

**WASHINGTON TOWNSHIP
HIGH SCHOOL**

**MINUTEMEN
MARCHING BAND**

***COLORGUARD HANDBOOK
2016-2017***

EFFECTIVE JULY 1ST, 2016

MINUTEMEN MARCHING BAND COLORGUARD HANDBOOK

Table of Contents

ADDITIONAL EXPENDITURES	14-15
ATTENDANCE	7-8
AUDITIONS	12
BINDER & DOT BOOKS	13
BUS PROCEDURES	12
CODE OF CONDUCT	6
COLORGUARD UNIFORM PROCEDURES	10-11
COLORGUARD ROOM	11
CONTRACT	17
DIRECTOR'S INFO	16
EQUIPMENT	12
FUNDRAISING	14
LEADERSHIP POSITIONS	13-14
MEMBER'S HEALTH	9
PARENT SUPPORT AND RESPONSIBILITIES	15
PHILSOPHY	6
REHEARSAL ETTIQUETTE	10
SCHEDULE: SUMMER	3
SCHEDULE: FALL	4-5
SOCIAL MEDIA/ONLINE POLICY	16
SPRING COMMITMENTS	15
TRIPS	14

CALENDAR

Please note:

Consult the attendance policies listed in the online handbooks regarding absences for both the Summer and the Fall Schedule. Please read them thoroughly for further clarification on absences. Additionally, playoff games and the Thanksgiving game are a part of our regular schedule. The same attendance policy and procedures applies for these performances.

Listed on the schedule are possible rehearsals and tentative times on performance days. Specific times will be given for these days as soon as our competition times are finalized. That information will dictate our rehearsal and report times as well as return times. Please understand that depending on the particular competition, this may not occur until the week of. That information will be given out in the weekly "MINUTES" and/or posted on our website: www.wthsmintemenband.com

This schedule is subject to change with adequate notice

PHILOSOPHY

The art and activity of marching band is one that combines quality music with an effective visual presentation. Through consistent, effective and positive instruction, it is the goal of the staff to provide our students and audiences with both a highly competitive, yet equally entertaining marching band show. We want to teach students who want to learn. As one team of instructors, students and parents, we always work **Together With Pride**.

CODE OF CONDUCT

All members of the marching band are expected to adhere to the code of conduct set forth in the Washington Township High School student handbook. In addition, all members of the marching band must adhere to the following conduct guidelines:

REHEARSAL CONDUCT

All members of the ensemble will be taught and given specific details as to proper etiquette during music rehearsal, basics block, sectionals and field rehearsals. The staff member in charge of the specific rehearsal will define the etiquette. There are 3 basic behaviors that are not tolerated in Marching Band that will always be in effect during all activities:

1. SWEARING
2. CHEWING GUM
3. DISRESPECT TOWARDS STAFF, FELLOW STUDENTS & PARENTS

****Failure to adhere to the rehearsal conduct and rehearsal behaviors will result in penalties to performances and/or grading for the class.**

UNIFORM CONDUCT

Please refer to the Uniform Procedures portion of this handbook for specific details on the care and maintenance of your uniform. The following is a list of behaviors that are NOT acceptable while you are in uniform. The reason for these strict guidelines is simply because when we are in uniform we are representing not only ourselves, but also *Washington Township High School*. Our conduct in the uniform is crucial to developing a strong sense of pride and uniformity in what we do:

1. "Rehearsal Conduct" as listed above
2. SITTING (without a raincoat)
3. SPITTING
4. RUNNING
5. SCREAMING
6. PUBLIC DISPLAYS OF AFFECTION

Eating or drinking while in uniform is also prohibited unless approved by the band director. You must wear your assigned raincoat when having anything other than water in order to protect the quality of our uniforms.

ATTENDANCE

Attendance at all rehearsals and performances is very important for every member. The Colorguard is an extra curricular activity that is a critical component of the visual package of the marching band. Therefore, the director must approve all conflicts before they are considered to be excused. Please understand that any absence from the activity has a direct effect on the entire program. While we can never plan for illnesses, we must plan appointments and other business around the schedule. The following are explanations of the various types of absences:

1. Excused absences: These include, major family events (i.e. weddings), religious education classes and/or holidays, standardized tests (i.e. SATs), college visitations/placement exams and previously scheduled family business/vacation that cannot be changed. When submitting these absence requests, please include the specific reason as to why the student will be absent. Please be aware that submitting an absence request does not guarantee approval. In addition, e-mail or phone excuses will not be accepted for general absences. All potential excused absences for the **FALL SEASON** must be verified with a written note from your parents/guardians by **TUESDAY, AUGUST 16th, 2016**.

2. Emergency excused absences: These will be granted on a case-by-case basis. Such excuses include but are not limited to: illness or a death in the family. In this case, please notify the director or assistant director **IMMEDIATELY** of the situation by e-mailing to jsino37@gmail.com or wgraff83@gmail.com.

3. Illness: If a student is absent from school due to illness, he/she will not be expected to attend that day's marching band activity. **HOWEVER**, an e-mail or to the director is appreciated from the student or parent out of courtesy. If students are in school on the day of an activity but become ill, a doctor's note or a hand written note from a parent will be needed to verify the absence upon return. Doctor's notes are also expected for all illnesses that will prevent the student from participating fully in the activity such as a physical injury.

4. Unexcused Absences- Rehearsals:

First Offense: May result in a suspension from the next competition performance. Students are still required to attend that performance in full uniform.

Second Offense: Same as above including a director, student & parent conference.

Third Offense: Will be removed from the program and will not receive an end of the year participation award. Students are eligible to return for indoor & next season pending a student / parent conference with the band director and the colorguard director.

5. Unexcused Absences- Performances: Will result in a drop from the activity and the marching band program. The student will also forfeit his/her end of the year participation award.

6. Lateness: Students are expected to be "ready to rehearse" at the assigned rehearsal time. Students who arrive late will be noted and subject to complete "make-up" time as determined by the director and/or staff. Excused lateness (no penalty) will be granted if a note with proper reasons is provided by the next school day.

ADDITIONAL ATTENDANCE POLICIES

1. Students are encouraged to attend all summer rehearsals (July & August). We begin in July and August to teach and/or review basic elements of marching and playing. Therefore, the policy for summer attendance is as follows: if you are in town, you are expected to be at rehearsal; if you are on vacation or have another conflict; notes are to be submitted to the director by **July 6th**. E-mails are acceptable for summer absences. For emergency summer absences, please e-mail the director (jsino37@gmail.com) as soon as possible. You must be accounted for in order to receive a drill spot in the show (see audition policy). Realize that excessive summer absences and/or absence from band camp could place you on "alternate status" where the student will need to make an extra commitment in order to earn a drill spot in the show. Such excessive absences can have an adverse effect on the rest of the team.

2. A student who misses a rehearsal during the week of a performance, whether excused or for illness, may or may not be allowed to perform on that upcoming weekend's show(s). This rule is strictly to ensure the safety of the student and the safety of other students on the field. The band director will make a decision on the day of the performance in these situations. The student will still be required to attend the performance in full uniform if these situations occur.

3. Students who work are encouraged to provide their employer with a copy of the band schedule in order to avoid conflicts. Additional copies of the schedule will be provided by request and will be on the website. Students will not be excused from any performance to work. In an emergency, students may be excused from only ONE rehearsal to accommodate the conflict. In this circumstance, the director must be notified in advance as soon as possible.

4. Students who participate in winter sports or other activities are expected to attend band performances at football playoff games should they coincide with a winter sport/activity. Coaches and advisors should make allowances for all students so that they may complete their commitment to the “fall” season of marching band.
5. Attendance records will be reviewed when students are being considered for awards, promotions within the band, recommendations and scholarships. Each year, all students will receive a participation award from the marching band program at the end of the year banquet. Failure to adhere to these attendance policies may result in a forfeiture of that award.
6. Students are at NO TIME permitted to leave the school grounds once a rehearsal or report time has started without the permission of the band director. This includes days when there is a rehearsal followed by a lunch or dinner break before departure for a performance. Students must bring everything they need for the day at the start of rehearsal.
7. Above all else, communication with the director about potential absences and emergency absences is very important. If possible, also notify the appropriate student leader/captain in your section so that you are accounted for. The director can be reached in the band room at 589-8500 x7161 or via e-mail at ccorigliano@wtps.org.

MEMBER'S HEALTH

By nature, Marching Band is a physical activity that will exert the body both physically and mentally. Throughout the season our goal is to build strength and stamina in ways that may not be achieved in other activities. There needs to be some proper conditioning on the part of the student, in order to facilitate a strong performance and to prevent injury. Calisthenics, stretching and running will be advocated and supported at rehearsals. Additionally, this is an outdoor activity where the weather can affect the body's performance. We will experience a wide variety of weather conditions throughout the season, so it is your responsibility to be prepared for any possible weather. We will be required to be outside during uncomfortable conditions at times (i.e. heat and humidity, cold weather, rain, etc.).

As a result, it is the responsibility of every member to take care of their bodies before, during and after each rehearsal or performance. This includes dressing appropriately for the weather and wearing sneakers to every rehearsal. Also, students should come prepared to all rehearsals with **WATER**. Ample breaks for water will be given throughout each rehearsal and it is the student's responsibility to have this available to themselves during rehearsals. The staff will in turn make sure to balance the needs of the members along with the ensemble goals for day (i.e. planning appropriate breaks as necessary in heat, etc.).

The individual member is responsible for monitoring their personal health and take precautions before rehearsals (i.e. eating an appropriate meal, pre-hydrating, stretching, etc.). During rehearsals, should it become necessary to break for extra water than what is given by the staff or use the bathroom, members should do so as to stay healthy. If a member needs to sit out

for an extended length of time, they **MUST** inform the nearest staff member and communicate their personal needs. Excessive sitting out in a rehearsal may result in parental contact and make-up time for the missed portions of the rehearsal. After rehearsals all members should continue to take care of themselves (i.e. stretching out and getting adequate rest).

In the case of a chronic medical illness or condition, both short term and long term, a doctor's note **MUST** be presented to the band director and/or the assistant band director so that they are aware of student health and can develop an alternative learning plan for the student. Please keep in mind that member's health is our collective priority that needs to be balanced with the rehearsal and performance goals of the ensemble. Remember, this season is a process of building ourselves individually and as a team; balancing our health is just as important for the good of the team as playing every note correctly, making every drill spot and catching every piece of colorguard equipment.

REHEARSAL ETIQUETTE

As we get into the rehearsals for the season, etiquette for various types of rehearsals will be clearly defined by the staff. It is expected that all members will adhere to the defined procedures. Failure to do so will affect their grade. Should a student demonstrate on a regular basis that he or she does not subscribe to the proper conduct at a rehearsal, the band director reserves the right to evaluate the student's performance, and to make a decision as to whether the student should perform in upcoming shows. The director also reserves the right to send such a student home from rehearsal and request a parent/student conference to determine future course of action.

It is the goal of the staff to provide a teaching atmosphere that is both positive and effective. As a student, please take the time to understand the rehearsal etiquette and speak to the individual instructors and/or director about such issues on a personal basis.

COLORGUARD UNIFORM PROCEDURES

While you are in uniform, you are constantly being observed. Your personal appearance and your actions represent not only you, but also your band, school and community. The uniform assigned to you is a valuable asset to the band. You will be responsible for its care and maintenance. If something needs to be fixed or adjusted on your uniform, simply report it to one of the uniform "moms" or colorguard staff member. The desired goal is that the Washington Township High School Marching Band continues a tradition of excellence. The manner in which the band presents itself can leave either a positive or negative impression on

its audience. The care of the uniform and the band member's behavior while wearing it, goes far toward creating pride and continuing tradition.

The specific uniform will be determined by the director, visual designer and/or the colorguard staff. This may require you to purchase portions or all of your uniform. Please discuss monetary concerns with the colorguard staff and the band director if a payment plan needs to be worked out. Additionally, please note that fundraiser money can not be utilized for the purchase of uniforms. We will do everything we can within our budget to offset these costs.

Initially, be prepared to wear a provided TWP white tee-shirt with black pants. Also, have a solid black top available as well. Colorguard uniforms are designed "new" every season to match the theme of the show and while they are in production, this alternate uniform may be needed. You will also be assigned a raincoat. You will be responsible for wearing it whenever assigned, keeping it clean, and placing it where it belongs in the raincoat room or other designated area. Never leave items in your raincoat pockets.

All portions of your uniform, including shoes, are expected to be kept clean. This includes cleaning and/or polishing shoes, as well as regularly washing your uniform. Please do this at the discretion of the colorguard staff.

Specific instructions for hair and make-up will be provided by the colorguard staff. Please follow their instructions for the purpose of uniformity.

NEVER wear any jewelry, including watches, earrings, and bracelets, while in uniform (from the time you put it on until the time you take it off). It is distracting to your audience and the visual judges by breaking uniformity of the ensemble.

A student in violation of any of the uniform procedures will not be permitted to perform, and/or will be considered unexcused from the performance.

You are to remain in full uniform from the time you leave the locker room until your return, unless otherwise directed by a staff member.

YOUR UNIFORM IS A SYMBOL OF DIGNITY, PRESTIGE AND STATURE.
WEAR IT PROUDLY!

COLORGUARD ROOM

The colorguard room is a separate storage area located in the back of the band room. This room is to be used exclusively for the storage of colorguard equipment including flags, rifles, and sabres. It is also to be used as a uniform storage room and changing room.

The following are guidelines that are expected to be followed with the use of this room:

- Students are expected to keep the colorguard room neat and clean at all times. It is every member's responsibility to insure that the equipment and uniforms are put away properly.
- Parent chaperones may be assigned to this area throughout the course of the season before and after performances to assist the students with equipment and uniforms. Students are expected to respect and follow the instructions of the parent chaperones.
- **NO ONE** other than the staff, parent chaperones and colorguard members are allowed in the colorguard room at any time. This includes OTHER BAND MEMBERS! Violators of this are expected to be reported immediately to the nearest staff member and the band director. This rule exists simply for the safety and security of our colorguard members and room.

Any student who does not follow these guidelines risks possible suspension from upcoming performances and in extreme cases removal from the program.

EQUIPMENT

Throughout the course of the season, students will be assigned to specific colorguard equipment. School owned equipment (flags, rifles, sabers, etc.) will be signed out and provided to all members. Equipment may not leave school grounds with the student until the proper paperwork has been signed and completed. It is the responsibility of every colorguard member to ensure the care and protection of this equipment just like a marching band musician would care for his/her own personal or school owned instrument. Repair to the equipment that is above normal "wear and tear" will be charged to the student just like a school book fine.

AUDITIONS

Workshops are held in the spring of every year to introduce students to the colorguard activity. Based on your performance you may be selected for a specific "dot" (position on the field) or as an "alternate" in the marching band. "Alternates" will be considered full members of the program and will be given the opportunity to shadow other members of the ensemble during rehearsal. "Alternates" can have the potential to take over or to "fill" an empty drill spot based on his/her ability and work ethic during rehearsals.

BUS PROCEDURES

1. Students will sign up for a bus during the summer. This will be the bus that the student will ride for the entire season. Any changes must be approved through the band director.
2. Backpacks and electronic devices including cell phones and i-Pods are allowed on the bus. However, no food of any kind should be on the bus unless pre-approved by the band director. Bottled water IS permitted but realize that we usually do not make pit stops so please plan accordingly. The school is not responsible for any and all personal belongs left on the bus and students may not bring any these approved items off the bus when we arrive at a rehearsal or performance location.
3. Students are required to follow posted bus rules, as per Board of Ed. policies at all times.
4. Parent chaperones are responsible for taking attendance and are there to assist you and the staff. Treat them with respect at all times especially during roll call.
5. Students are to remain in their seat during the entire bus trip and are reminded to observe proper behavior especially if they are in uniform while riding on the bus.
6. All items and personal belongings are subject to search at any time by the staff. They have the right to confiscate any items until conclusion of the trip.

BINDER & DOT BOOKS

All students are required to obtain a 3-ring binder (at least 2") with plastic sheet protectors. This binder will keep each member organized, and will act as their reference for drill, and handbook procedures. The binder is required at **EVERY** rehearsal as part of your preparation. Plastic sheets are necessary in case of rain or humidity during a rehearsal, to protect the pages throughout the season. Each colorguard member's binder should contain the following:
Handbook, Visual Guide, Drill, "Minutes"

Section Leaders will begin to check binders at the first full-band rehearsal on **July 7th**. Any items handed out after July 7th will need to be placed in the binder ASAP.

Students must also obtain a small notebook (usually index card sized) to use as a drill reference book. This book is called the "Dot Book," and is usually carried at rehearsals around the neck by attaching a shoe lace or something similar. Students will receive further instruction on how to complete their dot books, and they will become a requirement at **EVERY** rehearsal once we begin learning drill.

LEADERSHIP POSITIONS

Workshops for leadership positions will be held during the months of April and May. Members of the color guard or band-proper who wish to be considered for the positions listed below should plan on attending these workshops in their entirety. Final interviews and selections will be made by the end of May. A student may be relieved of the appointed position if, in the opinion of the director, he/she is not performing his/her duties in a proper way. The director may elect to appoint another student to fill the position.

Duties and Responsibilities of Leadership Positions:

DRUM MAJORS: Serve as the student leaders of the band on and off the field; Responsible for individual and group performances; Represent the director and the staff with his/her leadership, showmanship, and teaching ability; Communicate with all other members of the leadership team.

CAPTAINS (Woodwind, Brass, Percussion & Colorguard): Represent all members of those various sections; Coordinate combined sectional rehearsals; Serve as the liaisons between section leaders and drum majors; Oversee section leader responsibilities in their respective caption; Communicate with all other members of the leadership team.

SECTION LEADERS (various instruments): Represent all members or their respective sections; Responsible for reporting attendance issues to their captains; Serves as the liaisons between section members and captains; Fully demonstrate proper rehearsal etiquette, technique and musicianship; Communicate with all other members of the leadership team.

FIELD MANAGERS: Assist with the other section leaders and on the field as needed; Assist any members with marching or music as needed; Be available for any questions by students in any section; Promote a positive atmosphere at all times; Fully support other leadership members; Communicate with all other members of the leadership team

TRIPS

The Washington Township Board Of Education requires that there is a meeting with all members, parents, staff, and chaperones that will be going on an overnight trip. Information about these trips will be covered at the overnight meeting. Attendance at these meetings is mandatory. This applies to trip years (bi-annually) and band camp

FUND-RAISING

Fundraisers are planned throughout the year to help offset activities such as a band trip or band camp in mind. It is always to the student's benefit to make a concerted effort to raise money for these activities. The fund-raising schedule will be issued over the summer and the assistant director will announce any changes.

Students should remember that they receive the total individual profit from their personal sales. The director keeps an itemized account of each member's credit. Accounts are brought forth each year pending continued membership. This money is to be raised for and **MUST** be used toward band activities only. In accordance with school policy, no funds will be refunded or transferred from one student or school account to another, except in the case of two or more members within a single family, and within the same organization.

ADDITIONAL EXPENDITURES

At times, there will be the need for additional expenditures to be placed on the responsibility of the parents and students. These will include items such as colorguard shoes and gloves. Both of these items can be purchased through the band director when the information for band camp is distributed. Other, more personal uniform items such as underwear, socks, thermal underwear, colorguard unitards, etc. are the responsibility of the individual students and parents to receive on their own. Binders and dot books as mentioned earlier (see Binders and Dot Books) are also the responsibility of individual members to purchase and maintain.

Unfortunately, money raised through fund-raisers is not allowed to be used for these items. Please budget accordingly when information and prices are announced. We can be sympathetic to households with tight budgets, but your needs must be communicated with the band director so that a payment plan or some other alternative solution is reached. It is the goal of the staff to make sure money is not the only reason that prevents a student from fully participating in this worthwhile activity.

SPRING COMMITMENTS

As of this writing, there is one "spring" commitment currently scheduled. This is the annual Super Saturday. If the day is rained out, all students must also keep the rain date on your calendar. We will rehearse for the event on the morning of the parade. Keep in mind that this event is a **REQUIRED** performance of all marching band members. Failure to participate without following the usual attendance procedures will result in a forfeiture of your annual participation award.

Additional performances may come our way throughout the rest of the school year. If such an instance occurs, students will be given ample notice about the performance and a deadline to

submit absence excuses. Previously scheduled personal commitments will be honored in this case as long as the deadlines are adhered to.

PARENT SUPPORT and RESPONSIBILITIES

The participation of your student in this program will hopefully prove to be not only rewarding for your student but for you the parents and guardians as well. Please help us in establishing the proper attitude toward music at home. Also, support what your child is doing by attending regular performances of the band and encouraging your son or daughter to practice at home.

The band booster organization is a great way to get involved with your child's activity. Their purpose is to boost the overall band program through fund-raising and other means of support so that our students can have the best experience possible in this activity. It is **expected** that all parents will regularly participate in booster activities. The organization meets regularly during the season and more information, please contact a member of the executive board.

If at any point you have a concern about any aspect of the program, please communicate with the director. Our staff has been selected on their qualifications to do the job asked of them and share many years of "field" experience between them. Immediate communication with the director is KEY in solving any student to staff issues that may occur during the season.

SOCIAL MEDIA/ONLINE POLICY

The development of social media for communication within an organization has been both extremely helpful and exciting. We are pleased to announce that the band program has established a Twitter account (@TWPMB) in an effort to foster that communication. This Twitter account currently serves as the ONLY sanctioned social media account for the program. Anyone may "follow" this account, but out of respect for privacy and responsible usage, students and parents of the program will not be "followed".

Additionally, a Remind101 account has been set-up as a one-way text messaging system between Mr. Sino/Mr. Graff and the members. Please text @wthsmb to 81010 to sign-up. Standard text messaging rates apply.

The other two online sources – www.wthsmintemenband.com and Marching Band e-board are also official internet resources for this program. With that said, students in leadership positions may create Facebook groups or other social media accounts to communicate information about the program as they see fit. Please understand that anything published on those venues are not necessarily approved by the marching band staff. As with all online communications, we strongly advise all students to use these resources responsibly. The school district's acceptable use policy as well as the student code of conduct policy regarding the appropriate and safe use of the internet and social media is applicable to all marching band activities. Students who choose to make negative, disrespectful or other inappropriate remarks in any of these forums may be subject to the school's student code of conduct. When in doubt,

do not post anything online that could be viewed in a negative light as all online posts are public and permanent. Tweet responsibly!

DIRECTOR'S INFO

Please feel free to contact us at any point during the season to discuss any concerns or questions you may have. We personally believe that communication between parents, students and the directors is crucial to the success of the program.

Director - Joseph Sino
E-mail: jsino37@gmail.com

Assistant Director – William Graff
E-mail: wgraff83@gmail.com

In addition, this handbook along with most of our other information will be posted on our website (www.wthsmenband.com), posted to the marching band e-board, “tweeted” @TWPMB or texted via Remind101. Please continue to check these resources frequently for updates about the schedule and the program.

CONFIRMATION OF STUDENT HANDBOOK

Please read through the contents of the musician or colorguard handbook very carefully. Questions regarding any of this material should be directed to Mr. Sino (jsino37@gmail.com) or Mr. Graff (wgraff83@gmail.com)

If you agree to the contents and policies contained in the handbook, please sign the statement below. This contract is due by **Tuesday, July 6th, 2016**.

STUDENT STATEMENT

I hereby certify that I, _____ have read and understand the contents of the musician or Colorguard handbook. I recognize and fully understand the rules and regulations by which I may participate, and I am prepared to accept the consequences for any violation of them.

In an effort to promote our students and our activities, we may post pictures or performances of the band on our website or other media. I acknowledge that my picture may be available for public access as a member of the Washington Township High School Minutemen Band.

Student Signature

Date
Will you be 18? (Y/N) _____
If yes, birthdate is: _____

PARENT/GUARDIAN STATEMENT

I hereby certify that I have read and understand the contents of the musician or colorguard handbook. I recognize and fully understand the rules and regulations by which my child may participate, and I acknowledge that he/she will have to face the consequences of violating the contents of the handbook. I also give my child permission to participate in all marching band activities for the 2015-2016 season.

In an effort to promote our students and our activities, we may post pictures or performances of the band on our website or other media. I acknowledge that my son or daughter's picture may be available for public access as a member of the Washington Township High School Minutemen Band.

Parent/Guardian Signature

Date

This form must be returned by July 6th, 2016