

***2022-2023***

***Edition***

**Policies and  
Procedures Handbook**

**(Revised 4/25/2022)**

***Addendums will be added to the online Handbook on Canvas and/or  
[www.yorkcougarbands.com](http://www.yorkcougarbands.com) as needed.***



***212°***

***Where Excellence is a Way of Life***

This handbook is designed to cover all facets of the band program.



# York Cougar Bands- Policies and Procedures Handbook

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# GENERAL PROGRAM HANDBOOK

## **INTRODUCTION**

### **Welcome to the York Comprehensive High School Band Program!**

It has long been known that students who are involved in school music programs generally rank at the top of their class in most every area of the curriculum. You can be sure that the majority of students taking part in high school bands across America aren't doing it because it's good for them; they're doing it **BECAUSE THEY ENJOY IT!**

What we need is your assistance in helping to make the band program at YCHS a success:

- Get to know us – we offer opportunities throughout the year to meet with you and your parents.
- Become a supporter – Get involved and watch your child perform
- Consider private instruction – Quality private teachers in our area can help make the most of your musical endeavors which it turn raises the musical level of our program as a whole.
- Stay informed – Check your email & regularly visit our Facebook page & online calendar for the most current up-to-date information.

Our band program is an organization that involves the cooperative efforts of many people (students, directors, band staff, parents, and administration) working toward common goals. Governing policies are necessary for any group, regardless of size, because they provide direction, help maintain discipline, and insure the welfare of each individual member.

Tremendous amounts of administrative time are required to make such an organization run smoothly to the benefit of all. Hopefully this handbook will aid in the administrative duties of the Band Directors and allow more time directed toward the teaching of music skills. This handbook outlines the limitations and responsibilities of our membership. It is an important source of information for both parents and students.

**We truly believe that you and your student have chosen to become involved with one of the most worthwhile organizations in public school education...a high school band program. Band gives us discipline in all aspects of our life. Band gives us courage and respect.**

Again, we look forward to another year – full of excitement and new experiences!

*Laura C. Brooks & Douglas W. Brooks*

## **GOALS**

Every respectable organization must have high yet realistic goals that they can achieve with cooperation and hard work.

1. We will commit to doing our best in every practice and performance. Doing anything halfway is not worth the effort.
2. We will raise the level of comprehensive musicianship throughout the band program.
3. We will all strive to entertain our audiences and affect them with our energy, intensity, and enthusiasm.
4. We will attempt to bring home top honors at all contests. This, however, is not our primary goal and indeed will not always happen.
5. We will be involved in our community and peer group through service and participation.
6. We will increase parent and community support.

These are REALISTIC and OBTAINABLE goals. It will take the efforts of every member, along with dedication, hard work, a love for music, and excellence, to be successful.

## **COURSE OFFERINGS**

Band/Cougarettes is a year-long commitment and course of study. When students sign up, they will be placed in a 1<sup>st</sup> semester Marching Band/Fall Cougarettes class and in a 2<sup>nd</sup> semester Concert Band Class/Winter Cougarettes (Jazz Band does not take the place of any other course for year-round status). All placements into performance classes will be determined via audition and/or recommendation based on progress, instrumentation, pass off evaluations, state evaluations, and BOE testing.

**MARCHING BAND COURSES**

- **Marching Band**
- **Honors Marching Band**
  - 1 credit (1<sup>st</sup> semester)-Spring orientation, many performance opportunities, attendance at **all** rehearsals and performances is required. Honors credit is available for those recommended for the Honors course.

**CONCERT BAND COURSES**

- **Symphonic Band**
  - 1 credit (2<sup>nd</sup> semester)-Intermediate concert band class, several performance opportunities, focus is intermediate skills and intermediate literature.
- **Honors Wind Ensemble**
  - 1 credit (2<sup>nd</sup> semester)-Advanced concert band class, many performance opportunities, focus is advanced skills and advanced literature. Placement (or score of at least 100/200) in Region Band or All-State Band strongly recommended, but not required.

**COUGARETTES COURSES**

- **Fall Cougarettes-Dance**
  - 1 credit (1<sup>st</sup> semester) – Spring orientation/audition, many performance opportunities, attendance at **all** rehearsals, camps, and performances is required.
- **Winter Cougarettes-Dance**
  - 1 credit (2<sup>nd</sup> semester) – Audition may be required, many performance opportunities, attendance at **all** rehearsals, camp, performances is required.

**HONORS JAZZ BAND COURSE**

- 1 credit (5<sup>th</sup> block/"Late Bird") Application required, must already be enrolled in band (except for bass or guitar) Advanced level class. Focus is study of jazz history, styles, and skills, and improvisation.

***FOUR-YEAR PLAN.***

<b>4 YEAR COLLEGE REQUIREMENTS</b>	
English	<b>4 units</b>
Mathematics	<b>4 units</b>
Science	<b>3 units</b>
US History	<b>1 unit</b>
Government	<b>½ unit</b>
Economics	<b>½ unit</b>
Social Studies Elective	<b>1 unit</b>
PE/JROTC(or band)	<b>1 unit</b>
Computer Science	<b>1 unit</b>
Foreign Language	<b>1 unit</b> (both must be same language)
Fine Arts	<b>1 unit</b>
Electives	<b>6 units</b>

<b>FOUR YEAR PLAN TO INCLUDE FOUR YEARS OF BAND or COUGARETTES</b>	
<b>9<sup>TH</sup> GRADE</b>	<b>10<sup>TH</sup> GRADE</b>
English (1)	English (1)
Math (1)	Math (1)
Science (1)	Science (1)
Social Studies (1)	Social Studies (1)
PE/JROTC (1) **not needed if Band course is successfully is completed	Foreign Language (1)
Computer Science (1)	Marching Band/Concert Band or Color Guard/Winter Guard(2)
Marching Band/Concert Band or Color Guard/Winter Guard(2)	ELECTIVES (1)
<b>11<sup>TH</sup> GRADE</b>	<b>12<sup>TH</sup> GRADE</b>
English (1)	English (1)
Math (1)	Math (1)
Science (1)	Gov/Econ (1)
Social Studies (1)	Foreign Language (1) or other elective
Foreign Language (1)	Marching Band/Concert Band or Color Guard/Winter Guard(2)
Marching Band/Concert Band or Color Guard/Winter Guard(2)	ELECTIVES (2)
ELECTIVES (1)	

## CAREER PLANNING

Music and dance study FITS into ANY career, IGP, or cluster!

Music study develops skills that are necessary in the workplace. It focuses on “doing,” as opposed to observing, and teaches students how to perform their task, literally, anywhere in the world. Employers are looking for multi-dimensional workers with these sort of flexible and supple intellects that music education helps to create as described above. In the music classroom, students can also learn to better communicate and cooperate with one another. Music performance teaches people to conquer fear and to take risks. A little anxiety is a good thing, and something that will occur often in life. Dealing with it early and often makes it less of a problem later. Risk-taking is essential if a child is to fully develop his or her potential. Music study enhances teamwork skills and discipline.

## ELIGIBILITY

- Each member must complete an evaluation/recommendation/audition before entering the program.
- Students must be on track for graduation (students that must repeat a grade must have administrative approval to continue in band).
- Students must not have a history of school discipline referrals.
- Current students must improve from year to year to be considered for the following year’s enrollment.
- Select 8<sup>th</sup> grade students may participate in the Marching Band by invitation only.
- **Per YCHS Administration, students MAY NOT carry over outstanding fees from one year to another. Therefore, any previous outstanding fees MUST be paid in full in order to retain membership for the next year.**

## ENSEMBLES/GROUPS

The YCHS Band Program provides many opportunities for our students throughout the year.

<b>Marching Band &amp; Fall Cougarettes</b>	Comprised of the total band program, compete statewide/regionally. Competes at SCBDA Upperstate Championship and normally advances to the State Championship. Also performs at home football games & parades.
<b>Wind Ensemble</b>	Advanced level concert ensemble. Performs 2-4 times a year. Performs at the SCBDA State Concert Performance Assessment (CPA).
<b>Symphonic Band</b>	Intermediate level concert ensemble. Performs 2-3 times a year.
<b>Jazz Band</b>	Advanced level large chamber ensemble. Performs 2-4 times a year. Performs at the state SCBDA State Jazz Performance Assessment (JPA).
<b>Winter Cougarettes</b>	Comprised of 2-3 teams (Diamonds, Pearls, Cadets), competes statewide/regionally in the CWEA circuit.
<b>Percussion Ensemble</b>	Competes statewide/regionally in the CWEA circuit.
<b>Chamber Ensembles</b>	Student lead. Performs when possible.

## CALENDAR OVERVIEW

The band calendar can be divided into 2 major “seasons”:

<b>Marching Season</b>	Late July – End of October <ul style="list-style-type: none"> <li>• Marching competitions, football games</li> </ul>
<b>Concert Season/Winter Season</b>	November-End of School <ul style="list-style-type: none"> <li>• Parades, concerts, Region Band, All-State Band, All-State Jazz, Cougarettes Competitions, Percussion Competitions, Solo &amp; Ensemble, Spring Orientation, Awards Ceremony</li> </ul>

- All members are given a hard copy of the band year calendar during Orientation in preparation for the net year. This gives band families plenty of time to make needed adjustments and plans for having good attendance at camps, rehearsals, and performances.
- All members should always refer to the online calendar for accurate updates.

# COMMUNICATION

In order for our band to be the best that it can be, we cannot allow ourselves the luxury of making excuses or letting problems go unresolved. Good communication is vital if we are to maintain our Superior tradition!

## Effective ways to communicate (for parents and students):

- Seek guidance in Handbook, [www.yorkcougarbands.com](http://www.yorkcougarbands.com), York Cougar Band Facebook page, Canvas, or email newsletter.
- Email Directors - Mrs. Brooks – LBROOKS@york.k12.sc.us, Mr. Brooks – DBROOKS@york.k12.sc.us, Ms. Reinhardt - CReinhardt@york.k12.sc.us
- Call band office - Mrs. Brooks – 803-818-6247, Mr. Brooks – 803-818-6246

## Ineffective ways to communicate (for parents and students):

- Call or show up – directors will not take calls or see anyone during instructional time (or 30 minutes before or after a rehearsal or event without prior appointment).
- 30 MINUTE RULE: Wishing to speak with directors or staff 30 min before/after an event or rehearsal.
- Communicating with ANYONE in the “heat” of a moment.
- Passing information which could be viewed as “gossip.” If you want accurate information, seek the source.
- Contacting a non-Director staff member.

## Forms of communication:

- The band sends emails with news and reminders once to 5 times a week.
- Band Text Service – Instructions to enroll:
  - Text the message @ychsbands to the number 81010. If you have trouble, text the same message to 803-443-0421
  - Follow the directions as prompted.
  - To leave the text service respond to a text from CougarBand with @LEAVE.
- York Cougar Bands Facebook Page! “Like” York Cougar Bands to get our newsfeed and pictures
- Canvas – Become a an “Observer” in your student’s Canvas course for course news, resources, and grade information.
- LIVE Calendar – link on [www.yorkcougarbands.com](http://www.yorkcougarbands.com)
- Visit [www.yorkcougarbands.com](http://www.yorkcougarbands.com)

# GRADING

## I. Daily Grades & Rehearsals

Students may receive daily grades based on preparedness, materials, and participation in class/rehearsals. Students who fail to bring required materials/equipment to class/rehearsals will receive a reduced daily grade. Students must bring a note from home if their instrument is in the shop.

Tardy for rehearsal = 1 letter grade reduction	Missed rehearsal = 0 for Daily Rehearsal Grade (see VII)
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## II. Tests & Performances

Students may have playing, written, or electronic tests throughout the year. Most playing, written, or electronic assessments will have up to 4 attempts for the student to be able to achieve the grade they desire.

Missed performance or competition = 0 for Major Test Grade (see VII)
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## III. Quizzes/Pass Offs

Playing quizzes and pass offs are conducted often to monitor progress of each student. Quizzes/Pass Offs may cover scales, concert music, selected exercises, routine, drill, body visual choreography, and etc. Most quizzes and pass offs will have up to 4 attempts for the student to be able to achieve the grade they desire. Pass Offs are not about perfection. A student will generally pass their Pass Off if their performance is approximately 80% accurate.

Quizzes	Graded on a scale from 0-100
Pass Offs	Graded 0 or 100

## IV. Calculation of Grades

Daily/Materials/Rehearsals – 20%	Quiz/Homework – 20%	Tests/Performances/Projects – 60%
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**V. Missing Assignments/Low Grades**

It is the student’s responsibility to complete assignments when they must be absent. After the deadline has passed for an assignment a “0” will be placed in the gradebook until the student completes the assignment and the assignment is graded. Assignments will stay open 10 days passed the deadline to allow for makeup time due to illness, etc. After the 10-day extension, the assignment will be locked and will only reopen if the student has an extenuating circumstance. Students may retake assignments with low grades up to 4 attempts depending on the assignment by the lock date of the assignment.

**VI. Extra Credit**

Opportunities may be available during the course.

**VII. Alternative Assignments**

In the event of an **EXCUSED** absence (see Attendance Policy), students may complete a predetermined alternative assignment (Alternative Assignment form available in the band room, website, and Canvas) or make up the time (form available in the band room, website, and Canvas) to receive partial credit for a missed rehearsal or performance. The alternative should be equal to the time spent on the original event (see form).

**VIII. COVID-19 and Grades**

- Students are expected to make up any assignments missed if they are quarantining due to a documents personal positive case upon return to school.
- Students will NOT have to complete alternative assignments for missed rehearsals or performances due to a documented personal positive COVID-19 quarantine.
  - A reserve/production member will take the place of a quarantined member during their quarantined time and possibly some time after their return depending on how quickly the student is able to perform what was missed.

## **ATTENDANCE POLICY**

The time commitment and responsibility placed on each parent and member of band programs is realized, especially during the marching season. We try to keep this in mind when planning necessary rehearsal time needed for the success of our students, and attempt to choose and balance the number and quality of events in which we participate. Please see the “Grading” section of this handbook to indicate how grades are affected by attendance.

➤ **EXPECTATIONS:**

- 100% Attendance is expected/required of all members at camps, rehearsals, games, and competitions/performances. These dates will be clearly communicated well in advance.

➤ **ATTENDANCE POLICIES:**

1. **When tardy or absent from a rehearsal, competition, or performance an email, signed written statement, or doctor’s note is required for documentation.**
2. Absences from rehearsals, camps, performances or competitions should be communicated to directors ASAP, or with at least one month’s notice (unless extreme illness or emergency). This will enable directors, staff, and student performers to make necessary changes and adjust plans and/or performances.
3. Excessive absences and tardies may result in demotion or elimination from the program.
4. Most **Wednesdays** are kept open for doctor’s appointments, lessons, etc. Please schedule these accordingly.
5. Other school activities (i.e., club meetings) conflicting with rehearsal time/performances should be communicated in advance.
6. **A rehearsal absence (for whatever reason) during the week of a performance may result in a student not being allowed to perform. The student is still required to attend the performance with the band as normal for grading purposes.**

<u>EXCUSED ABSENCES</u>	<u>UNEXCUSED ABSENCES</u>
Personal Illness w/written documentation	Doctor/Dentist Appointments (please schedule accordingly)
Pre-Approved school function	Work Conflicts
Funerals	School events/meetings ( <i>without</i> director approval)
Emergency	Any other absences

## GENERAL EXPECTATIONS

We expect personal conduct during school/after-school events to reflect favorably upon the school, the band, and fellow band members. Failure to comply with band, school, or civil regulations will result in the following depending on severity:

1. Warning/Demotion/Loss of privileges/Possible Parent Contact
2. Parent Contact/Alternative Assignment
3. Action by school administration

### Expectations of every member:

1. BE PROFESSIONAL (TIME and PLACE)
2. Be at least 10 min (but no more than 30) early to all practices and performances.
3. Look and listen when someone is speaking (LOOK and LISTEN).
4. No PDA (Public Display of Affection).
  - a. *PDA is defined as, but not limited to: holding hands, hugging, kissing, etc.*
5. Students may not have hair that is an unnatural human color (pink, blue, purple, etc).
6. Arrive at all class meetings, practices and performances with the correct equipment and positive attitude.
7. Make a real effort to learn and improve daily.
8. Become responsible for and expect to assume the consequences of your actions.
9. Treat your uniform, equipment, music, staff, and parent support with respect.
10. Follow all duties, school regulations and all travel instructions.
11. No gum in band facilities.
12. Keep cubby/locker clean, organized, and free of trash.
13. Observe your "Clean up Duty" on assigned days/times (allow 5-10 min).
14. Keep up with your belongings - YCHS and the Band Directors are not responsible for personal items left un supervised.
15. **DO NOT TOUCH OR PLAY ANY INSTRUMENT OR EQUIPMENT THAT DOES NOT BELONG TO YOU WITHOUT PERMISSION.**  
This includes ALL percussion equipment, Cougarettes equipment, school owned instruments, computers, and other students' instruments.
16. If you think the behavior you are considering may cause trouble – DON'T DO IT!

### General Procedures:

Procedures are how we do things. Everything we do has a particular procedure. Here are a few of the basics:

- ✓ Leaving your seat -Raise hand to ask permission
- ✓ Using the band office phone -Ask for permission
- ✓ Entering Class/Rehearsal -Read instructions on board / cubby / locker/music / seat-position
- ✓ Asking/Respond to question -Raise your hand
- ✓ Turning in fundraising \$ -Observe deadlines / Fill out appropriately / Turn in appropriately
- ✓ Listening to announcements -Everyone quiet
- ✓ Band Announcements -Check screen at beginning of class / listen to announcements / check email/ texts/ Facebook/Canvas
- ✓ Extra Help -Ask a more advanced student / set up session with staff or directors.
- ✓ Storing Music -MB music in Black Notebook / CB music in folder
- ✓ Setting Up -Each class responsible for setting up for their class.
- ✓ Tearing Down -Last class (or other) stack chairs / stands on racks
- ✓ Instrument Cases -Place under chair / or behind you when standing
- ✓ Clean up duties -Officers will advise (allow 5-10 min)

### Use of the Band Facility:

The use of the band facilities before, after, and during school is a privilege. Students who abuse the facilities will be disciplined accordingly. Any abuse or damage will be considered vandalism.

- **BAND ROOM PORCHES/ENTRYWAYS** - These areas should free from loitering – especially before/after school, rehearsals or events.
- **BAND ROOM** - No horseplay or throwing things in/around the band room. All percussion and guard equipment is off limits to anyone not specifically designated to use. Water only!
- **INSTRUMENT STORAGE ROOM** – Is for retrieving your instrument/equipment only. **Lockers are not for storing food, beverage, or loose clothing or papers.** You should only be in this room for a maximum of 2 minutes.
- **LIBRARY** - The library should only be used by Directors, staff, chaperones & band librarians.

- **UNIFORM ROOM** - Only the Lt. of Operations for uniforms and their crew should ever enter this room unless it is used for practice.
- **BAND OFFICES** - All persons should keep in mind that this is a place of business. NO ONE should be in the band offices when director(s) are not present.
- **COUGARETTES ROOM** – Only Cougarettes are allowed in this room.

### **The Cougar Band Philosophy On Winning...**

Be more concerned about how YOU live and how you are shaped by your involvement with the band program, rather than what your peers or a panel of judges think of you. Learn not to worry about the things which you have no control over, such as performance order, the adjudication panel, the weather, etc. Work very hard on the things that you can control. The value of performance or competitions is formed in the preparation invested in it. It is more about the journey, not the destination. If you do your best each day, the trophy case will take care of itself - and stand for what we are really about.

## **SCHOOL INSTRUMENT/EQUIPMENT/GARMENT USE AND CARE**

Each student who uses a school-owned instrument or Cougarettes equipment is responsible for the care of that property. If an instrument/equipment is damaged due to misuse or negligence, the student will be responsible for the entire cost of the repair or replacement. Malicious damage to any instrument/equipment will be addressed under appropriate YCHS and York School District One policies. Winds students may also be responsible for supplying himself/herself with an appropriate mouthpiece/reeds-unless otherwise directed. School issues garments must be returned following specific cleaning and turn-in instructions.

## **COPYRIGHT POLICIES & PROCEDURES**

By copyright law, you may not post videos of performances (or rehearsals) online, or on any form of social media. This also pertains to concerts. Scouts and lawyers (especially on YouTube) are cracking down on violations of copyright. If charged the fine could range from \$1,000-\$50,000 and possibly even more! Each year our band pays approximately \$5,000 in licenses and permissions to perform our show music at each rehearsal, game, and competition. You may hear announcements made throughout a competition/performances about NOT taking video footage. This is to protect YOU, our band, and the competition hosts. Please be respectful and abide by these parameters. It's the law!

**Do I Need a License to Make a CD?** Yes, in order to produce audio recordings of a song, you must obtain a mechanical license, whether or not you are selling the recording for profit.

**Do I Need a License to Make a DVD?** For making a DVD, you must negotiate to obtain a synchronization license from each copyright holder—and they are under no obligation to grant it to you. You must obtain a license even if you are not selling or profiting from the DVD.

**Do I Need a License for a YouTube Video?** To legally post a YouTube video of your band's performance, you must also obtain a synchronization license.

- Posting "I do not own the rights to the music or material" is not enough!

## **FEES**

### **Band, Fall Cougarettes, and "Early Experience" Member Fee**

#### **OPTION A**

#### **One-time payment**

- \$300 - Pay in FULL on April 28<sup>th</sup> 5:15pm-5:45pm at Orientation Registration

#### **OPTION B**

#### **4 Payments**

- \$50 "Membership Deposit" – April 28<sup>th</sup> - 5:15-6pm at Orientation Registration
- \$83 - July 25<sup>th</sup> - 1<sup>st</sup> Day of Band Camp
- \$83 - August 30<sup>th</sup>
- \$84 - September 20<sup>th</sup>

- Membership Fees are NON-REFUNDABLE after May 12<sup>th</sup>.
- If my student becomes a non-member after May 12<sup>th</sup>, I may be responsible for the full fee amount to cover cost of show rewrites caused by the student's absence.
- Financial matters concerning members and their families are ONLY the business of Directors and the YCHS bookkeeper.
- Cougarettes Only – Once the costume order/equipment order is placed, the student/parent will be responsible for full payment of items purchased if student becomes a non-member.

<u><b>Leadership Fee</b></u> <ul style="list-style-type: none"> <li>• \$30 Only for Student Leadership Team members to be paid on the first day of Summer Leadership Retreat.</li> </ul>	<u><b>Honors Jazz Course Fee</b></u> <ul style="list-style-type: none"> <li>• \$40 Only for students who apply and are accepted into the Honors Jazz Course</li> </ul>
<u><b>Percussion Ensemble Fee</b></u> <ul style="list-style-type: none"> <li>• \$50 2<sup>nd</sup> semester fees for all percussionists.</li> </ul>	<u><b>Winter Cougarettes Fee</b></u> <ul style="list-style-type: none"> <li>• See "Cougarettes Handbook"</li> </ul>
<u><b>Region / All-State Jazz Audition Fee</b></u> <ul style="list-style-type: none"> <li>• \$12 for those that wish to register for these events.</li> </ul>	<u><b>Region Clinic Fees</b></u> <ul style="list-style-type: none"> <li>• \$10 for those attending the Region Clinic</li> </ul>
<u><b>All-State Clinic Fees</b></u> <ul style="list-style-type: none"> <li>• Approx. \$200-\$350 for those attending the All-State Band Clinic – includes clinic fee and hotel</li> </ul>	<u><b>All-State Jazz Clinic Fee</b></u> <ul style="list-style-type: none"> <li>• Approx. \$200-\$350 for those attending the All-State Jazz Clinic - includes clinic fee and hotel</li> </ul>
<u><b>Solo &amp; Ensemble Fees</b></u> <ul style="list-style-type: none"> <li>• \$6 – Solos, \$3pp – Ensembles</li> </ul>	

## ***PAYMENT PROCEDURES***

**Mr. Brooks is the chief financial coordinator of the York Cougar Bands.** All financial questions regarding fees, and Kids Account should be directed to him.

Students/Parents will make payments using the following procedures:

- Sealed envelope: w/ student's name, \$ amount, and what the payment goes toward on envelope.
- Checks should include the student's name on the memo line.
  - Make checks payable to YCHS Band
- Cash should be exact change.

## ***FUNDRAISING & THE KIDS ACCOUNT***

EVERY member of the band and Cougarettes is expected to participate in EVERY fundraiser.

The YCHS Bands fundraising activities generate revenue two-fold:

**1) YCHS Bands General Fund** - The YCHS Bands General Fund is used for operational expenses for ALL STUDENTS in the entire YCHS Band program.

**2) YCHS Bands Kids Account**-The YCHS Bands Kids Account is used for YCHS Band students to cover the cost of Band/Cougarettes Membership Fees and Band Trips. This is done to insure that each Band/Cougarettes student has fair and equal opportunity to pay for Band/Cougarettes Membership Fees and Trips through fundraising profits, which reduces the amount of out-of-pocket monies having to be spent by parents to cover these expenses.

In name only, the individual tracking of fundraising profits is referred to as an "account" for each student. The word "account" is really not an accurate term to describe the tracking of each student's fundraising profits. Some people may think that it is like a "bank account" or "savings account", but that is not the case. The money that is raised and placed into the YCHS Bands Kids Account is the property of the YCHS Bands, and is not the individual property of students to spend as they wish. We are simply allowing students to apply their individual fundraising profits to their cost for Band/Cougarettes Membership Fees or our biennial Trip, so that their cost will be reduced in proportion to the amount of fundraising.

All student fundraising profits and trip payments are deposited into a special YCHS school account called the "YCHS Bands Kids Account". All checks to tour companies, bus lines, hotels, and theme parks, are written from this account. Mr. Brooks and the YCHS bookkeeper keeps track of each student's fundraising records, fundraising profits, and balances. We track individual fundraising profits to establish a sense of fairness for all students. Simply stated, the more students sell, the more revenue they generate for their Kids Account and for the General Fund.

Students' Kids Account funds will accrue for as long as they remain in the YCHS Band Program. When a student has fundraised more money than the Band/Cougarettes Membership Fees or Trip will cost, the leftover balance will remain in the Kids Account for future Band/Cougarette Fees or for the next trip (Underclassmen). However, when senior band members graduate, any remaining balance leftover in their Kids Account will revert to the YCHS Band General Fund. If a senior band member has a

younger sibling that is already in the band program, their remaining balance may be transferred to that sibling's Kids Account upon graduation. Students are not permitted to transfer Kids Account balances to any other student other than a younger sibling.

The YCHS Bands profit-sharing breakdown for our 2 types of fundraising is shown as follows:

- Fall Fry & Winter Fry – *The more tickets sold, plus hours worked will result in more points going into an individual student's "Kids Account."*
  - *Points for the upcoming Fry will be distributed to students as follows:*
    - *Each ticket sold (up to 50) = 2 POINTS (\$2) each*
    - *Each ticket sold (over 50) = 3 POINTS (\$3) each*
    - *Every hour worked at the fry by a student and their parents = 4 POINTS (\$4) each*
- Brochure Type Fundraiser – *Student NET profits are generally 25% of the total amount of money for sold items.* The profit margin on most "brochure" fundraisers is 50%.
  - Total amount of money for items sold = 100%
    - Actual COST of items sold = approx. 50%
    - NET Profit for YCHS Bands Kids Account = 25%
    - NET Profit for YCHS Bands General Fund = 25%

## ***FIELD TRIPS – Competitions & Day Trips (these also pertain to large scale trips)***

General expectations:

- Students will abide by the rules for a given trip. Failure to do so will result in an immediate call to parents who will then be required to pick up their student &/or cover any transportation charges. Additional disciplinary measures will follow.
- Tobacco and alcohol are clearly prohibited under school and state law.
- **BE PROFESSIONAL! YOUR behavior is a direct reflection on many entities.**
- Creating any kind of scene in public that will bring attention to the band in a derogatory manner will not be tolerated.
- Profanity of any kind will not be tolerated.
- Students are required to STAY with designated student/parent groups during required times.
- Performances by other bands/performing groups should always be rewarded with applause. Treat any other band's performance in the manner in which you would like to be received.
- Special care should be taken to see that all personal and school property is properly cared for
- Place an identification tag on all school and personal items.
- Students should have a ride home waiting for them as they return to the school following a trip.
- Any necessary forms must be completely filled out and returned before a student may travel.
- Students will only visit designated places suggested by directors.
- Curfew and visitation policies (set by directors) must be fully observed at all times.
- Students will adhere strictly to the itinerary for a given trip.
- Students are expected to treat all bus drivers & chaperones with respect
- No video or audio devices may be used on buses unless equipped with headphones.
- Students must remain seated while traveling on buses, and talk in normal conversational voice level.
- All regular school rules apply and will be upheld.
- Students must travel TO all events with the band, leaving from school (unless there is an extenuating circumstance pre-approved by directors).
  - **Alternate Transportation Following an Event**
    - A student may leave an away event with a parent ONLY after the Directors are given written/email notice at LEAST a day BEFORE the event. Students are expected to stay for the duration of the event. Director/staff/chaperone must personally observe the student leaving with the parent. Parents are responsible for meeting the group at the buses IMMEDIATELY after the event. As soon as all students are on buses and accounted for, the group will leave the event. If a parent has not retrieved their student by this time, the student will ride the bus back to the school with the group.

## **LARGE SCALE TRIPS – Overnight Trips**

These trips are usually 3-6 days in duration and can range from \$500-\$1,200.

- Trip overview and/or itinerary, specific guidelines, and FAQs for each large scale will be distributed to students and parents.
- Students/parents will apply to go on a trip.
  - Applications will be approved based on grade level beginning with seniors, then juniors, then sophomores, then freshmen, then 8<sup>th</sup> grade members, then any 7<sup>th</sup> grade members we may have as a part of the marching band.
    - Exception – If a certain ensemble will be performing while on the trip, members of that ensemble may be approved first, then follow the approval order mentioned above.

### **Student Trip Eligibility**

- Student must be a year-long band/Cougarettes student (regardless of grade level)
  - Jazz Band does not take the place of any other course for year-round status.
- Student/Parent in good financial status with the band.
- All Membership Fees are paid in full before the trip deposit is due.
- Student must hold a good upstanding social, behavioral, and financial status/relationship with directors, students, teachers, and school administrators.
- Administrator approval to travel with band.

## **YCHS BAND STUDENT LEADERSHIP OPPORTUNITIES**

Application process will be explained in depth at appropriate time. A contract will be given for both students and parents to sign. All are encouraged to attend leadership workshops and clinics. The entire team will attend the YCHS Band Summer Leadership Retreat. Positions are subject to change any time at the discretion of directors.

### **Expectations of ALL serving in a Leadership role**

Exemplary personality, enforces extreme positive values and expectations of the band, assumes a position of leadership, maintains the respect of the band and Cougarettes, attends all scheduled meetings. Leadership Team members will also be placed on duty teams.

### **Possible Positions / Duties**

- A. President (preferably 11<sup>th</sup> or 12<sup>th</sup>)
  1. Organizes and supervises clean-up of the band room/field after rehearsals and performances
  2. Fundraising student coordinator/motivator
  3. Assists Directors in any way possible
  4. Sees that moral/motivation is on a constant up rise with all students
  5. Organizes officer meetings & competition awards planning
  6. Delegates duties to Captains & Lieutenants – keeping in constant contact
  7. Assists with food/meal program
- B. Vice President (preferably 11<sup>th</sup> or 12<sup>th</sup>)
  1. Organizes officer meetings
  2. Assists Directors in any way possible
  2. Sees that moral/motivation is on a constant up rise with all students
  4. Food/meal program Coordinator
- C. Secretary (10<sup>th</sup>-12<sup>th</sup>)
  1. Serves as the music librarian
  2. Serves as attendance coordinator
  3. Equipment inventory manager
  4. Assists in any office type duties – correspondence, letter, paperwork
- D. Drum Major (at least one-year marching experience)
  1. Takes over and/or assists with rehearsals or warm-ups if necessary
  2. Task manager on the field & band room
  3. Conducts and commands the marching band on the field, at pep rallies and games
  4. Assists in drill teaching
  5. Assists Directors and staff in administrative and organizational tasks
  6. Has and practices a thorough knowledge of music scores, marching fundamentals
  7. Audition
  8. Must attend at The Drum Major Academy prior to Band Camp – see Directors
- E. Captains (10<sup>th</sup>-12<sup>th</sup>)
  1. Assists instructors anyway possible
  2. Exhibits exceptional technique & performance on instrument/equipment
  3. Exhibits ability to communicate and teach
  4. Conduct rehearsals/sectionals
  5. Plan sectional rehearsals when needed (any season)

6. Bring to Directors'/Staff's attention any problems in the music/visual that may have been overlooked
  7. Promote fundamentals of correct technique
  8. Create and promote team camaraderie among section & band
  9. Responsible for proper care, maintenance, and organization of equipment
- F. Lieutenants of Operations (10<sup>th</sup>-12<sup>th</sup>)
- Cougarettes:
1. Coordinates distribution/receiving, maintenance and organization of uniforms
  2. Manages equipment, making sure everyone has what they need and it is in working order
  3. Manages & organizes storage rooms
- Percussion:
1. Percussion manager – helps with preparations and maintenance
  2. Assists Percussion staff with equipment needs
  3. Works with pit/front crew
- Uniform:
1. Coordinates distribution/receiving of uniforms and stays until properly stored
  2. Assists assigned Uniform parents in ANY way
  3. Manages & organizes the uniform room
  4. Assists with food/meal program
- G. Squad Leaders (10<sup>th</sup>-12<sup>th</sup> selected by directors and staff during first week of camp)
1. Responsible for their squad during rehearsal
  2. Knows and understands thoroughly the marching band fundamentals
  3. Exceptional executing of marching fundamentals
  4. Exhibits maturity in communication & ability to teach and learn quickly

## STUDENT AWARDS

Only students enrolled year-round are eligible (Jazz Band does not take the place of any other course for year-round status).

Recognition of Seniors	Outstanding Sophomore Awards
Outstanding Freshman Awards	Outstanding Junior Awards
The Louis Armstrong Jazz Award	Outstanding Senior Awards
Most Improved Awards	<u>Other Awards</u> – The director(s) may see fit to award students using medals, certificates, or plaques for overall participation.
John Phillip Sousa Award - Student has continually shown the highest level of dedication, musicianship, leadership, and esprit de corps. This may be a person interested in making music a career or one who would be a success, if interested. This award has become a nationwide symbol of excellence in musical achievement	

## YCHS BANDS LETTER/BAR SYSTEM

This system is designed to reward those comprehensive students showing outstanding conduct and achievement. Our goal is to have a well-rounded comprehensive program, where we are involved in many different activities as well as the individual student. Being comprehensive also enables the band to be eligible for the coveted State OPA, or Outstanding Performance Award. In order for us to achieve this goal, all students must participate and/or excel in the following categories.

The criteria for Winds and Percussion to receive a Band Letter/Bar are as follows:

1. Marching Band – No unexcused absences, and 5 or less documented excused absences from camps & rehearsals. No absences from performances including games, competitions, and parades. (missed time due to documented COVID-19 quarantine are exceptions).
2. Concert Band – No unexcused absences, and 1 or less documented excused absences, no absences from performances (missed time due to documented COVID-19 quarantine are exceptions).
3. All Marching Band Pass-Offs passed and complete.
4. Region Audition – Must register, prepare, and attend the audition (an audition missed due to an “excused absence” or documented COVID-19 quarantine can be made up in the presence of directors).
5. Solo & Ensemble – Must register, prepare, and perform a solo (with accompaniment for winds) (Solo & Ensemble missed due to an “excused absence” or documented COVID-19 quarantine can be made up in the presence of directors).

The criteria for Cougarettes to receive a Band Letter/Bar are as follows:

1. Marching Band – No unexcused absences, and 5 or less documented excused absences from camps & rehearsals. No absences from performances including games, competitions, and parades (missed time due to documented COVID-19 quarantine are the exception).
2. No absences from “spin camps” (missed time due to documented COVID-19 quarantine are the exception).
3. All Fall marching band show & winter guard show Pass Offs – passed and complete
4. A or B on Spring Solo project submission.
5. Winterguard - No unexcused absences, and 2 or less documented excused absences from camps & rehearsals. No absences from competitions or other performances (missed time due to documented COVID-19 quarantine are the exception).

# MARCHING BAND HANDBOOK FOR BAND & COUGARETTES

## **MARCHING ASSIGNMENTS**

Marching assignments are being constantly reevaluated and are subject to change at any time. *(Note: These assignments are for Marching Band only: July-October)*

- **Spot holder member**
  - A numbered position who will have a specific coordinate sheet detailing their positions on the field by a computer.
  - Performs at all games, competitions, etc.
- **Reserve/production member**
  - Student in training who shared a numbered position on the field.
  - Has the same expectations and opportunities as any other member except for select performance occasions.
  - Reserve/production members could be worked into the lineup as spot holder as places open up, or as necessary to replace members who may be having a difficult time, or may be injured.
    - Reserve members designated to take a spot holder's position during the competitive season are selected based on movement skills first, then musicianship.
      - Age & experience are NOT determining factors.
      - Instrument is also NOT a determining factor, as a student may serve as a visual spot holder for another instrument section.

## **THE "8<sup>th</sup> GRADE EARLY EXPERIENCE"**

- Recommended by middle school director based on musicianship, maturity, and potential.
  - Later evaluated for readiness by high school directors.
- Duration of responsibilities: Band Camp through MB State Championships & potential football playoff games.
- Expected to obey all expectations in handbook, as regular members –not met, demotion or referral to middle school admin.
- Skills are not graded, but should meet expectations and requirements of other students.
- Pass offs are expected.
- Usually serve as reserve/production members.
- Early Experience members can earn their Block Letter (for jacket order) by completing all criteria during the YCHS Marching Band season, and within their YMS band class. \*See YCHS Bands Letter/Bar System

## **MARCHING BAND REHEARSAL EXPECTATIONS**

Rehearsing effectively is our goal. In order to accomplish this, we will follow these guidelines during rehearsals:

- ✓ **BE PROFESSIONAL** Time and Place
- ✓ **Arrival** Be early (10-15) to meeting place, read board, have the required materials, be ready to release at the rehearsal time (unless otherwise designated to due to COVID-19)
- ✓ **Moving as One** Follow all commands with extreme execution while traveling with the group – together!
- ✓ **Water Breaks** Scheduled into rehearsal / taken when needed / ALL should have red water jug / no horseplay
- ✓ **Materials** Always have: pencil, coordinate sheet, music, notebook, instrument, chips/joey's
- ✓ **Cell Phones** Must be in silent mode during rehearsal on the sideline – NOT on the FIELD or on your during sectionals
- ✓ **Resetting Drill** Move quickly - no more than a few seconds. Be in place by count down.
- ✓ **Problem/Question** Raise hand for officer, staff, or director.
- ✓ **Individual playing** We warm-up and rehearse together unless otherwise instructed
- ✓ **Talking/Socializing** Reserved for breaks ONLY
- ✓ **Restroom/Water** Use right BEFORE rehearsal/roll. Get your water for rehearsal BEFORE rehearsal/roll
- ✓ **Music** Kept in a black notebook in sheet protectors

- ✓ Attire Flexible athletic shoes-no stiff soles, “flat bottoms,” or sandals / socks / mid-thigh gym type shorts / full coverage shirts appropriate for athletic activity / hair pulled away from face. Prescribed dress for rehearsals and other: TBA
- ✓ Dismissal By “Verizon Wireless” time indicated on calendar. Allow 5-10 min from dismissal time for pack up, & clean up duties. Exception: front ensemble. Director/Staff is not responsible for students getting to their ride late due to socializing with peers.  
**NOTE: In the event that a student is more than 30-45 minutes late or habitually late from being picked up from rehearsal or any other event, school administration and SRO will be notified.**
- ✓ EMERGENCY The same procedures will be observed as if it were during the school day for tornado etc. In the case of such events direct parent contact must be made with Directors and/or staff before a student may leave the facility.

## **BAND CAMP**

The purpose of band camp is to prepare marching, playing, and choreography skills for the coming fall season, much like conditioning for other sports. Attending a camp is good for the morale of a group. Individuals must learn to live, work, and play together, according to guidelines which will benefit all as a group. In order for band camp, and the marching performance in general, to be successful, every member of the band must attend. Band camp provides an opportunity for the Director and staff to have all of the students present at all times, in both mind and body.

**Only school related activities will be excused absences from camp. All other absences may result in part assignment adjustment, demotion, or elimination.**

### **Band Camp & Other General Expectations:**

1. Each band member is expected to conduct himself/herself in a proper PROFESSIONAL and socially acceptable manner at all times.
2. Any valuables brought to camp are the student’s responsibility.
3. Insubordination to camp staff, parents, or Directors will not be accepted.
4. Athletic shoes and socks are to be worn all times when indicated.
5. Revealing or provocative clothing will not be allowed (watch short lengths, tank tops).
6. All rules pertaining to behavior on school grounds and involvement with a school related activity will apply.
7. Each day you should have all of your required materials
8. **Eat breakfast before you arrive.** Foods such as pop-tarts, toast, bananas, or even peanut butter and jelly sandwiches will help you get through the morning. **Stay away from** Milk, cereal, eggs, bacon, sodas, anything greasy etc.
9. **Eat Lunch & Pay Attention to what you eat** - Your body needs the **right kind** of fuel to perform properly. Burgers and pizza are great to eat – but to perform properly you need lots of fruits and vegetables, lean meats and grains, bread and pasta are a good idea.
10. **Drink plenty of water throughout the day. It takes at least 2 hours for water to be fully absorbed.**
11. Everyone is expected to have an instrument that works properly.
12. Get plenty of rest – It is much easier to concentrate and have a good attitude if you are well rested. Staying up late the night before a show day or camp day is probably not a good idea.
13. Stretch, stretch, stretch - Modern drills place a greater physical demand on all band members. Proper stretching allows your body to better handle the stress placed on it by the drill. We will guide you through a stretching regimen, or consult your physical education teacher, trainer or doctor to see what stretching exercises they suggest.

Gross infraction of the above expectations may lead to dismissal of the student from camp, or future band activities.

### **Items students need for Camp/Season:**

\*See also General Handbook – Needed Equipment/Supplies

1. Instrument in good working order
2. 1 Black 3 ring binder w/ approx. 10 clear plastic sheet protectors – Clear Insert Cover is recommended

3. Sunglasses/Hat
4. A **GRAY** towel the size of your instrument (guard should have one that is hand towel size). The student's name should be on the towel or tag of the towel written in permanent marker.
5. Music
6. Athletic/Wicking Clothing: light colored shirts, athletic shoes (not flat bottom), socks
7. Sunscreen & Bug Spray
8. RED Water Jug
9. A **good – camp appropriate** Lunch
10. Pencils
11. Your Donated Snacks/Water/Drinks
12. Deodorant – no perfume or body spray
13. A book bag or gym bag for all supplies – a “marching band bag” (available in online band store once store opens)
14. CLARINETS & SAXOPHONES – Size 3 -3 ½ “Legere” synthetic reeds
15. BRASS & WOODWINDS – A Tuner/Metronome (no smartphone apps)
16. PERCUSSION –Metronome (free downloadable smartphone apps are fine)
17. Rain Gear – a poncho, umbrella, and/or rain jacket.
18. Pack of wet wipes

## FOOTBALL GAME EXPECTATIONS

- Football games serve as performance opportunities for the marching band. We are present to serve in support of the team and represent our high school.
- All Cougar Band students are “walking billboards” for our band, school and community. Represent with dignity and class!
- All Cougar Band students are to conduct themselves in a professional manner at all times.
- We observe the rules of our football coaches when playing in the stands.
- Band members are expected to remain in the stands in his/her ASSIGNED SEAT and respond quickly to direction from the Drum Major or Directors.
- Permission to leave the stands will be granted by the Directors only, for emergency reasons. Students leaving the stands must be accompanied by a chaperone, Director, or Staff Member.
  - This is to ensure safety of all members.
  - This includes restroom visits.
- No individual playing in the stands.
  - This includes improvisation of stands tunes.
  - NO previous arrangements are to be played.
- Students must remain in full uniform unless instructed.
  - This includes Summer Uniform AND Formal Uniform/costume.
- 3<sup>rd</sup> quarter breaks (home games only) are a privilege and must be earned. Third quarter break is dependent upon audience attendance and student safety.
  - How to I make the break?
    - All Pass-offs should be current.
    - Uniform/costume inspection should be passed.
    - No tardies or absences (of any kind) for the week.
      - I made the break! Now what?
        - During 3rd quarter break band students should NOT consume food or drinks other than water (even if parents are present in the stadium). Parents and friends should not hand band student any sort of food or drink. Students will stay in the stadium area, but may sit with friends or parents. Student on break cannot move around the band block. Students should not venture to the opposing side or parking lots even if accompanied with a parent. Students will not participate in PDA. Students will conduct themselves in a professional manner and will NOT be seen using profanity or having a conversation that is not appropriate.
      - I didn't make the break this time. Now what?
        - During 3rd quarter break band students should NOT consume food or drinks other than water (even if parents are present in the stadium). Parents and friends should not hand band student any sort of food or drink. Students will stay in their assigned seat in the

band block. Students will not participate in PDA. Students will conduct themselves in a professional manner and will NOT be seen using profanity or having a conversation that is not appropriate.

- Dinner on game days:
  - Members will need to plan to eat before each game. Members and game chaperones may not eat during the game – even during half time.
    - *We do not eat during games to prevent instrument deterioration and to maintain cleanliness of uniform.*
    - *No food or drinks (besides water) will ever be allowed in the stands at a football game.*
- No PDA (Public Display of Affection) during games, or while in uniform.
  - *PDA is defined as, but not limited to: holding hands, hugging, kissing, etc.*
- ALL members are expected to fully participate – STAND during ENTIRE piece, PLAY correct part, and “DANCE” with the rest of the band – NOT alone.
- No non-members in the band section during the game. This includes, but is not limited to: Alumni, non-band friends, non-chaperones/volunteers, etc.
- Inclement Weather:
  - *In the case of rain (during marching season) students should prepare to perform as usual at all games, in either Formal or Summer Uniform, unless notified otherwise. Administration will make the call as to if we will travel/perform at games. If a scheduled away game is postponed, the band will more than likely not attend the rescheduled event. If a scheduled home game is postponed, all students will attend unless otherwise directed.*

## **HOME GAME PROCEDURES**

- Sample of Regular Home Game Schedule:
  - Regular school dismissal/time for students to gather game items and eat on their own before the game.
  - Approx. Call Time - 6:00pm Arrive, dress, inspection
  - Approx. 6:45pm to stadium for warmup, tuning, pre-game rehearsal
  - Approx. 7:20pm Pre-Game performance from the stands
  - 7:30pm Game Time
  - Halftime performance
  - After game:
    - File out of stands to the band room
    - Announcements
    - Dress is necessary
    - Put equipment away
    - Students dismissed.
- The band will provide bottled water to refill jugs during the game.
- Students ALWAYS need to bring their summer uniform to school at game call time.
- Counts as a major test grade.

## **AWAY GAME PROCEDURES**

- Sample of Away Game Schedule: (depends on drive distance)
  - Regular school dismissal/time for students to gather game items and eat on their own before the game.
  - Approx. Call Time – 5:45pm Arrive dressed, and ready for inspection
  - Approx. 6:00pm Depart for game location
  - 7:30pm Game Time
  - After game:
    - File out of stands to truck/bus and load
    - Depart for YCHS
    - Arrive back to YCHS Approx. 11:00pm
- Students MUST eat dinner before the game (this is on their own – a meal will not be provided)
  - Just like home games, we do not eat during the game.

- It is the student's responsibility to let their ride know when the buses are 15-20 minutes away from the school, so that the student is picked up promptly once the buses have returned.
- Away Games count as major test grades just like Home Games.

### ***SPIN CAMP FRIDAYS – Cougarettes***

- Cougarettes members may have Spin Camp Fridays on Friday away game days.
- New work and choreography will be taught during this time. Any changes that need to be made will also occur during this time.
- It is imperative that each member is present to receive this more individualized training.
- Spin Camps count as a major test grade just like Home Games.

## **UNIFORMS – SUMMER/FALL**

### **SHOES/GLOVES:**

Students will need to purchase/order their marching shoes/Cougarettes gloves during camp. Kathy Pickens of *Kathy's Enterprises* will be visiting us during camp to take measurements and orders for shoes and guard gloves.

- **HORN LINE & PERCUSSION SHOES TBD = \$40 or TBD**
- **COUGARTTES SHOES = approx \$36 or TBD**
- **COUGARETTES GLOVES = \$18 or TBD**
  - This is not a part of the Membership Fee. The above is the property of and responsibility of the student.
  - Orders for the above materials will be placed during band camp by Kathy's Enterprises.
    - We will communicate the date prior to
    - Be prepared to provide payment on the order date
    - Please make checks payable to: Kathy Pickens

### **WOODWIND & BRASS GLOVES:**

- Black Performance Gloves - \$5 Students will purchase gloves through the band office.
- White Practice Gloves - \$3 (all brass and woodwind student using school owned instrument must always wear gloves. One free pair at the beginning of the season will be provided.) Purchase through the band office.

### **UNIFORM INSPECTION**

Inspection of instrument and dress will occur before each event. Inspection is taken very seriously. Should a student not pass, he/she may not perform or dress out for the performance if it is not corrected.

### **SUMMER UNIFORM-** These are needed by Camp Exhibition Performance.

The summer uniform is worn by all band and Cougarettes members during early (warm) football games and at other band events consists of:

- White Logo Band T (provided)
- Black Ankle Socks
- Predominantly Black Athletic Shoes
- Solid Black gym shorts (Mid-thigh)
- Black compression shorts under gym shorts
- There should be no appearance of jewelry or face piercings

The Summer Uniform is NOT to be added to NOR modified in any way.

The ONLY piercings that will be allowed in uniform will be gold or silver "stud" earrings. No exceptions.

### **COUGARETTES COSTUME & WARMUP** – See Cougarettes Handbook

### **FALL MB UNIFORM**

Uniforms are fitted and assigned during band camp each year. They are to be kept at school in the uniform room at all times unless special permission is given by the Directors or Uniform Supervisor. Uniforms are issued before and returned to the racks after each performance.

Students are financially responsible for the uniform. Alterations will ONLY be conducted by designated volunteers. **THESE UNIFORMS COST approx. \$575 EACH.** ANYONE WILLFULLY ABUSING A UNIFORM WILL PAY FULL PURCHASE PRICE FOR THAT UNIFORM. Students may be charged a dry cleaning fine if excessively dirty.

All uniforms will be dry cleaned before they are officially issued and worn by the student.

**MB Uniform Expectations:**

1. Proper respect- must be worn COMPLETELY and PROPERLY -jackets zipped & buttoned, shoulder straps - sleeves never pushed up - unless exceptions are made by the director(s).
2. Shoes must be clean.
3. Shakos (headwear) must be worn squarely and never on the back of head.
4. Hair: Must be French braided and tucked under so that NO hair is visible while wearing the shako. This pertains to male members with longer hair as well.
  - o If the student wears hair extensions, there will need to be a plan prior to our first full uniform appearance to make sure that all hair can fit in the shako, and the shako fit squarely on the head.
5. When traveling or storing uniforms, they are to neatly hang in the issued bag.
6. The band uniform must be worn with the assigned marching shoes, tall black socks, and gloves.
7. There should be no appearance of jewelry or face piercings.
8. No makeup should be applied to the neck or chin to avoid makeup on the uniform collar – exception = guard
9. Public display of affection should NOT occur while in uniform.
10. Theme t-shirt or logo-t must be worn underneath uniform coat.
11. Please do not permit yourself to be around smoking while in uniform.
12. Members need to arrive with their hair ready before performance.
13. Clean shoes BEFORE storing them.
14. DO NOT put socks or shoes in the hat box or garment bag.

## **FOR WINDS AND PERCUSSION STUDENTS ONLY**

### **SCHOOL MUSIC USE AND CARE**

All music/book is assigned and loaned to students by Directors and/or librarian. The sharing of music is not acceptable.

1. Students should always use a pencil when marking on music...**NEVER MARK MUSIC IN INK.**
2. Students are held accountable for all music that is issued to them. A fee will result in lost marching band and concert band music. Solo and Ensemble music must be replaced by student/parent according to cost.

### **CONCERT BANDS UNIFORM**

YCHS band students will observe the following concert black dress. This is needed by the date of our winter concert each year!

<b>Ladies:</b>	<b>Gentlemen:</b>
Black dress -All Black/Solid Black -Must be ankle length or to the floor -Can be of a formal type (not too many sparkles!) -No spaghetti straps, strapless, deep slits -Neck lines should be tasteful	Black Dress Shirt -All Black/Solid Black -Make sure it is a DRESS Shirt -No golf shirts -Must be long sleeves -Dark buttons if at all possible
or	and
Black Top -All Black/Solid Black -Can be of a formal type (not too many sparkles!) -No spaghetti straps, strapless, deep slits -Neck lines should be tasteful *Tops must fall over the top of the skirt or be tucked in -NO middles showing!	Black Dress Pants/Slacks -All Black/Solid Black -No jeans
worn with	and
Black Skirt -All Black/Solid Black - Must be ankle length or to the floor	Black Dress Shoes and Socks -MTX are ok -Athletic Shoes are unacceptable

-Can be of a formal type (not too many sparkles!) -No deep slits	-Must be closed toe -SOLID Black Socks
Shoes: -Solid Black DRESS shoe -No sandals -Make sure the entire shoe is black -Watch heel height-make sure you can walk comfortably	Optional: -If you would like to wear a tie it must be solid black -If you would like to wear a blazer/sport coat/suit coat it must be solid black
All Ladies -Are required to wear black hose-NO knee-highs! -Jewelry should be formal, tasteful, and modest. Pearls, rhinestones, silver, or black jewelry is preferable. -Proper undergarments should be worn with the formal concert attire. They should not show in any way.	All gentlemen: -If gentlemen would like to wear an undershirt under their black dress shirt the undershirt must be black – not white or grey

## **JAZZ UNIFORM**

This is the same as above except ladies wear black pants.

## **INDIVIDUAL STUDENT HOMEWORK / PRACTICE**

***All students of the YCHS band program are expected to practice at least 5 hours a week from November - May.***

**Many times, teachers have heard the immature student say, "It is just not fun anymore." The truth is, the "fun" begins as adequate technical skills are acquired by the individual performer.** When the student excels, he/she likes his/her instrument, the program, and most important of all, himself. The rewards come full circle. The more you practice, the better you play and the better you play, the more you enjoy to practice.

**Practice techniques that will benefit you:** Practice should include some basic warm-ups such as long tone studies, major and minor scales, thirds and arpeggios, and technical studies. Once the warm-up is completed, your attention should turn to solo literature, band music, and sight reading materials.

It is helpful to practice around the same time daily if possible, but keep in mind that any amount of progress above the beginners level will take a consistent 45-minute to 1-hour practice session daily. If time is a problem, the practice hour can be split into two sessions of thirty minutes each.

1. Write down assignments & goals for weekly accomplishments. You can assign yourself one scale/arpeggio/third exercise weekly, and master it. If you are proficient at the majors, start the minors. Use a variety of articulation and rhythm patterns.
3. Use a technique book and solo literature
4. Look in a mirror when you practice. (embouchure, posture, hand position, stage presentation, etc.)
5. Use a metronome. Start slowly at first. The speed will come as you gain technical proficiency.
6. Use the "chunk" & "drill" technique on the spots in which you experience the greatest technical difficulty.
7. Sharpen your sight reading ability by reading one etude or exercise daily, playing duets, or rhythm sheets.
8. Plan for tests and auditions far in advance. Nothing gives you an "edge" in competition like the confidence that comes from being well-prepared. It is wise to work on your solo for a period of four to six weeks before performance.
9. Keep a written practice record. Seeing how much time you actually spend on task can provide a clear cut answer to your reasons for progress or lack of advancement.

## **PRIVATE LESSONS**

**The key to a great band program lies in the motivation and ability of each individual player.** Private instruction is a very important consideration for each student. Directors have little time, when facing a sizable class of students during the school day to correct individual problems in fingering, tone production, rhythm, note recognition, etc. We are very fortunate to be located near local colleges and universities who are able to provide many fine music student and/or instructors. Please refer to the Private Instructor list located on our website, [www.yorkcougarbands.com](http://www.yorkcougarbands.com).

## **SMARTMUSIC**

**SmartMusic** is an incredible assessment, feedback, and practice tool. We know individual competency is incredibly crucial for success of the team. Given the size of our band program, the opportunity to hear every student perform individually and give feedback daily during class is impossible without wasting everyone else's instructional time. The **SmartMusic** platform is a program that allows band students more on fundamental exercises, concert music, marching music, region music, jazz music, sightreading, and beyond. A paid **SmartMusic** subscription has been purchased for all band students.

**HOW WILL WE USE IT?** The Cougar Band will use **SmartMusic** as a practice and assessment tool. SmartMusic assignments will appear on the students Canvas Homepage and will direct the student to SmartMusic.

1.) With unrestricted home access to this software, students will be able to practice school assessments at any time, as many times as they like, until they are happy with their grade. Although we will maintain our normal routine of live performance "hearing times", using the **SmartMusic** platform to prepare will have a positive effect on your child's live assessments.

2.) **SmartMusic** gives immediate feedback to students! This is something they have not had. Students are given a percentage (or grade) of everything they got correct. They can then decide to keep practicing, or submit the grade to their band director and move on.

**WHAT DO I NEED TO DO?** Students will complete a **SmartMusic** Orientation. The Orientation will guide students on how to set up their account.

**MICROPHONES!** The Chromebooks have an internal microphone that seems to work just fine. If students require greater sound quality they could also add a quality external microphone to their Chromebook. This would make a great stocking stuffer!

## **NEEDED EQUIPMENT/SUPPLIES**

Roper Music will be visiting our school during band camp and once a week there after, and will have these items.

**This Equipment is for Marching Band/Marching Band Class & Concert Band Class.**

### **ALL wind (woodwinds & brass) students will need the following:**

- ✓ Flip folder
- ✓ Music Lyre (for your instrument)
- ✓ Black 1 inch 3 ring binder w/ approx 10 clear plastic sheet protectors
- ✓ Metronome/Tuner
- ✓ Sport/wicking Black Shorts– for Thursday rehearsals once school begins
- ✓ Sport/wicking White & Gray "tops" – t-shirts, appropriate tank tops etc. for class
  - White for Tuesday rehearsals once school begins
  - Gray for Thursday rehearsals once school begins

### **Clarinet & Saxophone:**

- ✓ Ligature: Rovner Dark
- ✓ Reeds: Size 3 -3 ½ "Legere" synthetic reeds for Marching Band. Size 3 -3 ½ Vandoren V12 for Clarinet and the V16 for Saxophone are recommended for concert band.
- ✓ Mouthpieces: Clarinets - Vandoren B45, Vandoren M13, Vandoren BD5. Saxophones-Selmer C\*.
- ✓ Screwdriver Set: A small, mini, or "precision" screwdriver set containing 3-6 different sizes of screwdrivers. May be picked up at places such as Walmart, Lowe's, Home Depot.

### **Trumpet:**

- ✓ Mouthpieces: Bach 3C mouthpiece
- ✓ Valve Oil: Any kind – (NO "Blue Juice")

### **French Horn/Mellophone:**

- ✓ Horn Mouthpiece: Yamaha 30C4
- ✓ Mellophone Mouthpiece: Hammond 6MP
- ✓ Extra Rotary String: any brand
- ✓ Rotary Valve Oil: any brand

### **Trombone/Baritone:**

- ✓ Mouthpiece: Bach 6 ½ AL.
- ✓ Valve Oil: Any kind – (NO "Blue Juice")

- ✓ Slide Grease for trombones

**ALL Percussionists will need the following:**

- ✓ One roll of white and one roll of black electrical tape at all times
- ✓ All percussionists need to have a Vic Firth EP2 Educational Pack (Contains all sticks/mallets needed for concert playing)
- ✓ Black 1 inch 3 ring binder w/ approx 10 clear plastic sheet protectors

All marching snares – see instructor at camp. All marching tenors and basses - see instructor at camp

# **COUGARETTES PROGRAM HANDBOOK**

Students may enter into the guard program via audition. Students are expected to try out for, and stay in the program for the following season (may it be fall or winter). Students may NOT try out for and participate in fall guard only or winter guard only. The YCHS Guard Program is a year-long course of study. Should a student drop the program for any reason they may not audition for a season in the future.

## **NEEDED EQUIPMENT/SUPPLIES**

**Cougarettes Members:**

- ✓ One roll of white and one roll of black electrical tape at all times
- ✓ Black 1 inch 3 ring binder w/approx. 10 clear plastic sheet protectors
- ✓ Sport/wicking Black “bottoms” – shorts, warm up pants, leggings etc. for all days.
- ✓ Sport/wicking “tops” – t-shirts, appropriate tank tops etc.
  - Gray – Tuesdays
  - White – Thursdays
  - Black – All other days

It is also suggested that Cougarettes members purchase their own flag, rifle, and saber for personal practice.

- 6' silver pole with a 36"x54" flag silk
- 4"x1/2" and a 3 1/2"x1/2" carriage bolt from Lowe's or Home Depot
  - Contact Kathy Pickens - retail seller for DSI (Director's Showcase International) [Kapick@charter.net](mailto:Kapick@charter.net)
  - <http://www.swbandproducts.com/store/flag-poles-accessories/>

## **COSTUME / WIND SUIT**

Along with flags and routines, costumes are a large part of a color guard presentation. Style and visibility are important but so are functionality, durability and comfort. Shoes and gloves complete the look, and also add an element of safety. Directors and staff select the look that will reflect the show concept. Much attention is given to select an organized, professional look that may be flattering to all members.

While you are in uniform, you are constantly being observed. Your personal appearance and your actions represent not only you, but also your team, school and community. The costume and wind suit assigned to you is a valuable asset to the team. You will be responsible for their care and maintenance. If something needs to be fixed or adjusted, you will need to make arrangements to do so. Most dry cleaners have someone that provides alterations. We also have several band moms that may also be willing to help out!

The desired goal is that the York Cougarettes Guard continues a tradition of excellence. The manner in which the team presents itself can leave either a positive or negative impression on its audience. The care of the costume and wind suit and the member's behavior while wearing it, goes far toward creating pride and continuing a tradition of excellence.

- The costume design will be determined by the directors & guard staff. Accessories such as body tights, hair supplies, and makeup will need to be purchased by the member. A list of supplies will be given.
- All portions of your costume and wind suit including undergarments should be kept clean. This includes regularly washing or dry cleaning the costume and wind suit. The wind suit or costume should never be worn if it is visibly dirty.
- The costume and wind suit are property of YCHS Bands. They should be returned after each season(costume)/year(wind suit) dry cleaned, in the dry cleaning bag, with the receipt and student's name attached. Deadlines will be posted.
- Wind suits will be issued each year much like our marching band uniform and will only be replaced due to severe wear and tear and/or poor cleaning.

- Wind suits should be altered to fit properly (pants may NOT touch the ground while standing), but cutting fabric is not prohibited. Any alterations must be easily removed.
- ANYONE WILLFULLY ABUSING A COSTUME OR WIND SUIT WILL PAY FULL PURCHASE PRICE FOR REPLACEMENT. Students may be charged a dry cleaning fine if excessively dirty.
- Once a student has reached Senior status they may purchase their issued wind suit at the reduced price of \$90. Costumes may not be purchased.
- The costume & wind suit should ONLY be worn on days/events designated by directors and staff.

## FALL COUGARETTES

This is a highly competitive group that performs as a part of the YCHS Marching Band competitive shows. Performances include football games, parades, and marching competitions. The focus of this group is development of fundamentals of movement, equipment, and design. All current & future members must tryout. Potential members that foresee conflicts with band camp, after school rehearsals, or weekend camp/competitions should NOT tryout (see the calendar at [www.yorkcougarbands.com](http://www.yorkcougarbands.com)). After school preparation is required 2-3 times a week August-October. All 9<sup>th</sup>-12<sup>th</sup> grade students selected for the team will be expected to enroll in the 1<sup>st</sup> semester & 2<sup>nd</sup> semester Cougarettes/Dance course. The Cougarettes Team is very physically demanding, and is not appropriate for students with chronic health problems.

### **Band Camp & Spin Camps - Mandatory for all selected team members. The first day of camp is July 25<sup>th</sup>!**

Band Camp (and other camps) is a crucial time in the development of our members and our fall production. These high-intensity rehearsals give us the training time we need to insure all of our members' success in the fall show, and the time to teach the choreography and drill before school starts. Attendance is mandatory at these rehearsals per attendance policy (see General Program Handbook: Attendance Policy). Performance spots cannot be guaranteed for those members that do not attend camp (see "Marching Band: Assignments/Reserve Members.")

**Attendance Policy** - See the General Program Handbook

**Communication**- See the General Program Handbook

**Dress Code for Class/Rehearsals** - Exercise clothing – black shorts/leggings/yoga pants, white, gray, or black tops – no pajamas. \*See "Needed Equipment and Supplies"

**Membership Fees** – See General Program Handbook

Both parents and students will have opportunities to earn credit (through fundraising) towards fees and trips. Once a student has been measured and assigned uniform/flags are purchased, they are responsible for their fees whether they continue with the program or not. If a student quits in the middle of the season without paying their fees, they will be turned in at the end of the school year to their school administration. This will become a school fee, and will follow this student.

### **Cougarettes Specific One-time purchases:**

Flag Bag	Approx. \$32 (buy from us)
Gym Bag	Purchase from online store
Undergarments	Purchase on your own at local retailers depending on rehearsal/costume needs

### **Seasonal**

Shoes	TBD (buy from us – depending on show costume)
Makeup	TBA – instruction will be given
Hair supplies	various (bobby pins, gel, hair spray, etc.)

*Please make all checks payable to YCHS Bands*

## FALL & WINTER COUGARETTES HAIR & MAKE UP

Theatrical makeup is very different than "every day" makeup. It is darker, more intense, and exaggerated. Please understand that this makeup is not meant for normal – everyday wearing. Due to lighting, distance, and show concept this dance makeup is a must to enhance facial features so that performers do not appear "washed out" and details can be seen. Members with hair extensions will need to have a plan in place to style their hair in the assigned look for each particular costume. A hair and makeup guide will be sent home.

## WINTER COUGARETTES

These are highly competitive groups that perform competitive shows in gyms. Performances include competitions, pep rallies, and possible community events. The focus of this group is development of fundamentals of movement, equipment, and design. All members and future members must tryout. After school preparation is required 1-2 times a week December-March. Winter Cougarettes is very physically demanding, and is probably not appropriate for students with chronic health problems.

### Team Structure

*Cadet Team* - The Cadet Winter Cougarettes will be comprised of 7<sup>th</sup> & 8<sup>th</sup> graders (and sometimes 6<sup>th</sup> graders). This is a competitive group that tends to be very entertaining. The focus of this group is training and fundamentals of movement, equipment, and basic design. These students will compete in a class with other groups also comprised of all middle school students. Students in 8<sup>th</sup> grade should try out for Fall Cougarettes in the spring to further develop their skills and continue and grow in the YCHS Cougarettes program and class.

*Diamonds Team* - The Diamonds Winter Cougarettes will be comprised of 9<sup>th</sup> -12<sup>th</sup>. This is a highly competitive group that tends to produce more theatrical shows. The focus of this group is development of intermediate and advanced movement, equipment and design skills. These students should try out for Fall Cougarettes in the spring to further develop their skills and continue and grow in the YCHS Cougarettes Program. All high school students selected for the Team will be expected to enroll in the 2<sup>nd</sup> semester Winter Guard course. *The YCHS Guidance department will work with individuals to ensure their placement in the course.*

### Winter Cougarettes Camp Days

Camp is a crucial time in the development of our members and our productions. These high-intensity rehearsals give us the training time we need to insure all of our members' success in the show, time to teach the work/drill, and time for changes noted by judges. Attendance is mandatory at these rehearsals per the attendance policy. Performance spots cannot be guaranteed for those members that do not attend these camps.

### Winter Cougarettes Season

Winter guard is an indoor competitive circuit where color guard units compete by themselves to prerecorded music in gyms. The Winter Guard season usually begins in December or January and lasts until March. The rehearsal schedule is very minimal compared to other programs during this time of year – 1-3 times a week. Once published, the schedule can be found on our online calendar with the other band program happenings. Our teams usually compete 2-5 times within a 9-week competition season. Attendance is crucial to the success of these teams due to the minimal training schedule.

**Attendance Policy** - See General Program Handbook

**Communication** - See General Program Handbook

**Dress Code for Class/Rehearsals** - Exercise clothing – black shorts/leggings/yoga pants, white, gray, or black tops – no pajamas

### Rehearsal Expectations

- On time (you should arrive 10-15 minutes early), Cell phones off, Quiet, Focused, Positive Attitude, Prepared, Willing and ready to learn
- These will be expanded upon once the teams are selected.

### Competitions

We will be competing in the performance association circuit, CWEA. Competitions are all day events and attendance is required. At competitions, we perform our show for an audience and compete against other groups in our class. After we perform, we will watch other groups, and will typically go to concessions for meals. At competitions, you must stay in assigned groups at all times. Most of the time our groups will be sitting together as one unit viewing other groups. We will applaud respectfully for other groups, and be professional at all times. Performers, staff, and chaperones will stay in a group while sitting in the gym and while traveling back-stage at all performance venues. This includes, but is not limited to, holding/staging spaces and transitioning on and off the floor. After awards, we will go back to the buses and head home. Specific schedules for each competition will be handed out the week of the competition.

#### ○ Alternate Transportation Following an Event

- A student may leave an away event with a parent ONLY after the Directors are given written/email notice at LEAST a day BEFORE the event. Students are expected to stay for the duration of the event. Director/staff/chaperone must personally observe the student leaving with the parent. Parents are responsible for meeting the group at the buses IMMEDIATELY after the event. As soon as all students are on buses and accounted for, the group will leave the event. If a parent has not retrieved their student by this time, the student will ride the bus back to the school with the group.

Parents should attend our competitions to cheer on our teams. It is very appropriate to yell and cheer us on and hold up posters. Parents are asked to stay in the performance venue as we transition on and off the floor to prevent traffic issues for our teams and other teams performing. Admission at competitions is usually approx. \$8-\$15. Parents will also be needed on competition days for chaperoning, driving the truck, and helping with moving props and equipment. This will be decided and communicated the week of the designated competition.

**Equipment & Supplies** - See General Program Handbook

**Membership Fees**

Both parents and student will have opportunities to earn credit (through fundraising) towards fees and trips. Once a student has been measured and assigned uniform/flags are purchased, they are responsible for their fees whether they continue with the program or not. If a student quits in the middle of the season without paying their fees, they will be turned in at the end of the school year to their school administration. This will become a school fee.

**WINTER COUGARETTES FEES**

*Please make all checks payable to YCHS Bands*

**Winter Guard Fees**                      **\$225**

**One-time purchases:**

- Show Shirt                      Approx. \$30 *\*Optional*
- Flag Bag                      Approx. \$32 (buy from us) *\*Optional*
- Gym Bag                      Purchase from online store *\*Optional*
- Gloves                      Approx. \$18/pair
- Undergarments              Purchase on your own at local retailers depending on your rehearsal and costume needs *\*Required*

**Seasonal**

- Makeup                      TBA – instruction will be given
- Hair supplies              Various (bobby pins, gel, hair spray, etc)

**Suggested Payment Plan:**

- \*Nov 10<sup>th</sup> -\$225 onetime payment (*pay at the mandatory meeting*)
- 
- \*Nov 10<sup>th</sup> -\$60 Pay at mandatory meeting
- \*Last week in Jan - \$55
- \*Last week in Feb Feb - \$55
- \*Last week in March - \$55

**Parent Meeting**

There will be a MANDATORY Winter Guard Parent Meeting after the team roster is selected. All selected member should have at least one parent in attendance. This meeting is for all new and returning member’s parents.

**PARENT HANDBOOK**

***WHAT IS A BAND/COUGARETTES PARENT?***

YOU! A BAND PARENT IS ONE WHO IS WILLING TO INVEST TIME IN THEIR CHILD...

This starts your time investment as you listen to hours of monotonous scales or watch flag spins. Somehow, in September you will notice a new young adult who bears a slight resemblance to the child you remember marching onto the field in a strange costume. On this day, you will accept the investment of time and money as worthwhile, as you and your child will be rich with memories and you will recognize the growth in your child.

***HOW PARENTS CAN HELP?***

**AT HOME:**

- ✓ Show an interest in the music study of your child.
- ✓ Arrange a regular time for him/her to practice (a quiet place with no interruptions)
- ✓ Help the student keep a daily record of his practicing.
- ✓ Give him/her a safe place in which to keep the instrument.
- ✓ Keep the instrument in good repair with reeds, etc., in the case.
- ✓ Help him/her to be early for rehearsals and lessons.
- ✓ Make faithful attendance at all activities important.
- ✓ Encourage him/her to play for others when opportunities arise, in the home, at school, church and in the community.
- ✓ Double-check behind your student
- ✓ Check email, web page, and or Facebook page updates daily
- ✓ Donating food or other items

### Meals During School

- As any athlete should, all MB students are expected to eat a breakfast and a “GOOD” lunch once school begins on days they have after school rehearsal.
  - Students should eat school lunch or bring their own “camp-like” lunch.
    - A “vending machine” lunch will NOT suffice on days we have after school rehearsal.

### Dressing out for Class (at YCHS)

- Winds and percussion students should bring “dress out” clothes for band class each day.
  - These should be regular camp clothes.
    - Battery will dress out almost every day.
    - Athletic shoes are required EVERY DAY for class.
- All Cougarettes students should bring dance black “dress out” clothes for class each day.

### AT SCHOOL:

- ✓ Notify the teacher if he/she is to be absent or tardy for lesson, rehearsals, etc., and explain why in writing.
- ✓ **Do not “hang out” in the band room before or after events unless you are on the Chaperone/Equipment list for that particular even. Many things are taking place with 100 + bodies in a small space.**
- ✓ See that he/she takes the instrument and the music when needed at school and brings it home for individual practice.
- ✓ See that he/she stays current with classroom studies and makes up work he/she has missed.
- ✓ Visit rehearsals often
- ✓ Discuss with Band Directors anything that will help them to understand your child.
- ✓ **Attend performances and parent meetings whenever possible.**
- ✓ Help with parent activities, such as fundraisers.
- ✓ Assure that all Student dues are current.
- ✓ Provide private instruction

### Student Pick-up/Parking after Rehearsals

- Student Drivers
  - Will leave their car in the student parking lot from in the morning, OR will pull into the band parking lot and park on the “perimeter” parking spaces of the lot.
- Parent Pick-Up
  - Pick-up in the band practice lot
    - **Please pull into a parking space to wait for your student.**
      - DO NOT create a “pick-up” loop in the band practice lot, which blocks people that are already parked and ready to leave.
      - Enter Cat Scratch Alley from Lincoln Rd.
      - Stay on the bus loop until you get to the WIDE side entrance of the band practice lot on the left.
      - Pull into a parking space.
    - **DO NOT wait for your student on the bus loop**

### 8th Grade Members Arriving at the High School for after school Rehearsal

- Our 8th grade marching band members will need to ride one of the shuttle buses on days that we have after school rehearsals, or have someone bring them from YMS to YCHS.
  - Students will be notified of bus numbers.
    - 8th grade members can arrive already dressed out for rehearsal or dress immediately upon arriving to the high school.

## CHAPERONE/CREW/VOLUNTEER INFORMATION

### VOLUNTEER APPLICATION – YSD1

All volunteers will need to have their license scanned (unless you are a YSD1 employee). This runs a brief background check.

All volunteers wishing to serve as a chaperone will need to complete an additional process. This process is TBD by YSD1.

## **ATTIRE**

If you plan to serve as a chaperone, on the pit crew, or on the prop crew you will need to order a show shirt to wear when we are at games and/or competitions. Show shirt orders usually take place during band camp or sometime in August.

## **CHAPERONE GUIDELINES**

The purpose of these guidelines is to provide chaperones with information regarding their responsibilities and duties in the supervision of band students before, during, and after athletic events, band contests, or any activity where chaperones are necessary.

All chaperones MUST be on the YSD1 Approved Volunteer List. All competition & game chaperones must be physically fit and able to distance walk, carry props, and/or jog/run to help a student or retrieve forgotten items.

- I. The major roles of chaperones are to insure the safety and well-being of all members of the band, as well as monitoring student behavior to maintain decorum and professionalism throughout. It is virtually impossible to anticipate all situations that might endanger the students; however, chaperones are encouraged to be watchful and to quickly address any situations that might be hazardous.
- II. All rules of York Comprehensive High School AND special rules of the York Comprehensive High School Band apply to ALL students on ALL band activities. Chaperones should familiarize themselves with these rules and report any infractions to the band director for appropriate disciplinary action.
- III. Illness and injury, although infrequent, are always a possibility, and chaperones should be aware of procedures for dealing with emergency situations.
  - A. Keep all other students away from the sick or injured.
  - B. Administer first aid; know the location of the first aid kit (buses)
  - C. Notify the band directors and/or other school officials.
  - D. Notify the EMS/Rescue Squad or doctor if needed.

### **IV. Chaperones should:**

#### **A. Pre-trip:**

1. Arrive at the band room at the same time as band students (or when otherwise designated). Times will vary depending on the location of the event however, all times will be given to chaperones prior to the event.
2. Help gather all students to the band room at the meeting time.
3. Pack and coordinate meals.
4. Help with uniforms and loading equipment; help to make sure all equipment, supplies, uniforms, food, etc., are loaded.
5. Make sure that the first aid bags, and coolers are carried to the stadium or are loaded onto the buses for away events.
6. Get schedule of events/itinerary from the band directors.
7. Inspect buses for damage before students are loaded. Report damage to the bus driver PRIOR to departure.

#### **B. On Buses:**

1. Check the roll as soon as students load the buses. Do not wait for directors or staff.
2. Make sure students remain seated.
3. Make sure driver's instructions are followed.
4. In case of a problem, have driver signal other buses and/or call directors on cell phones.
5. Personal Electronic Devices with headphones are permitted, but NO external speakers are allowed.
6. Chaperones should be seated in the middle and back of the bus. Any directors or staff members will need to sit in the front of the bus.
7. Always keep students seated on buses until the directors come to get them off of the bus.

##### **Behavior on Buses**

- A. Seated the entire trip. Students WILL NOT move around the bus.
- B. You may move a student if they are a behavior problem.

#### **C. At Events:**

1. Be especially watchful at events which occur away from home. Encourage students to use the buddy system.
2. Escort students to bathrooms or dressing rooms as instructed by the band director.
3. Follow the band in and help with students, food, equipment, uniforms, personal student items, etc. as needed
4. Meet the band when they come off of the field at the end of a performance. Assist them with water, illness, etc., and escort them to the buses, dressing rooms, stands, etc., as instructed by the band director.
5. NO food or drink is allowed in the stands while the band is "ON DUTY".
6. Assist with serving water to students during game and after half-time performances. Also, assist with serving food to

students at contests if applicable.

7. Students are allowed to go to the bathroom ONLY with a chaperone present. Bathroom visits should be limited to before an event, during half-time or break, and at the end of an event. Unless it is an emergency, there should be NO bathroom visits during other times.
8. Chaperones should sit around the band's block during the game.
9. Assist director(s) in keeping students in their block and exhibiting proper behavior while the band is "ON DUTY." NO visitors should sit with the band. Students may stand but should not venture from their seat. ALL students should stand and actively participate when the band plays.
10. Assist director in making sure that all students are in proper portions of the band uniform as instructed by the directors.

#### **Behavior at Events**

- a. Students are to conduct themselves in a professional manner at all times.
- b. NO LOUD TALKING
- c. Students will move quickly and quietly in an orderly fashion when they get off of the bus
- d. Directors/Staff will give instructions about getting off of the bus. Please help hold all students accountable to these instructions.

#### **d. Post-trip:**

1. Make sure all equipment and students are loaded before leaving.
2. Once home, inspect buses for damage and left items.
3. Watch as students call for rides, unload equipment, and leave for home.
4. Help secure equipment in proper places.
5. Return Roll/Sign-Out Sheets to the directors upon arrival home.

#### **V. YCHS Band Chaperone Expectations:**

- A. All actions and words should reflect positively on our band and school.
- B. NO public displays of affection
- C. No profanity or vulgar language, including vulgar cheers
- D. Chaperones must be VERY knowledgeable on the YCHS Band Handbook and all of the expectations for students. Chaperones are expected to help hold students accountable for all expectations. Blatant disregard for expectations, participating in the spread of inaccurate information (or rumors/drama), or insubordination will result in being removed from band chaperone lists.
- E. No smoking allowed as per school rules on buses or at events.
- F. Chaperones should conduct themselves in a professional manner at all times.

#### **VI. In Case of Misbehavior:**

- A. Note student's name and behavior.
- B. Keep confrontations to a minimum.
- C. STOP ALL INAPPROPRIATE BEHAVIOR. You are expected to call students down if necessary. Students should obey chaperones as they do other school officials.

VII. Large groups of young people have several characteristics in common. They are noisy, excitable, and often guilty of poor judgment. Chaperones need to have patience, love for young people, and a good sense of humor. Thank you for your willingness to serve our children.

#### **Chaperone/Pit Crew Checklist before bus leaves for Contests**

1. Food/Water Coolers filled & loaded
2. First Aid Kits
3. Instruments Loaded
4. All Chaperones have Band Badges on

## ***CHAPERONE SELECTION FOR TRIPS***

Parents must apply to be considered for chaperoning our overnight trips.

Priority in selection of chaperones will be granted respecting the following criteria (in no order):

- Prior chaperoning experience with the band.
- Specific jobs and responsibilities to be performed/needed on the trip (medical, loading, district employee).
- Chaperone must be in good physical shape (able to stand/walk for prolonged periods of time).
- Chaperone deposit/fees paid in full by due date.

- Housing requirements (# of male & female chaperones and room requirements).
- Must hold a good upstanding social and financial status/relationship with directors, students, teachers, and school administrators.
- Seniority – Based on current student(s) enrolled.

## ***BAND COMPETITION AUDIENCE ETIQUETTE***

Marching shows have become more complex and even more competitive throughout the years. One thing that hasn't evolved, though, is how people behave at contests. Some may have been guilty of being inconsiderate to the performing bands and other spectators. Most of the time this occurs only because people are not aware of the etiquette of marching competitions or concerts. It is always best to know before you go!

### **DOs**

**Support ALL bands & students.** The students, staff, and directors on the field have worked incredibly hard to perform for you – just as our students, staff, and directors.

**Observe the whole show or concert.** By this we mean watch different elements. Your interest may be percussion, but you might be surprised with the rifle work the guard is doing, too. Often several things are going on at once in a given performance and you may watch the same show several times and see something new on each occasion.

**Respect others.** Please be courteous and applaud at the end of solos, major drill moves and at the end of musical selections. Also, don't be afraid to tell a band member or band parent from another band that they did a nice job, even if you don't know them. You would be surprised how good it makes someone feel if they are told that you liked their show.

**Show up early.** The best seat in the stadium for a band contest is on or near the 50 yard line and as high up as you can get. Parents from the same band are encouraged to sit together to better rally support.

### **DON'Ts**

**Talk.** It is important to realize that although it is fun to socialize with friends and family during a contest, it is rather rude to make a lot of noise during any performance including marching band performances. To put this in perspective, you wouldn't normally openly discuss what kind of week you had with a friend at a theater during a movie. Marching band contests are no different. Granted, the venues are generally outside, but the sound of voices tends to travel pretty far in the fall air and it is disruptive to someone who may want to hear a particular performance. You might be surprised what you are missing if you paid attention to the performance on the field.

**Move around.** NEVER get up and leave or enter the stadium during a band's performance. Something else you should avoid is any unnecessary movement during performances. This includes, getting up to run to the refreshment stand or the restroom during a performance. There is time for that in between every performance and each show is only about 8 minutes long.

**Get wrapped up in the term "competition."** For what it is worth, most band members call contests "shows," because that is what they are. Scores are pretty arbitrary and can vary quite a bit from show to show. The bottom line is that everyone in every band is literally trying to perform to the best of their ability and each ensemble has something to offer the spectator. Everyone loves to win, but if the main purpose of a band becomes winning every show, they are missing the point.

**Make negative comments about other bands.** For instance, if you don't like a particular band's uniform, be happy in the fact that you don't have to wear it and move on. We all may have sat in the audience at many shows and listened to people make derogatory comments about other bands, band personnel, or students. If you have nothing nice to say, please be quiet. You never know who could be sitting close by listening.

**Obstruct the view of others.** Please avoid standing in front of people trying to watch the show. If you have a banner you wish to display, please do so from the top of the stands or in some other fashion that doesn't block the field of vision of the other spectators. You may hold up banners and signs while we are entering the field, before the drum major salute, and after the show.

**Boo other bands or the judges.** We all have been at shows where you did not agree with the results, but unfortunately, those things happen from time to time.

We hope these tips will help make the experience of watching your favorite band (and all others for that matter) a more enjoyable experience.

## **AREA BAND INSTRUMENT REPAIR SHOPS**

Spartanburg – Roper Music

RockHill -Grobusky Music