



# POWAY HIGH SCHOOL INSTRUMENTAL MUSIC PROGRAM 2008-2009 STUDENT HANDBOOK

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**Note:** Forms A – F are online as separate documents to be printed and filled out and can be handed in at registration.

The Poway High School Music Program Student Handbook is updated annually in June by the PHS Music Boosters in conjunction with the Music Directors. For the most current information regarding the Music Program, please check [www.PHSMB.com](http://www.PHSMB.com)

## A MESSAGE FROM THE DIRECTOR

*Welcome to the Poway High School Instrumental Music Program!*

The Instrumental Music Program at Poway High School (PHS) has consistently been recognized as one of the leading music programs in the United States. As a PHS Music Program student, you will enjoy a rich, rewarding, and varied experience in music with membership in one or more of our ensembles that include: The Emerald Brigade, Wind Symphony, Wind Ensemble, Concert Band, Symphonic Band, Jazz Ensemble, Color Guard, Percussion, and Orchestra. Other specialty programs may also develop over the course of the school year.

Participation in our Concert Ensembles is the lifeblood of the Music Program at Poway High. It is the most effective vehicle to promote our program’s main goal: A lifelong appreciation of the arts for all students.

The Emerald Brigade, an integral part of this program, is one of the most respected and admired high school marching bands in the United States. Students find that they are involved in a campus organization that provides immediate identity, purpose and pride.

The PHS Music Program encourages and promotes academic excellence. Music performances and rehearsals are compatible with the student’s academic responsibilities. The Music Program prides itself on the academic achievements of its members. Many PHS Music Program graduates have been accepted to the most prestigious universities in the nation. Music Program students are also encouraged to participate in sports or clubs on campus and find that they are often leaders in those activities as well.

The PHS Music Program is a busy and exciting organization. Our members are involved in concerts, trips, contests and athletic/social events. The Music Program has a rich tradition of excellence and we welcome you as part of that tradition.

This Student Handbook is intended as a guide for all students, and their parents, involved in the program. I hope that the following information will answer many basic questions about our activities, traditions, responsibilities, and procedures for rehearsals and performances.

I would also like to stress the importance of parents’ participation with the PHS Music Boosters. The Boosters, through the volunteer support they provide, are the backbone of our program. Being active in the Boosters is also the best way to support your student while staying involved and up-to-date on their musical development.

Welcome aboard,

Mike Cook  
 Director

## PHS MUSIC BOOSTERS

The PHS Music Boosters (PHSMB) organization consists of the families and friends of all instrumental music students at Poway High School. Working closely with the Music Directors, the Boosters provide operational and financial support for all instrumental music groups in the areas described below.

### Operational Emerald Brigade Support

Chaperones supervise students at home games and on road trips.

The Equipment Crew maintains/loads equipment, drives the Uniform Trailer and Instrument Truck, sets up the percussion pit, and builds props.

The Uniform Trailer staff fits students and maintains uniforms.

### Planning Activities For Students

Trips are planned for marching band, color guard, concert bands, percussion, jazz ensembles, and orchestra.

Awards Nights are held each year in June.

### Hosting Music Events

The Poway Invitational Field Tournament is held each October. This is a regulation tournament with full judging, and is a major source of revenue for the Music Program.

The Poway Music Pre-Festival and Festival are held each spring for concert group competitions.

The Poway Jazz Concert is for area jazz ensemble competitions.

### Financial Management For The Program

Student Accounts are managed by the Boosters to provide financial support to music families.

Music Fees are collected from ALL instrumental music students (Band, Marching Band, Color Guard, Orchestra, Winter Guard, Winter Percussion).

All Music Program funds are administered by the Booster Treasurer.

### Fundraising To Help Offset Band Fees

The Rehears-a-Thon allows students to solicit financial sponsors for this event.

The Recycling Program provides a major source of income to Music Program students.

The SCRIP Program earns benefits for both students and the Music General Fund.

Other periodic fundraisers include Restaurant Fundraisers, Entertainment Books, Holiday Gift Wrap, Poinsettia Sales and Tupperware sales.

### Communication Links To Music Families

The website [www.phsmb.com](http://www.phsmb.com) provides up-to-date information on all PHSMB music events.

The email distribution list allows for important messages to be sent directly to parents.

The Student Handbook is updated yearly and posted online.

Freshmen Parent Orientation is offered during Band Camp to introduce new parents to the marching program.

Monthly Booster Meetings are held to discuss upcoming activities and solicit parent volunteers.

### Encouragement For Music Students

Emerald Brigade Merchandise is available on-line and at Thursday evening rehearsals. Items include shirt, jackets, hats, bumper stickers, etc.

Boosters often sit together as a group at marching competitions to display a "sea of emerald green."

Booster parents are encouraged to attend Thursday Night marching rehearsals during marching season both to support their students and visit with other parents.

The Music Boosters consists of enthusiastic and dedicated volunteers. All parents are automatically Booster members once their students' Music Fees are paid. Parent volunteers are needed for a variety of activities ... while some positions may have responsibilities throughout the year; most volunteer opportunities are on a one-time or short-term basis. Your participation is encouraged, welcomed and vital to maintaining the high caliber instrumental music program at Poway High School.

### Monthly Meetings

PHSMB General Membership meetings occur the 2<sup>nd</sup> Tuesday of each month at 7:30 P.M. Check the website for schedule updates.

The PHSMB Administrative Board meets the 2<sup>nd</sup> Tuesday of each month at 6 P.M. through the school year.

**Cathy Bencivengo**  
**President, PHSMB**

## PERFORMANCE GROUPS

The main emphasis of the Poway High School Instrumental Music Program is on musicianship, tradition, morale, spirit, and loyalty. It is the pride of a job well done and the accomplishments achieved that make the effort and sacrifice worthwhile. During the Fall Semester students will be in one of the Music classes below and in one of the PhysEd classes if you elect to be in the Emerald Brigade. You may also participate in any of the electives that suit your talents and interests.

**Concert Groups.** In the spring, the band is divided into several smaller performing groups based on ability. They are Symphonic Band, Concert Band, Wind Ensemble, and Wind Symphony. During the spring semester, these groups perform individually in music festivals and in scheduled concerts.

**Orchestra** is a string ensemble for fall semester and a full orchestra including wind and percussion from Wind Symphony for spring semester. The Orchestra has its own performance schedule during the year and often performs at venues such as Disneyland.

MUSIC PROGRAM COURSE OFFERINGS		
CLASSES	FALL SEMESTER	SPRING SEMESTER
Music:	Freshman Band	Symphonic Band
	Concert Band	Concert Band
	Percussion Inst. Ens.	Wind Ensemble
	Wind Symphony	Wind Symphony
	Orchestra	Orchestra
Phys Ed:	Marching PE	---
	Marching PE - Tall Flags	Tall Flags-Winter Guard
Electives:	Pep Band	
	Jazz A/B Ensembles	Jazz A/B Ensembles
	Chamber Ensemble	Chamber Ensemble
	Percussion Ensemble	Percussion Ensemble

**Emerald Brigade** consists of the Marching Band and the Color Guard join together during the fall season to perform at all home football games, local parades and in numerous competitions throughout southern California. In addition, they sometimes perform at concerts and events that meet the promotional goals of the program. **Enrollment in fall/spring Concert Groups is a pre-requisite for Emerald Brigade participation.**

**Color Guard and Winter Guard** are a part of the Emerald Brigade during the fall marching season, has an additional competitive season (Winter Guard) during the winter and spring. Winter Guard performs in circuits in San Diego and Riverside and travels to competitions in San Francisco.

**Pep Band** is composed of musicians who play at football games following the half-time field show by the full Emerald Brigade. Pep Band is an additional 6 1/2 period class which meets in the fall.

**Jazz Ensembles** are several ensembles that are formed based on ability level which is determined through

tryouts in the fall. Jazz ensembles meet twice a week after school as a 6 1/2 period class. During spring semester, they participate in scheduled jazz competitions and concerts.

**Chamber Ensemble** is an elective class that provides an opportunity for Orchestra and Band students to play together in an intimate environment. Select compositions specifically for small groups are explored.

**Percussion Ensemble** is an extension of both the marching and concert programs, the Percussion Ensemble is a percussion group that competes throughout the winter and spring. The award winning Percussion Ensemble competes in a Southern California circuit. The group is open to all percussion students, as well as music students dedicated to learning the art of playing percussion instruments. Enrollment in an instrumental music class is a pre-requisite

## MUSIC STUDENT RESPONSIBILITIES

As members of the very prestigious and successful Poway High School Music Program, we have earned various honors and titles through impressive performances and musical contribution to the community. With these honors and privileges come several areas of responsibility:

### Responsibility To The School

Music Program students have a responsibility to follow school rules (as described in the current PHS Student Planner) and be representatives of the entire Poway High student body.

### Responsibility To Each Other

Music Program students have the responsibility to respect the rights, property, and feelings of others both in and out of uniform.

### Responsibility For Finances

Music Program students have a responsibility to pay ALL fees on time.

### Responsibility For Attendance

Music Program students are responsible to attend all Music Program rehearsals and performances.

### Responsibility For School Property

Music Program students have a responsibility to care for and maintain all Music Program equipment such as instruments, music stands, the band room, uniforms, facilities, music, etc.

### Responsibility For Academic Planning

Music Students have a responsibility to read the "Student Program Planning Guide" published by the PHS Counseling Office. Emerald Brigade and Color Guard students who are expecting to enroll at a 4-year college usually need to attend summer school to complete college course requirements. Students should review the "Suggested 4 Year Plan for College Bound Band Students."

## ATTENDANCE AND GRADING POLICY

The Music Program requires commitment, effort, promptness, and consistent attendance. Students are required to be at all events, as the curriculum for instrumental music classes includes both rehearsals and performances. Rehearsals are extremely important to be prepared for concerts and tournaments. (Do not schedule appointments during music instruction periods.) Each student must be present at all rehearsals in order that the individual part is well prepared in relation to all other sections and is ready for a performance. Each student is crucial in each and every performance. Independent practice and private lessons are highly encouraged. During marching season, "alternate marchers" are determined by the Director and play an important role to allow for a complete performance in the event of absences.

Attendance at all scheduled rehearsals and performances is mandatory, including Band Camp in August for Emerald Brigade members. In order that standards for high quality performances are maintained, the high schools in the PUSD adhere to the following attendance/grading policy:

### Rehearsals

Two (2) unexcused absences from after-school rehearsals will lower the student's letter grade one (1) level.

### Performances

One (1) unexcused absence from a performance will result in an "F" for that six-week marking period. The "F" grade will be averaged into the other two six-week grades to make the final grade for the semester.

### Excused Absences

Only the Directors can excuse absences (i.e., extreme illness with a doctor's note or death in the family).

### Call Time

For all rehearsals and performances, the Directors will announce a **Call Time**. The student should arrive 15 minutes before Call Time.

***Early is ... On Time!***

***On Time is ... Late!***

***Late is ... you don't want to know!***

## REHEARSALS

### Concert Groups

Students must be enrolled in Symphonic Band, Concert Band, Wind Ensemble, or Wind Symphony. Rehearsals are rarely called outside of class time.

### Orchestra

Students must be enrolled in Orchestra class. Rehearsals outside of class usually include several weeknights immediately preceding a performance.

### Emerald Brigade

The Emerald Brigade begins practice in the summer and marching season runs August through November.

#### Summer Rehearsals May Include:

Percussion Camp ... usually a full week in July

Marching Band Camp ... All-day sessions the week and a half immediately preceding school

#### Marching Season Weekly Rehearsals May Include:

Two Class Periods: During fall semester, students are enrolled in Marching PE and a band class.

Monday Nights: Percussion only ... 2 hours.

Thursday Nights: Every Thursday from 6-9 pm.

Sectionals: Called by Section leaders ... usually every Thursday at 5:30.

Saturday Rehearsals/Events: There is a full-day band commitment on most Saturdays.

### Color Guard

The Color Guard performs as part of the Emerald Brigade during marching season.

#### Summer Rehearsals Include:

Summer Weekly Practice: Two evenings a week

Color Guard Camp: All-day sessions the week and a half immediately preceding school (during band camp)

#### Marching Season Weekly Rehearsals Include:

One Class Period: During fall semester, students are enrolled in Marching PE - Tall Flags.

Monday Nights: Every Monday from 6-9 pm.

Thursday Nights: Every Thursday from 6-9 pm .

Saturdays Rehearsals/Events: There is a full-day band commitment on most Saturdays.

### Winter Guard

Season: January through April.

One class period during spring semester, students are enrolled in Tall Flags.

Monday and Wednesday Nights from 6 - 9 pm.

### Percussion / Drumline

Additional percussion groups perform after Marching Season depending upon interest.

## UNIFORMS

### **Emerald Brigade Uniforms**

New incoming marching band members (Freshmen and transfers) are telephoned to arrange a Uniform Fitting in the summer. Returning students are also required to schedule a Uniform Fitting. The EB marching uniform is provided jointly by the school district and the Boosters. The uniform consists of a black, green and white jacket, black pants, and a hat with a plume. To simplify care and cleaning, the uniforms remain at the school and are cleaned and maintained by the Boosters. Band members dress at the school or the site of competition.

### Students Are Responsible For Helping Keep Uniforms In Good Condition

1. Black short-sleeved T-shirts and any color nylon shorts are to be worn under the uniform. No tank tops or cap-sleeves. P.E. nylon shorts work well.
2. No make-up, jewelry, or nail polish will be worn while in uniform. Please DO NOT get ears pierced during marching season. Competition judges will take away points for these variances in appearance.
3. Hair cannot be touching the uniform collar. If hair is longer, the student should cut it before the competitions or wear it up so it fits in the hat. Chaperones will be available to help with hairspray at each performance. If hair is not appropriate at performance time, the student, at the Directors' discretion, will not be allowed to perform. Hair may be cut by chaperones.
4. No eating, drinking, or chewing gum at any time while in uniform (except for water that is provided by chaperones).
5. Uniforms are to be hung correctly on the hanger and stored in the uniform bag. Students are to empty all pockets and to store only the uniform in the uniform bag. Students will be charged \$10 if the uniform bag needs to be replaced.

### Students Are Responsible For Providing The Following Personal Items

1. Black Shoes – Only MTX Band Shoes (\$35) are acceptable and are ordered at the Uniform Fitting. Shoes should be cleaned with a soft damp cloth *before each competition* and stored inside a pair of old socks to protect the finish. The student's name should be written on the sole or inside the tongue of the shoe.
2. Black Socks - Wear any comfortable, solid black socks that you may already have. (Limited availability at the uniform trailer for \$2.00/pr.)
3. Black Gloves - Two pairs of gloves (total \$4.00) are to be purchased at Uniform Fitting. Only gloves provided by the band are acceptable. Wash gloves periodically by hand or in the wash. Gloves are ALWAYS available at the uniform trailer for \$2/pr.
4. White EB Polo Shirt - The white Emerald Brigade polo shirt must be worn on all Emerald Brigade trips whenever the student is not in uniform. Shirts are to be purchased at the 4<sup>th</sup> of July parade rehearsal and

at Uniform Fitting for \$20. This shirt provides a sharp uniform appearance and helps identify the students as Emerald Brigade members.

5. Black Traveling Jacket - The black Emerald Brigade traveling jacket must be worn on all Emerald Brigade trips whenever the student is not in uniform. Jackets are ordered at the Uniform Fitting (\$40). Custom embroidery is available for an additional charge at Uniform Fitting.
6. Black T-shirts – Unadorned black T-shirts may be purchased at your favorite clothing store or ordered for a low price at the time of Uniform Fitting.

Optional Tote Bag - An EB themed tote bag is available for storing and transporting shoes, socks, shirt, shorts, etc. Custom embroidery is available for an additional charge. Available at the time of Uniform Fitting.

### **Color Guard & Winter Guard Uniforms**

New uniforms are ordered each performance season. In the fall, Color Guard performs with the Emerald Brigade; in the winter/spring, Winter Guard performs solo. The uniforms are chosen to reflect the theme of each season's show. The spring uniform cost is included in the Winter Guard fee. Guard members are responsible for providing:

1. White EB Shirt (see above).
2. Black Traveling Jacket (see above)
3. Rifle & Saber fees are included in initial participation fee.
4. Fall Uniform fee: \$100. This covers the uniforms worn by all Color Guard members. The uniform is kept by the student at the end of the season.
5. Additional items may be necessary depending upon the uniform selected for the performance season.

## CONCERT SEASON DRESS

Students are required to come to each performance properly dressed and groomed or they will not be allowed to perform. Students are responsible for purchasing their own concert attire. A student may be reimbursed from their Student Account for one concert outfit per year. If there are any questions about whether an outfit meets the dress criteria, check with the director before purchasing the outfit. The usual dress code for concert groups is as follows:

### **Symphonic Band And Concert Band**

Women: Long, black skirt (below the calf), white long-sleeved blouse, black stockings, black shoes.

Men: Black pants, white long-sleeved shirt, black bow tie, black socks, black shoes

### **Orchestra, Wind Ensemble & Symphony**

Women: Black ankle-length or longer dress with modest neckline (no strapless or spaghetti straps), black stockings, and black shoes.

Men: Black tuxedo, white long-sleeved tux shirt, black bow tie/cummerbund, black socks, black shoes

# TRIP POLICIES

Music students' well-being is of the utmost importance to us all. To provide a safe, wholesome, and enjoyable experience for all students the following policies apply.

## Release Forms

Each year, the following forms must be completed and signed by the student's parent or legal guardian and received by the Boosters before the student will be allowed to travel with the music organization.

Medical information Release Form for Co-Curricular Activities - Special health problems should be noted on the form, along with personal insurance information.

Authorization for Medical Administration Form - If prescription or non-prescription medication is necessary during a trip, the PUSD Authorization for Medical Administration Form must be completed and signed by both the student's parent/guardian and medical physician.

Assumption of Potential Risk and Travel Schedule - These forms cover all the travel dates for the entire school year.

Policy Agreement Form – This form acknowledges and agrees to all policies associated with participation in the Music Program.

## Chaperones

Adult Chaperones accompany the musical groups on every performance to provide assistance, to help supervise students, and to help prepare students for their performance. Chaperones are required to:

1. Be a member of the Poway High School Music Boosters (included in Music Fees).
2. Attend a one-hour Chaperone Training session. Several training sessions will be offered before the marching season begins. Returning Chaperones are required to fill out new paperwork each year.
3. Complete a Megan's Law, Volunteer Code of Conduct, and Trip Permit form each year provided at the training session.

## Medications, Injuries, Illnesses

Before each trip, students must inform the Lead Chaperone of any medication they are taking. All medications (prescription and non-prescription) will be given to the Lead Chaperone at the start of a trip. All medications, injuries or illnesses that occur on a trip will be logged by the Chaperones so that if medical treatment is required, all current information about the student is available to the medical personnel. *All information will be kept confidential.*

## Student Departures

**Students are not allowed to return home from a trip by any means other than the bus** unless the student is leaving with his/her parent or guardian or designated adult. A note must be given to the Lead Chaperone by the parent, accompanied by the student, before leaving the event. The note must state

that the parent or other adult is taking the student and which number bus the student was on. This relieves the PUSD and the Boosters of any and all responsibility once the student departs. Under no circumstances may a student leave an event with anyone other than a parent, guardian or designated adult. Transportation should be provided for students from the school at the end of every trip. The Lead Chaperone or their designated representative will stay until all students have been picked up. Chaperones are not allowed to drive students home.

## Bus Rules

The Emerald Brigade Traveling Shirt will be worn on all Emerald Brigade trips. The directions of the Chaperones, student leaders and the bus driver must be followed. Any infractions will be reported to the Music Director for disciplinary action. A student will ride the same bus in both directions unless a Chaperone or Music Director changes the student's bus assignment. Radios or CD players may only be used with headphones. When PUSD buses are used, eating and drinking on the bus is not allowed. When charter buses are used, the Chaperones will announce the rules prior to departure. On some occasions, Chaperones may provide snacks and games during long trips. Upon returning to the school, the bus must be clean. Each student is responsible for his or her own instrument. This includes turning it over to the Equipment Crew prior to departure and collecting it upon arrival back at school.

## Expected Behavior

Travel with the music groups is a privilege not a right. School rules are in effect on any music program trip. Violations of school rules will result in prompt disciplinary action by the Music Director. If a serious violation of school policy occurs (alcohol, drugs, or violence), the student may be sent home from the trip at the discretion of the Music Director. Any cost incurred as a result of this disciplinary action will be the responsibility of the parent or guardian.

As stated in the PHS Student Planner: *Striving for excellence is a Poway tradition. This excellence comes as a result of hard work and sacrifice by many students in a variety of ways. It is essential that students who represent Poway High exhibit behaviors both on and off campus which would not distract from, tarnish, or mar the reputation of a team, program, or school. They should, through their own high degree of citizenship, provide the role models necessary to maintain the high level of excellence and provide leadership for other student followers. Our student leaders should act as meaningful, productive members of society, showing good citizenship towards all. Failure to live up to these standards may result in students being removed from the position they hold. This includes co-curricular activities, i.e., teams, clubs, and offices.*

## MUSIC PROGRAM FINANCES

### Income

There are three sources of income for the PHS Music Program:

1. PUSD provides funding for only a basic Music Program.
2. Annual Participant Fees, charged to each Music Program student, pay for a portion for the remaining funding. This fee amount is calculated each year based on the projected costs of performances and competitions planned for the year plus the additional financial support provided by the Music Boosters. The specific amount will vary depending on how many and in which groups each student participates. Please see Music Fees (page 8-9) for more information.
3. Fundraisers provide another valuable source of additional funding. There are two main types of fundraisers organized by the Music Boosters: 1) Those that benefit the General Booster Fund, effectively benefiting all students by reducing what they would otherwise pay in annual fees, and 2) those that benefit the participating students directly by providing an opportunity to raise money for their personal Student Accounts. PUSD funding and annual fees are not sufficient to cover all of the expenses. Please see Fundraisers (page 11) and Student Accounts (page 10) for more information.

### Expenses

There are numerous costs associated with running a Music Program of this size and caliber. These expenses include:

1. Clinicians represent the single largest Booster expense (over 50% of the annual budget). The Boosters financially support the Color Guard Instructors, Orchestra Instructors, Field Show Drill Designers and Percussion Instructors. Clinicians are sectional instructors and are not on the PUSD payroll.
2. Transportation costs associated with traveling outside PUSD boundaries.
3. Activities and Awards.
4. Sheet Music and Instrument Purchase and Repair.
5. Insurance.
6. Meals and Lodging for overnight trips.

## MUSIC FEES

Working with the PHS Music Boosters, the Directors strive to keep the program affordable for all students. Fees are collected in advance of the school year because the Boosters make contractual commitments and payments for which funding must be available.

Cash, cashiers check, money order, personal check, VISA, MasterCard, or Discover may be used to make payments.

Students may also use funds from their Student Accounts to pay for Music Fees.

Families with more than one student participant, residing in the same household, will receive a **\$20** discount for each additional sibling after the first one. See Policy Agreement and Fees Schedule.

MUSIC PROGRAM	ANNUAL FEE	DATE DUE
Instrumental Program Fee (All Students)	\$190	August 22nd
Emerald Brigade Marchers	\$310	August 22nd
Emerald Brigade Color Guard	\$310	August 22nd
Band And Orchestra	\$190	August 22nd
Winter Guard	\$500	January 2009
Percussion Ensemble /Drumline	\$225	January 2009

### Emerald Brigade Additional Expenses

In addition to Music Program fees, Emerald Brigade members (band & color guard) are required to pay for accessories to the marching uniform (see UNIFORMS & CONCERT DRESS). These items are purchased through the Boosters organization and complete payment is due at Uniform Fitting. These items are typically a one-time expense unless a student outgrows an item or it becomes soiled or faded beyond use.

### Color Guard And Winter Guard Additional Expenses

In addition to Music Program fees, Guard members are required to pay for the uniform worn and accessories during the fall marching season. These uniforms are purchased through the Boosters organization and complete payment is due at summer Registration. Guard students keep their uniforms at the conclusion of the season.

Rifles and Sabers are paid for by the Boosters with the associated costs included in the annual fee. These items are typically a one-time expense unless an item is damaged or becomes unusable.

## Special Arrangement Agreement (SAA)

Each family is responsible for paying all Music Fees **ON TIME**. If an individual family has circumstances that make on-time payment impossible, the Music Boosters will make every attempt to make special arrangements. The family should contact the Music Boosters President or the Executive Vice President at the **earliest possible time** to discuss arrangements.

These arrangements will require that the parents sign a *Special Arrangement Agreement* committing to payment of the fees by the specified date. In these situations, the student will be encouraged to participate in the Recycling and/or SCRIP fundraising programs to assist the family in meeting the financial responsibilities to the Music Program.

## Non-Payment Policies

The PUSD has an established policy that additional costs of extra-curricular activities, not funded by the district, must be paid by the students as a prerequisite of participation. If fees are not paid in full or a *Special Arrangement Agreement* is not approved by the fees due date:

1. The student may continue in the Music Program class and with the band in Marching PE, but will not participate in extra-curricular trips or PHS Music Boosters sponsored activities until fees are paid in full. (See ATTENDANCE & GRADING POLICY)
2. No student may receive reimbursement from their Student Account fund for any items until they and their parent or guardian have signed the Policy Agreement Form. In addition, no student may receive reimbursement from their Student Account for any other items until the fees are paid in full. Balances in the Student Account will be drawn down as necessary to pay the annual fees if the fees have not otherwise been collected by the due date or alternative payment arrangements have not been confirmed with the Booster President or Executive VP.
3. It is also PUSD policy that all money owed to the school district must be paid before diplomas are issued.

## Refund Policies

In order to cover most situations, the refund policy is outlined for the following four specific scenarios. Any questions should be directed to the Boosters President or Executive Vice-President.

1. If an Emerald Brigade member drops out of the Music Program by the official fall semester class drop date, **\$100** of the annual fees payment will be non-reimbursable. After the official class drop date, none of the fee is reimbursable. Personal items are not refundable.

2. If an Emerald Brigade marching student becomes a non-marcher (or other Music Program participant) prior to the official fall semester class drop date, **\$50** of the annual fees payment will be non-reimbursable and their paid fees will be credited to their non-marching annual fees. The balance of fee paid will be refunded.
3. If a student isn't enrolled in the Music Program for the second semester, **50%** of the non-marching fees will be refunded. Any student who drops from the Music Program during the second semester will forfeit all fees.

## Dishonored Check Policy

Every year, the problem of bad checks costs the PHS Music Boosters a significant amount of funding. Under the provisions of a collection program established by the San Diego District Attorney's Office (DA), bad check writers receive one written notice from the Boosters stating that the bank dishonored their check. They will be given 10 days to reimburse the Boosters for the value of the check plus a \$15 service charge. After that, the DA's staff handles all further action. The writer of the bad check is contacted by the DA's office. They are given the opportunity to satisfy the debt **and** attend a one-day class on Check Writing Responsibility **or** face prosecution.

## FUNDRAISERS

Music Fees are only part of the income necessary to support the PHS Music Program. Fundraisers sponsored by PHSMB provide opportunities to raise funds for both the Music General Fund and for individual Student Accounts. While participation is optional, program participants are encouraged to do their "fair share" in raising the money needed to maintain their high quality Music Program. Also by earning Student Account credits, students are able to reduce their out-of-pocket costs for Director-approved music related expenses, including annual fees and uniforms.

### Newspaper Recycling

PHS has an excellent rapport with the City of Poway and surrounding communities by collecting newspapers from over 10,000 families, local businesses and city offices.

Students are eligible to enroll in the Recycling Program as early as 8th grade. However, they may not claim reimbursement until they have expenses in the PHS Music Program. To get started in the program, please call the Boosters Recycling Officer to register and to receive training and general assistance.

Recycling options include:

Monthly Newspaper Collection Routes

**Twice-a-Month Newspaper Collection Routes**

Weekly Collection Bins

Student earnings vary depending on:

The number of "feet" of newspaper collected.

The monetary rate we are paid for the newspapers which varies depending on the recyclable market.

This program is a fantastic opportunity to raise funds to help offset the cost of participation in the Music Program while helping your community with recycling. Monthly collections can range from 40 to 80 feet or more of newspaper and requires 2-3 hours to collect.

### Scrip

The Music Boosters and music students benefit from both Paper SCRIP and Electronic SCRIP. In these programs, families make purchase at businesses that donate a portion of their sales to the PHS Music Program.

1. Electronic Scrip (eSCRIP). For detailed information, log onto [www.escrip.com](http://www.escrip.com). This website includes:
  - a) A list of participating merchants (i.e., Vons, Henrys, Carl's Jr.).
  - b) Donation percentages for each merchant (i.e., Vons donates 5% of each sale).
  - c) Registration of credit cards for enrollment in the program.
  - d) Designation of the PHS Music Boosters for the donation (Group ID# 3609063).

2. Each time a registered credit card is used to make a purchase at a participating merchant, the eScrip donation is automatically credited to the Music Boosters. The donated amount is split 50% to the Student Account and 50% to the General Fund.
3. Paper SCRIP parents pay face value for certificates at specific merchants (i.e., Stater Brothers). The merchants then designate a portion of SCRIP sales as a donation to the Music Boosters.
4. Check the Music Boosters website at [www.PHSMB.com](http://www.PHSMB.com) for a complete listing of paper SCRIP merchants and the locations where SCRIP is available for purchase.
5. The profit percentage split between the Student Account and the General Fund varies depending on the merchant.

### Poway Invitational Field Tournament (PIFT)

The Boosters host the PIFT marching competition each year in October. This event is the single most important fundraiser. The money raised benefits ALL students in the Music Program. We encourage everyone to take advantage of the many opportunities for students and parents to get involved with this event. Volunteers will be needed in admissions, concessions, parking, security, merchandise sales, advertising, soliciting donations and more! You'll want to be part of this exciting event!

### Rehears-A-Thon

This all-day rehearsal is scheduled for the Emerald Brigade. Students ask family and friends to "sponsor" them financially at this rehears-a-thon. All funds go directly to Student Accounts.

### Other Fundraisers

Additional fundraisers may include (but are not limited to):

Entertainment Books are sold in the fall.

Holiday Gift Wrapping at local department stores are scheduled for December.

Tupperware Sales is another fundraiser, with student accounts and the General fund splitting the profits.

Cookie Dough Sales is a very popular spring fundraiser.

Poinsettias are sold just before the winter holiday break.

Restaurant Fundraisers within our community provide opportunities throughout the year to support PHSMB by having a portion of our patronage donated to the General Fund. Participants. Restaurants include Rubio's, Souplantation, Baja Fresh and many others.

# STUDENT ACCOUNTS

To help students pay for their expenses in the Music Program, the Music Boosters have established a program known as Student Accounts. Under this program, a portion of fundraising proceeds is designated for individual students based on participation in fundraisers (see FUNDRAISERS). The two primary fundraisers are Recycling and SCRIP where the money earned may be split on a percentage basis between individual Student Accounts and the Music General Fund.

Although the Student Account funds do not specifically belong to the students, the credits are made available to the students to offset certain Director-approved expenses related to the Music Program. Active participation in any Booster organized fundraising activity opens that individual's Student Account. The Policy Agreement Form must be signed by both student and parent to make reimbursement claims against the Student Account.

## Expenses

1. Expenses which may be paid for with credits from a Student Account must be directly related to the PHS Instrumental Music Program and the class in which the student is participating.
2. Valid expenses may include:
  - a) Annual Fees
  - b) Concert outfit (one per year)
  - c) Music lessons
  - d) Instruments – purchase or repair
  - e) Supplies
  - f) Director approved trips
3. The Music Director is the final authority on what is a valid expense. Before making any major purchases, always check with the Director to make sure the expense will be approved.
4. Reimbursements must be claimed within six months of when the expense was incurred.
5. Annual Fees must be fully paid before other reimbursements can be processed.

## Getting Started

1. Students may start gaining Student Account credit as early as 8th grade through the Recycling Program by contacting the current recycling coordinator.
2. They may not, however, claim reimbursement until they have expenses in the PHS Music Program. If a student decides not to enroll in the PHS Music Program, that student's credits revert to the Music General Fund.

## How Much Money Do I Have?

1. Student Account balances are posted in the Music Room by the 1st school day of each month.

2. Income from SCRIP, Recycling, and other fundraisers is posted to Student Accounts as information is available from the fundraiser chairperson.
3. Both the student and the Student Accounts Manager are responsible for maintaining the accuracy of the account. If the balance does not appear to be accurate, corrections to the Student Account must be requested within two months of when the balance was posted. Corrections to transactions older than this must be submitted in writing, through the Director, for approval by the Boosters Board of Directors.

## Reimbursement From Student Accounts

1. To claim reimbursement from a Student Account, fill out a form entitled "Request for Payment from the Student Accounts" available in the Music Director's office or on the website.
2. Attach a copy of all receipts and a self-addressed stamped envelope (if a check is needed).
3. Give the form, receipts, and envelope to the Music Director for approval.
4. The Director will forward the request to the Student Accounts Manager who will deduct the expenses from the Student Account. The package is then forwarded to the Treasurer for a check to be issued. The entire process takes 4-6 weeks before receiving a reimbursement check.
5. A student's parent may claim reimbursement from their Student Account for a sibling's authorized music expenses, but the parent must personally sign the reimbursement form. The sibling must be enrolled currently enrolled in the Instrumental Music Program.

## I'm Graduating And I Still Have Funds...

1. Graduating seniors, who were in the spring semester Music Program, must submit their reimbursement claims to the Student Account Manager by July 31.
2. Graduating seniors may also request that their Student Account funds be transferred to the Student Account of another family member enrolled in the PHS Music Program in the next consecutive semester (incoming Freshmen) or to that of another family member with an active Student Account.
3. After July 31, all unclaimed funds will be transferred to the Music Boosters General Fund at the discretion of the Executive Vice President.

## What If I Want To Drop Band?

1. Once a student drops from the Music Program, the Student Account funds revert to the Music General Fund or, if requested before the student drops from the Music Program, may be transferred to another family member's account.
2. Once students drop from the Instrumental Music Program, they no longer have access to their Student Account funds.