



**Paul Laurence Dunbar High School Band
Parent/Student Handbook
2021-2022**

Marching Band
Wind Symphony
Symphonic Band
Jazz Band
Percussion Ensemble
Color Guard & Winter Guard

www.dunbarband.org

Sponsored by Paul Laurence Dunbar Band Parents Association

WELCOME TO THE PAUL LAURENCE DUNBAR HIGH SCHOOL BAND!

The PLD Band has a strong tradition of excellence that combines outstanding musicianship and pageantry to produce exciting performances. We mix hard work, determination and fun to build memories that will last a lifetime. Our award-winning band program includes the highly competitive Dunbar Marching Band, Wind Symphony, Symphonic Band, Concert Band, Jazz Ensemble, Color Guard, and Winter Guard. Our membership proudly represents the Paul Laurence Dunbar High School in honor bands across the state, competitions nationwide, and as ambassadors of music around the world.

Band is a co-curricular class at Dunbar High School. Students receive academic credit and have the opportunity to earn weighted grades for Advanced Band. Band requires work outside the classroom and outside the regular school year.

As a beginning high school student, you will start your high school experience knowing almost 150 other students before the first day of school! This is a guide book to help new band members and their families begin this journey with the PLD Band. It should make the first days in band a little easier in terms of the language, what to expect, and how to prepare.

The Dunbar Band provides many opportunities supported by the PLD Band Parent Association:

- Competitive Band (marching band), includes Musicians and Color Guard
- 3 Concert Bands (determined by auditions)
 - Wind Symphony
 - Symphonic Band
 - Concert Band
- Jazz Band
- Percussion Ensemble

If your child is enrolled in any of these classes, you are a part of the PLD Band!

- Additional opportunities available through the PLD Band include:
 - Winter Guard
 - Pep Band
 - Solos and Ensembles
 - Honor Bands: All-District and All-State, UK, Louisville, Asbury, ECU, BOA

BAND CLASSES AT DUNBAR HIGH SCHOOL

Band is an important and diverse part of the curriculum at PLD High School. Wind players register for and enroll in one of three band classes: Wind Symphony, Symphonic Band or Concert Band. The directors assign students to one of these three sections on the basis of auditions held in the spring. Students play marching competition music, music for the holiday season and KMEA assessment concerts. All percussion members enroll in the percussion class. Members of the Color Guard who do not play band instruments register for and attend color guard classes in the fall semester, and they usually take other classes during the spring semester. Band students may enroll in Jazz Band in addition to their regular band class. Grades for all classes are determined by attendance at rehearsals and performances, active participation, performance, writing assignments, and evidence of excellence.

Private lessons are an individual learning opportunity that reaps numerous benefits. Private tutoring is the quickest, most effective way for a student to reach their full potential as a student instrumentalist. Lessons are readily available in the Lexington area.

A band member is eligible for numerous awards and honors during his or her band career. The awards and honors are designed to promote student achievement. A description of the awards given out at the banquet can be found on our website at www.dunbarband.org.

THE PLD BAND YEAR

Summer and Early Fall

Competitive Band Camp and Pre-Competition rehearsals

Competitive Band Season

Rehearsals Monday-Friday, some Saturdays

Marching Band Competitions on Saturdays (typically 4-6 competitions). These are all-day events.

Pep Band--play at home Friday night football games

Late Fall/Winter

Concert Band Season

Area Concert

Holiday Concert

Winter Guard

Pep band--play at basketball games during tournament

KMEA All State Auditions

Spring

KMEA District Concert Band Assessments

KMEA Solo and Ensembles

Chamber Music Concert

Picnic on the Dawgwood

Dunbar Commencement Ceremony

MARCHING BAND CAMP & PRE-COMPETITION REHEARSALS

Your band journey begins with **Mini-Camp, Color Guard, Percussion and New Band Member Camps**. These activities will introduce you to marching and color guard fundamentals and get you ready to join the experienced band members. All color guard members are required to participate in a one-week **Color Guard Camp scheduled for June 7-11, 2021**. The Color Guard Camp focuses on teaching dance and equipment basics in preparation for the upcoming marching season. **New Member Camp** is also scheduled for **July 22-23, 2021**. The Percussion and New Member Camp is an exciting time of "setting the drumline" and teaching the basics of marching and playing for the new members! **Competitive Band Camp** runs **July 26 - Aug 6, 2021** and is held at PLD High School. You must attend Camp to insure a spot in the competition show.

2021 Band Camp Dates and Pre-Competition Rehearsals (Mandatory)		
Dates	Band Camp Activity	Times
May 7-8	Competitive Band Mini Camp (all marching band students)	5/7: 6:00–9:00pm 5/8: 9:00am-4:00pm
June 7-11	Color Guard Camp (all color guard members)	5:00pm - 9:00pm
July 22-23	Competitive New Member Camp (all 9th graders, 10 graders, and anyone new to PLD Marching Band) Percussion Camp	9:00am- 5:00pm 1:00 - 5:00pm
July 26 – July 30, 2021	Competitive Band Camp 2021 (all marching band)	8:00am – 5:00pm
Aug 2 – Aug 6, 2021	Competitive Band Camp 2021 (all marching band)	8:00am – 8:00pm
Aug 9, 2021	MB Rehearsals Begin--This will be the typical weekly schedule August-October.	M, W, TH, F: 4:00pm – 6:30pm T: 4:00pm – 5:00pm MB Sectionals T: 5:00 – 8:00pm Color Guard Sectionals
Aug 11, 2021	First Day of Classes	No Rehearsal

****DATES AND TIMES ARE SUBJECT TO CHANGE. PLEASE CHECK ONLINE CALENDAR AT www.dunbarband.org REGULARLY! ****

Band Camp

Typical **Band Camp** days involve marching rehearsals in the relative cool of the mornings and musical rehearsals indoors in the heat of the afternoons. Marching rehearsals begin each day, weather permitting, on the lower parking lot which is our practice field.

Wear light colored, comfortable clothing and tennis shoes. Hats, sunglasses, and sunscreen are recommended. Bring a water bottle, towel, and lunch each day. There will be water and ice available to refill water bottles.

Parent volunteers offer support, cold cloths, water, and ice to help cool band members down. A well-stocked first aid kit is always near the band.

Families are invited to visit during the outdoor rehearsals of band camp and sit on the "**beach**" in lawn chairs in the sun or under the trees. This is a great way to meet other parents and show your support for PLD Band students!

A Marching Band competition show **preview** and **picnic** will be held one evening during band camp (**Aug 6, 2021**) which allows families and friends to hear the band play the music from this year's show, to share food, and to build friendships.

PLD CONCERT SEASON

The PLD Band participates in an **Area Concert** which not only includes the three Dunbar concert bands; it also includes 5th grade, 6th grade, 7th grade, and 8th grade band members that will attend Dunbar for high school. The Competitive Band, along with the color guard, perform their marching band music for the final performance of the season. This concert is held in the PLD gym on a date set by the director following marching season and is required for all band students.

The Band typically holds a **Holiday Concert**. This annual event is a wonderful night of music provided by our young musicians.

During the Spring Semester the band works on musicianship and prepares for the **KMEA Concert Band Assessment**. Participation is required by all band students. The three PLD bands perform separately during the assessment. The Band Parents Association provides bus transportation and chaperones for the trip to the assessment as necessary, and the Pit Crew arranges transportation of instruments. Typically, the bands give a pre-assessment concert for friends and families a few days before the assessment.

Other concerts in the spring include a **Chamber Music Concert** consisting of small group performances and **Jazz Band** performances.

The band participates in the **Picnic on the Dawgwood**, a pop concert and picnic held in May in cooperation with the PLD orchestra and chorus. It is a fun event for families and friends and the proceeds benefit all three music programs.

The final band performance of the school year is at the **Dunbar Commencement Ceremony**.

FEES AND FUNDRAISING

The quality marching band program that we have come to expect from Dunbar is expensive - over \$1,500 per student. The Band receives very minimal financial support from the Fayette County Board of Education - just a couple thousand dollars each year. Band fees, and the Band Parents Association provide the necessary funds to support the Band's activities. The entire band program benefits from these funds, which are used to pay for such things as:

- Sheet music
- Instruments and instrument repair
- Additional equipment
- Uniforms
- Instruction by outside personnel
- Other administrative support

In addition, the funds raised by the PLD Band Parents Association pays for:

- Transportation to assessments
- Transportation to contests
- Transportation to off-campus performances
- Transporting equipment to contests and concerts
- Food
- Lodging at contests
- Entry fees
- Rent for concert venues
- Insurance
- Audit fees
- Award patches

2021-2022 PLD BAND SCHOOL FEES

Band class fees are set by the Director as part of the FCPS budget process. Each member of the 2021-2022 PLD Band is responsible for the school fee payment of **\$550**. Band class fee payments will be collected by Dunbar High School at the beginning of the school year. Students who receive Free/Reduced lunch may have fees waived.

If you need to rent an instrument, please see the band directors. This is not included in the school fee, so there is an additional charge to rent an instrument.

The PLD Band Parent Association bridges the financial revenue gap with fundraising (more info listed below in the fundraising section).

Color Guard

Color Guard members are a part of the PLD Competitive Band and follow all guidelines which include paying school band fees, participating in bingo and other fundraising activities, attending band camp, etc. In addition to band fees, each color guard member will assume other expenses to cover the cost of guard equipment, practice and show gloves, undergarments for their show uniform, performance shoes, and a jacket/wind suit. After competitive band season is over, color guard members have the opportunity to participate in Winter Guard, which is a competition circuit featuring an indoor performance, choreographed to recorded music with flags, rifles, and dance. Winter Guard is optional, and additional payments are determined each year.

FUNDRAISING

All PLD Band Students (Competitive, Non-Competitive Band, Jazz Band, Percussion, Color Guard) are responsible for Fundraising throughout the season.

Band fees cannot cover all expenses, so the PLD Band Booster Association bridges the financial gap with fundraising income raised from Bingo nights, the Snap Raise campaign and Spirit Nights. We count on each family to pay their band fees, work Bingo nights, participate in Spirit Nights and the annual Snap Raise campaign to produce this additional funding for the band. For all to reap the benefits of being in this excellent program, everyone needs to participate in these efforts.

Bingo

Bingo enables the band to raise money by having volunteers working at the events. These events require parents and students to work to make them successful. In order for the largest working fundraisers to meet our financial needs, **ALL** parents and students must work a required number of slots, the number of which is determined each year based on the size of the band.

Spirit Nights

Spirit nights occur throughout the year. And are a great opportunity to support the band while feeding your family. Keep an eye out for Spirit night announcements in the monthly newsletter and our Facebook page.

Snap Raise

The band holds a spring Snap Raise fundraising campaign which raises a significant amount of funds. More information will be distributed during the 2022 spring semester.

Kroger Community Rewards

PLD Band receives a percentage of every purchase made using a Kroger Plus card. New band members receive a Kroger Community rewards information sheet at the beginning of the year. This reward system works at Kroger stores across the country.

Amazon Smile

AmazonSmile is a website operated by Amazon that lets customers enjoy the same wide selection of products, low prices, and convenient shopping features as on Amazon.com. The difference is that when customers shop on AmazonSmile (smile.amazon.com), the AmazonSmile Foundation will donate 0.5% of the price of eligible purchases to the charitable organizations selected by customers.

Click the link from our website or go to: <https://smile.amazon.com/ch/61-1187259> to register.

Corporate Fundraising

To help offset band fees even further, we offer a Corporate Sponsorship Program which enables local businesses to invest their marketing dollars into a highly successful program that will increase their exposure not only to PLD Band families, but all high school athletic program participants.

With your participation in approaching local businesses, the band has the potential to bring in thousands of dollars which will help support our band program.



COMMUNICATION THROUGH TECHNOLOGY

There are many ways PLD communicates with the students and parents through technology. We need your help to make sure you are connected to the latest information.

A. Charms Office Assistant is a web-based software used to better track information related to all music classes. It is used throughout FCPS. ALL PLD band classes (Symphonic Band, Wind Symphony, Percussion, Jazz, Guard & Competitive Band) use this program. We need your help in making sure your student's and your information are correct and up to date. The following items are just a few of the items that will be handled under Charms:

- Band Calendar for all band related classes/activities
- Email and text communication to band families
- Performance itineraries
- Recording studio for class assessments
- News items for Band
- Required forms
- Volunteer availabilities
- Finances

Charms will now make it easier for you to find out what is going on in your child' s band classes and may keep you from having to dig out information from their backpack.

Our membership chairperson will create and enter initial information for your Charms Account once we receive your member information sheet with your child's student ID. Your child' s student ID can be found on Infinite Campus or on grade reports. There is only one account for **both the student and the parent** so please make sure the password is something you both will be able to remember. We do not have access to your password if it is forgotten, but we can reset it for you.

Please log onto Charms and **update the information on your student's page regularly throughout the year as information changes** so that you may stay informed regarding the happenings of the PLD Band.

To login to Charms follow these easy steps:

- Go to www.charms.office.com, and click the "ENTER" link at upper right.
- Locate the PARENT/STUDENT/MEMBERS Login" section of the web page.
- Login to your child's program account using the following School Code: pldband
- Click on ENTER CHARMS.
- You will enter your student's ID number as the password and press enter. Student's ID number can be found on grade reports and/or Infinite Campus.
- You are now at your STUDENT/PARENT page. The first thing you need to do is update the info. This is the orange box in the bottom left corner. Click on that box.
- On this screen you will update the information on your child. At this time, you should find their name, address, and parent information. Please double check all information for correctness. Correct it if it is not correct!
- Then please click on ADD A NEW ADULT. It is very important that you take a minute and enter all the information on any family members. The email addresses entered will be used for all email communications. (You may enter any number of emails for family members.)

You may create your own, unique password by clicking on the "keyhole" (*Change Password*) button.

You have now updated your child's records. You will now be able to see their accounts, make payments, update records, and receive emails from the Paul Laurence Dunbar Bands.

If you have difficulty accessing your student's information, please contact our VP of Membership for the PLD Band Parents Association at pld.band.membership@gmail.com

B. Remind texts and app

Our director uses Remind to keep you informed of Band activities, assignments and events.

Remind is a free service that allows us to send quick messages via text, push notifications, or email to everyone involved with the Band. We will be able to stay in touch without revealing your personal contact information. Signing up for these messages on Remind is easy.

Band directors will share codes for the 2021-2022 school year.

To receive messages via text message:

- Text the class code to 81010
- Reply to the message from the Remind® team with your first and last name

To receive messages via push notification:

- Download the Remind app on your Android or iOS device, or go to rmd.me/a to install the app.
- Create a parent account with your email address.

C. Band Website: <http://www.dunbarband.org>

D. Facebook: There are several Facebook pages that have been created, but the official page can be found by googling Paul Laurence Dunbar Bands or using the following link:

<https://www.facebook.com/pages/Paul-Laurence-Dunbar-Bands/179830514354>

**Paul Laurence Dunbar Band Parents Association, Inc.
2021 Board and Committee Chairpersons**

2021 Board of Directors

President	Shannon Ritchie	pld.band.president@gmail.com
Past-President	Cheri Pungratz	pld.band.past.president@gmail.com
President-Elect	Viki Martorano	pld.band.president.elect@gmail.com
VP-Membership	Carrie Mungillo	pld.band.membership@gmail.com
VP-Fundraising	Veronica Kibbey	pld.band.fundraising@gmail.com
CFO of the Arts	Heather Mahoney	pld.band.treasurer@gmail.com
CFO of Operations	Vacant	pld.bingo@gmail.com
Secretary	Stephanie McSpadden	pld.band.secretary@gmail.com
Communication	Erica Williamson	pld.band.communications@gmail.com
Color Guard Rep.	Marie Toles	pldguard19@yahoo.com

Mailing Address: Paul Laurence Dunbar Band Association, P.O. Box 910068, Lexington, KY 40591
Website: www.dunbarband.org

Parent Volunteers of the PLD Band Parents Association

There are many opportunities to be involved with the Band Parents Association. It takes MANY parents to "get our show on the road" each season; please consider volunteering for one or more volunteer committees. Please mark the committees you are interested in on the attached sheet.

In order to volunteer in any capacity, every adult 18+ needs to complete the background screening on the FCPS website at <https://apps.fcps.net/volunteer/>. This application takes 30 seconds to complete, is free and is good for four (4) years.

Committee Chairpersons

Most of the Committees listed below have a Committee Chairperson. If you are interested in a Chairperson position, please contact a Board Member, as the board appoints/approves all Chairperson positions.

Board Member Positions

If you are interested on serving on the Board the positions are: President, President -Elect, Vice President - Fundraising, Vice President - Membership, CFO of the Arts, Secretary, CFO of Operations, and Communications. These positions are filled by the nominating committee each fall and each term is January - December.

Committees of the PLD Band Parents Association

You may volunteer to be on more than one committee

It's more fun that way!

Performance Support

These committees are organized by a Chairperson. Chairperson positions are assigned by the approval of the Board.

•**Summer Band Camp/Competition Season Beach Parent(s)**: Assist students as needed on and off the field

during the two-week band camp and during competition season practices. For example, committee members provide students with water and towels, have the first aid kit available, and plan for treats for students.

•**Uniforms**: Helping with fittings, light alterations (we will teach you, no experience necessary), laundering uniforms, and assisting students with uniforms before/after football games, concerts, and competitions. You do NOT have to help in every area to help with **uniforms**.

•**Color Guard**: Assemble flags and equipment for show, maintain and clean uniforms, assist students with uniforms and equipment before and after football games and contests. Oversee transportation of flags, equipment, & uniforms for band trips.

•**Pit Crew:** Load, transport instruments and equipment for football games, band trips & concerts. Pit crew travels with the band and is responsible for getting all equipment on the field for performances. You are active during marching season and concert trips. You would not be required to go on all trips.

•**Prop Construction:** Design and build show props, instrument carts and other projects as needed.

•**Band Wear/Spirit Wear Sales:** Assists with sales of various band wear items throughout the season (t-shirts, hoodies, etc.)

•**Inspiration Committee:** Collect candy and make treat bags for band trips including inspirational messages for each trip.

Fundraising

•**Fundraising Committee Member - General Help:** Help with Restaurant Spirit Nights, Snap Raise, and Spirit Wear sales.

•**Bingo:** In addition to individual participation in Bingo, we also need Bingo callers, Inventory Processors, Chairpersons, and an Administrative Coordinator

□ **Bingo Callers:** Announces the games and calls out the Bingo numbers. This person is also responsible to keep the evening on schedule. There is a script to follow and training provided.

□ **Inventory Procedures:** The Bingo Inventory team will help prepare paperwork and pull tabs every week to be ready to be played for Tuesday night Bingo. Games must be sorted, counted and (some games) stamped. Packets need to be sorted and stapled. The job takes anywhere from 1-4 hours per week depending on the size of the order and must be done at the Bingo hall.

□ **Bingo Chairperson:** Makes sure everyone has an assignment for the evening, answers questions and assists the CFO of Gaming and Administrative Coordinator as needed for the evening.

□ **Administrative Coordinator:** This person will serve as Chairperson Coordinator (making sure there is always a chairperson on schedule and will fill in if there is an emergency), will make sure reports are accurate on a weekly basis, maintain check register, complete quarterly reports and respond to any Letters of Caution from the state. Will work closely with the CFO of Operations.

•**Corporate Sponsors:** Committee members help solicit area businesses for sponsorships.

•**Concert Programs:** Committee members help solicit area businesses for sponsorships, help solicit salutes to students to be included in the concert programs and collect donations from donors. Committee members layout the program and are responsible for getting the programs printed for each concert.

Hospitality

•**Band Banquet:** Committee members plan the spring Band Banquet, which celebrates students' accomplishments and bids farewell to seniors.

•**Picnic on the Dawgwood:** Works with orchestra and chorus parents in planning and coordinating the spring pops concert. Responsibilities include table reservations, ticket sales, procuring door and raffle prizes, and silent auction items.

•**Directors' Lunch:** Helps coordinate meals for Band Directors and staff during two weeks of band camp and lunch for the directors during Spring Music Camp.

•**Preview Picnic:** Helps with set-up and clean-up for the dinner served after Band Camp Preview Picnic night.

•**Food Committee:** Assists with meals served to students at competitions, band trips, football games, and as needed.

•**Photography:** Take photos during the band season and send them to Communications Board Members to upload to website and group photo share sites.

Membership

•**New Member Committee:** Distributes information to new members, serves as contact/help for new member questions.

•**Parent Name Tags:** generate and distribute nametags to parents.

•**Alumni:** Collects email addresses and corresponds with alumni with performance information, etc.

•**Ride Share:** Coordinates rides and/or carpools for band members that need help with transportation.

•**Middle School Ride Share:** Coordinates rides and/or carpools for middle school band members that need help with transportation from middle school to PLO during the week during marching season.

Travel

•**Hotel Reservations:** Secures hotel block of rooms and organizes room assignments in coordination with Hotel Head Chaperone. Must be able to arrive early for overnight trips.

•**Bus Chaperones:** Parents travel with the students on band trips (i.e. - contests, concerts, other performances). Signing up as a chaperone does not mean you will go on every trip but you will be available to help. Bus chaperones stay with the band at all times. They help students get into uniforms, provide water, notify directors of any injuries, provide moral support, etc.

•**Hotel Chaperones:** Parents are responsible for monitoring students at the hotel during overnight trips. Signing up as a chaperone does not mean you will go on every trip, but you will be available to help. Hotel chaperones are assigned a designated group of rooms and are responsible for keeping students on schedule (wake up calls, lights out, and assisting with room checkout).

• **Tickets:** Assist competition ticket coordinator with collecting orders, purchasing tickets, and ticket distribution.

Senior Activities

- ***Plan/Organize***: Committee helps plan and organize the Senior Retreat, Senior Night, Senior Dinner, Typically filled by Senior parents, but anyone is welcome.

PLD BAND MEDICAL INFORMATION

In order to comply with the FCPS medication administration policy, the band follows the FCPS policy that can be found at :

<https://www.fcps.net/site/Default.aspx?PageID=5486>

Medications will NOT be provided for students. This includes band camp, rehearsals, competitions and overnight trips. The band will follow the same medication policy that is followed during school hours. All students will be responsible for providing, maintaining and administering their own medications, except those taking controlled substances. This includes drugs like Tylenol, Advil, Claritin & Benadryl. Students are not permitted to share medications with other students. Parents of other students and chaperones are not permitted to administer any medications unless they are a FCPS employee and have completed the medication administration training.

There are FCPS medication forms that need to be completed. The links for each of the forms is included below and will also be available in the Handouts section in Charms. Please note you must be logged into your student's account to have access to the Handouts section.

VERY IMPORTANT - MEDICATION FORMS MUST BE DATED AFTER 7/1/2021 AND WILL REMAIN IN EFFECT UNTIL 6/30/2022. This follows the FCPS fiscal year and is not something the band can change.

In order to comply with the self-administration policy, each student must have a signed form for each medication they will be taking. The required form can be found at the website listed above.

Students who have been prescribed controlled substances need to have the following forms completed. The medication will be maintained and administered by a FCPS employee who has completed the required medication administration training. These forms are also found on the website page listed above.

All medication forms need to be turned into the PLD Band Parent Association and the PLD BPA will then turn over all forms to the school nurse. These forms will also apply to any medications needed during school hours, so you should not have to complete additional forms.

All students need to fill out the FCPS Student Health Information form. The PLD Band will keep this information on file and take it with us when we travel as a group to assessments or other venues deemed appropriate by our director. All students need to fill out the second page of the Travel -Permission to treat form. We keep this form with us as we travel to competitions so we have the information readily available if ever needed.