details; and also located on the band website at <http://www.hillgroveband.com/hbba/fundraisers/> .