

WORTHINGTON KILBOURNE HIGH SCHOOL

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Worthington



Kilbourne

Bands

Marching Band Handbook 2010

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Greetings!

We are glad that you have decided to participate in the Marching Band at Worthington Kilbourne High School! The marching band program is one of the largest co-curricular offerings in the school and has a rich history of pagentry and excellence. The marching band program forms a vital and important part of the high school experience. High school life and many of the programs and traditions of the school would seem dull without the presence of the marching band. The band's appearance at sporting events, concerts, parades, contests as well as community and civic events adds a great deal of color and life to the Worthington Community. This group represents a large, colorful, visible, and highly disciplined segment of the school.

One main emphasis of the marching band is pride. It is the pride of a job well done and the successes achieved that make the sacrifices worthwhile. This is possible by setting your schedule in a reasonable manner, having a highly successful band experience, and still maintaining a high scholastic average and participating in other organizations and activities that are so vital to the development of the total individual.

The Marching Band has several components to its make up:

- Instrumentalists (those students who play instruments)
- Color Guard (those who spin flags, rifles, or sabres)
- Drum Majors (students who conduct the band and run rehearsals when necessary)
- Section Leaders(students selected by the staff who assist in the daily running of the band)
- Staff (adults hired by the school district to instruct the band)

It is important to remember that the marching band is a team activity much the same as the football or basketball teams. The difference in the marching band is that each individual is a "starter". It is essential that each member is there at every rehearsal and performance. The marching band program can place demands on the time of the students and families during the course of the year. This may mean careful planning of your free time on holidays and vacations in order to give the very best performances possible.

Great care goes into planning experiences that are both social and enjoyable as well as those that will challenge a students growth both physically and emotionally. Some students will need more time than others to develop the skills necessary for success in the marching band. These skills may include marching, playing, teamwork, listening, or communication to name just a few. While it is essential that each student take the personal responsibility to develop these skills, we want you to know that we are all here to help make their experience a positive one. Students will enjoy the experience better when they are prepared to meet the daily demands of the activity.

We are providing you with this handbook so that you may become familiar with the procedures and expectations of our band. It is essential that both student and parent be familiar with all of the information listed in this book. Marching Band is a Worthington School Board approved activity, therefore all school rules apply. In addition, all the rules from this handbook will be in effect. Students will be held accountable for its contents and will be expected to abide by all of its rules. Being a part of the Worthington Kilbourne Steppin' Wolves can be a very positive and rewarding experience. It means a commitment to strive for the best in yourself and encourage the same from your fellow band members. It means participation in something that you can be proud of the rest of your life.

Congratulations! Welcome to one of the finest experiences you can have in your high school career. WE ARE VERY GLAD YOU ARE WITH US.

Phil Day
Brittany Harwood



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Leadership Opportunities

Any organization is only as strong as its leadership. We strongly believe in the development of young leaders. Marching Band provides numerous opportunities for students to develop leadership skills. Each spring, students are selected for the upcoming year. These students assist the band directors in almost all aspects of the marching band. These students attend a leadership retreat that develops many concepts of leadership. The most important responsibility of a leader is to set a good example for all members of the band to look up to and respect.

• Appointed Officers

Drum Major - Conducts the band during most performances. The drum major is in charge when the directors are not available. He/she runs stretching sessions and has the responsibility of making sure that all rehearsals start at the designated time. He/she makes sure sectionals are being run productively.

Section Leader - Works with a smaller segment of the band broken down by instrument called a "section." Teaches marching and music. Evaluates students on their music memorization, drill knowledge, routine knowledge. Is expected to spend extra time during the summer and before/after practices working with section members.

Section leaders are selected from an application and interview process. While it is true that most of their responsibility is during the fall season we believe that you can demonstrate leadership at anytime and place. Potential leaders are evaluated on their attitudes and behaviors, as well as their participation beyond the minimum throughout the other band offerings .



Awards and Recognition

A WKHS Marching Band Student puts in a tremendous amount of time and hard work into our marching band. Our group requires lots of self-discipline and sacrifice. We want to recognize these commitments by presenting numerous awards recognizing a true commitment to excellence.

- First year** - Steppin Wolves patch and numerals for letter jacket
- Second year** - LETTER and BAND pin
- Third year** - year bar
- Fourth year** - year bar and Senior Award
- Band Aide Awards**
- Scholar Athlete**
- Most Spirited Member**
- Most Improved Marcher**
- Most Improved Guard**
- Most Valuable Member**

- Silver Star**

The Silver Star is the highest award given by the WKHS Marching Band. It recognizes outstanding attitudes, effort and activities that promote a healthy band image. The stars will be given by the staff to students who have clearly earned them. Peers may nominate students by submitting a nomination form. Recipients should display the star on the collar area of the winter uniform. After the season ends, the stars may be displayed on a letter jacket.

- Celebration of Excellence Award**

The Celebration of Excellence medal is awarded by the WKHS Co-Curricular Department to seniors that complete a full season in good standing. They must be on a team that has won a division, district, or state level event or the equivalent for that activity. They receive a medal that can be worn during the graduation ceremony. Seniors that are part of the marching band must complete a **full** season in good standing and have been part of the marching band that earned a superior rating at the OMEA State Marching Band Finals or made finals at MSBA Championships.

Any marching band member, regardless of year, that does not complete a full season (this includes summer activities) in good standing may be ineligible for any of that years awards or the next year to follow. This will be at the decision of the directors.



Attendance Policies

EVERY individual is an important component of what we call “the band.” If we are missing even one person from a practice or a performance, it has a definite impact on the rest of the organization. We work very hard in the planning of the fall season to make sure that we meet all community and school expectations as well as leave time for rest, family and employment. The calendar is in effect from the time of the Spring marching band information meeting and is good for all listed performances and rehearsals. We very seldom make changes to the calendar but sometimes it is necessary. We will notify all members as soon as possible of any changes via announcements and the website (www.kilbournebands.org). We ask a lot of your time and we respect that you have worked around the band calendar for maximum success so we want to make sure that we respect your time as well.

Any unexpected absence must be followed up with a note. ALL “anticipated” absences in which the student knows PRIOR to the absence (i.e. religious holiday) should be brought to the attention of the staff BY THE END OF THE SCHOOL DAY PRIOR. This will allow us to prepare for that situation. According to school policy, students must be in attendance for one half of the school day immediately proceeding a practice or performance in order to be eligible to participate. This applies to illness and other related absences, NOT school related absences (i.e.. field trips).

The Marching Band is “in season” as long as the varsity football team is in season. This includes **all** playoff and post regular season events. If you are involved in an activity or winter sport that begins its regular season during the football post season that sport or activity will take precedence. The directors must have advance notification of any students involvement with a winter sport or activity so as to minimize any and all conflicts.

•Rehearsals

All rehearsals are **MANDATORY**. Please **do not** schedule appointments during rehearsal time. Family vacations, drivers ed., and work are **not** acceptable reasons for absence from a rehearsal. Students are responsible for making up any checks they may have missed. A student may not be allowed to march a performance if they have missed too many rehearsals to be adequately prepared. This includes “excused” absences. It would not be fair to the individual or the group to allow an inadequately prepared student to march.

**Consequences for unexcused absence from rehearsal:*

First Time - Sit next performance

Second Time - Removal from organization

•Excused Absences

An absence is considered excused when the director is informed at least 24 hours before the absence occurs (except in emergency) AND the reason for missing a rehearsal is considered to be acceptable by the staff. Excused absences can include, but are not limited to: illness, death in family, wedding in family, other family emergency. Work will NEVER be considered as an excused absence.

•Band Camp

The ten days set aside for band camp are also **MANDATORY** for every member of the marching band. Please do not schedule vacations, dentist/doctor appointments, etc. during band camp. This is a vital time for the growth of the Marching Band not only in learning the Contest Show, but also the pre-game show and any stand tunes we may do during the football season. This is also a time for the students to become closer as a group as they are spending hours together learning the various music and drill.

•Performances

Performances are our chance to put all of the hard work done during the season into one 15 minute block of time. It is vital that all members of the band are present for all performances to ensure that we are as successful as possible in our effort to put the best product on the field that we can. In special cases, students will be excused for reasons deemed **acceptable to the director**. A complete schedule of all performances is provided with this handbook. Please make note of these dates on your calendar.

**Consequences for unexcused absence from performance:*

First Time - Removal from organization



Attendance Policies (cont.)

•Tardiness

Tardiness is defined as not being at the assigned place at the assigned time. This could be on the practice field in the block, in the band room, etc. Meeting times and places will always be clearly stated to students in advance. In order for a tardy to be excused I must receive a note no later than the end of the school day the day BEFORE the tardy will occur. Emergency situations need to be accompanied by parent notes and will be excused on a case-by-case basis.

**Consequences for unexcused tardiness:*

First Time: Warning

Second time in the same week: 3rd Quarter and Sit next performance

Second time in season: 3rd Quarter

Third time in season: Sit next performance

Fourth time in season: Removal from organization.

•Thursday rehearsals

Many times we make minor changes to the show. Since Thursday is the last chance to learn these changes, it is not possible for a student to learn these changes before the Friday performance. Therefore, if a student misses a Thursday rehearsal (**for any reason**) AND THE BAND IS PERFORMING A **NEW** SHOW THAT WEEK, the performer will not perform the show that Friday. They will be allowed to perform at pregame if it is a repeat performance and the game is at home. This will be at the discretion of the directors with input from the student leaders.

•School Conflicts

Although great effort has been made to avoid any conflicts, there is the possibility that some might occur. If they do, please inform a director as soon as possible. We will attempt to work out a compromise with the other activity. **Please do not ask to be excused for driver's education. You will not be allowed and missed rehearsals will count as unexcused absences.**

Rehearsal & Performance Procedures

These rehearsal and performance guidelines are designed to help in the smooth running and day to day operation of the marching band. It is through our attention to detail that we achieve *excellence*.

•Students must bring properly maintained equipment, music, set books, and other necessary items to every rehearsal and performance.

**Consequences:*

First time: Warning

Second time: 3rd Quarter

Third time: Sit next performance

•Gum, food or beverages (other than water) are not permitted during any rehearsal or performance. Students are allowed to drink water or pop during third quarter at football games and during outside water breaks at band practice/camp. However, no gum, beverage (other than water) or food is to be brought **INTO THE BAND ROOM OR THE GAME STANDS AT ANY TIME unless given permission to do so!**

**Consequences:*

First time: Warning

Second time: 3rd Quarter

Third time: Sit next performance



Rehearsal & Performance Procedures (cont.)

- Music must be kept in the locker, music slot or case. Music must not be left on a music stand. Students must bring stand music with them to the practices and performances if it has not been memorized and subjected to a music check. Music folders, instruments and equipment **MUST** be kept in their proper storage places when not in use.
- Students are permitted to play **ONLY** the instrument that belongs to them, this includes the school-owned percussion equipment. This helps to eliminate broken instrument issues and whose responsible. Any school-owned instrument damaged by a student will be repaired **AT THE STUDENT'S COST**.
- We recognize that sometimes students need to sit out during a period of a rehearsal or over several days of rehearsal due to injuries or other medical needs. If a student is not to participate in daily practices for a period of time we would ask for a written note from the parents and/or the doctor making the necessary diagnosis. If a person sits out for 2 or more days of rehearsal, even if they participate in the Thursday rehearsal, they may not be permitted to march the performance(s) that week. This will be to the discretion of the directors with necessary input from the section leaders. It is not fair to the individual or the group to allow an inadequately prepared student to march.
- Always report (**rain or shine**) to the designated meeting place. Your section leader will call if plans have been changed (if time allows). If in doubt, call your section leader or a director.
- Public displays of affection are in poor taste and are inappropriate at practice, on buses or at performances. This type of activity is embarrassing to peers and public alike.



Rehearsal & Performance Procedures (cont.)

• Football Game Procedures

• Report times are given week to week by the director and will be announced in rehearsal as well as posted on the website. These times may change week to week. Students should arrive early to pick up their uniform. Attendance will be taken at report time. Anyone not present when attendance is taken will be considered tardy.

**Consequences for report time tardiness:*

First time: Warning

Second time: Sit performance reporting for

Third time: Removal from organization

• Members must sit with their sections during 1st, 2nd and 4th quarters. **After being dismissed**, students may have the 3rd quarter to visit family/friends, etc. However, students must be back **in the stands** by the “0:00” time at the end of the quarter. We will begin playing the “Fight Song” at that time. Any student not back in the bleachers by the first note is considered to be tardy. If a member is late, they will lose their 3rd quarter privilege during the following game. **NO** band member may leave the stadium without **prior** permission.

• Students serving loss of 3rd quarter must stay in the bleachers during 3rd quarter. Attendance will be taken by the section leader in charge. Reasonable time will be allowed for the student to go to the rest room. There will be water available if they would like something to drink after the performance. Visitors are not allowed for students serving 3rd quarter and they are not to sit with other band members not serving 3rd quarter suspension. If penalty is music check related, student must have music with them and work with a section leader on memorizing it. Failure to serve 3rd quarter without prior permission will result in a one game suspension. The student will not be allowed to perform again until the penalty has been served.

• Non-band members will not be allowed within the band section. Visiting band alumni or special guests are exceptions, **at the discretion of the directors**.

• Contest Procedures

• Contests are all day events. Please do not schedule any other activities on the day of a contest. Report times are given week to week by the director and will be announced in rehearsal as well as posted on the website. These times may change week to week. Students should arrive early to pick up their uniform. Attendance will be taken at report time. Anyone not present when attendance is taken will be considered tardy.

**Consequences for report time tardiness:*

First time: Warning

Second time: Sit performance reporting for

Third time: Removal from organization

• All members of the percussion section will assist in the packing and loading of percussion equipment on the trailer. This may require the members to arrive early or stay late the night before for packing purposes. Each musician is responsible for the loading and unloading of their instrument or equipment piece to and from the trailer.

• Upon returning to school, **everyone** will assist in the unloading of the trailer. We may have a recap session **after** the uniforms have been collected after which you will be dismissed to go home.

• While in attendance at the event, please remember that you are to be in full uniform (no hat and plume) and keep the jacket zipped. When we are away we are representing our school, community, band, parents and ourselves. Always look your best.



Uniform Procedures

- Musician uniform parts will be kept at school. Students must bring winter uniform t-shirts, shoes, gloves and socks with them when they report.
- After receiving and changing into your uniform, the empty hangar and bag **MUST** be put back on the uniform rack. Shoes or other items should **NOT** be put in the empty bag.
- *Consequences for hangars being left out:*
 - **First time:** Warning
 - **Second time:** 3rd quarter
- Any personal belongings may be locked in instrument lockers, however, they must be taken home immediately after the performance. Do **NOT** leave purses or valuables unlocked in the band room, they **MAY NOT** be safe.
- Plumes will be passed out to you prior to each performance and will be collected before you are allowed to sit in the bleachers.
- Hats are not to be placed on the ground, but should be placed top up, on the stands, next to you. Nothing other than gloves should be put **INSIDE** your hat. No ball caps or bandanas while in uniform! This applies at all times, including third quarter break.
- Long hair should be braided and pinned up inside of your hat. This includes girls **AND BOYS**.
- **Uniform coats must remained zipped unless instructed by the directors. This applies at all times, including third quarter break.**
- Please take care of your uniform, especially when riding the bus. Students must not allow uniform parts to touch the floor of the bus. If something breaks on it or you spill something on it that causes a stain, **PLEASE** let a uniform parent know when turning it back in. Hopefully, we will be able to fix it before the next performance.

Bus/Equipment Trailer Rules

- All students must travel to and from performances on school buses, not in personal cars. Any student who needs to return from a performance with his/her parent or guardian **MUST** submit a permission slip signed by the parents. In addition, students will **only** be allowed to travel with their **own parent/guardian**. This is a Worthington Board of Education guideline.
- Students are expected to keep the bus clean and must avoid standing while the bus is in motion. Students must keep all body parts and all items inside the bus and obey the instructions and rules of the bus driver and chaperones. Yelling out the window is not allowed.
- Screaming and profanity of any type are not allowed and may result in loss of bus privileges, suspension from a performance or removal from the marching band.
- Attendance will be taken on the bus. It is important that students remain quiet during this procedure.
- The loading crew will load only the equipment placed near the equipment trailer and only equipment that is approved for that vehicle. Students are responsible for their own instrument. Do not assume that someone has taken care of it for you. If your instrument is on the trailer, you must be ready to quickly (dis)assemble your instrument and completely close and fasten the case.
- Hair spray, perfumes, or scented lotions can cause allergic reactions and breathing difficulties and are not to be used on the bus. Radios and boom boxes are not allowed.
- Eating on the bus is by permission from the band directors and bus driver **ONLY!** If it is a medical need to eat at certain time and you know that we will be in transit, please let a staff member know so we can make the necessary arrangements.



Eligibility & Evaluation

Marching Band is a Worthington School Board approved activity, therefore Students participating in the marching band must meet the eligibility requirements set forth by the Wothington Board of Education regarding participation in all Co-Curricular activities for the district. Please refer to the WKHS Co-Curricular Handbook for specific details.

Marching Band requires a large time commitment on behalf of both the student and the parent. Traditionally, its members achieve higher grade point averages DURING the season than they do after. It is important to realize that academics do take precedence over all co-curricular activities. We do ask that students first try schedule tutoring sessions and teacher meetings outside of rehearsal time when possible. Students need to notify a director when this is in conflict. Academics will come first.

Student Evaluation

Because the marching band performs extensively, students must be prepared at all times. Constant evaluation is needed to help the band establish and maintain high standards of excellence. Students will be constantly evaluated on many areas of performance. The manner of evaluation will be positive, fair and done in a manner to promote individual and group achievement.

•Music checks

It is expected that all musicians will be able to perform the show music from memory. Familiarity will be achieved through summer sectionals, *individual effort*, Marching Band practices and Band Camp. Music checks will be held as needed with adequate preparation time provided. Persons not passing music checks must pass an additional music check by Thursday of the week in question or they may not be able to perform at that week's game. Students not performing at halftime will show their support from the sidelines. These students are still part of that week's performance and are expected to attend all regularly scheduled practices. If a section leader doesn't pass music checks, the same penalty will be served, but carried out with the band director or the drum major. Decisions as to eligibility will be made on Thursday, to account for spacing changes. Excessive music check failures due to lack of effort will be dealt with by the band directors. The standards for music checks will be set high but not unreasonable. Every student is expected to play the music to their absolute best ability.

If a student would like additional help to prepare for a music check or a music RE-check, they should seek out their section leader. Section leaders are a valuable resource for methods of memorization. Please don't hesitate to try different methods. What works for one student may NOT work for another. Don't assume that you can't learn a section, when there is a possibility that you CAN if you try a different method of memorization!

•Routine Checks for Color Guard

Routine checks evaluate the auxiliaries and are administered by the officers and staff members. They measure the ability of the student to perform that week's show accurately. Checks are based on memorization, sharpness of moves, and facials (a.k.a. smiles). Checks will be held with adequate preparation time provided persons not passing checks must pass the routine in question by Thursday of the week in question or they will not be able to perform at that week's game. Students not performing at halftime will stand at the sidelines at attention during that week's performance and are expected to attend all regularly scheduled practices. If an auxiliary leader doesn't pass a routine check, the same penalty will be served, but carried out with the guard advisor or the field commander. Decisions as to eligibility will be made on Thursday, to account for spacing changes. Excessive routine check failures due to lack of effort will be dealt with by the band directors and advisor.



Evaluation (cont.)

•Expectations for all students

•Musicians

Clean black gloves (except for percussion), winter uniform t-shirts, black socks, clean marching shoes and any special needs for your instrument. Reeds should be clean and in good shape and mouthpieces should be clean. Reed players need to have an extra reed ready for all performances.

Summer uniform needs include marching shorts, blue summer shirt, clean white shoes (non-high tops with little or no additional color) and clean white socks.

•Color Guard

Performance pants, clean shoes, flag(s) and any accessories needed.

Summer uniform, students should have summer shirt, skirts, clean white shoes and clean white socks.

These items will be checked on a regular basis, including before a performance. Students deemed to be out of uniform may not be permitted to march that performance.

In General

- All Worthington Board Of Education policies set forth for the Worthington City Schools are in effect at all times
- Drinking alcoholic beverages, smoking or dipping at any time is prohibited. Students will be expected to follow the guidelines as established by the Co-Curricular Office and the Worthington Schools Board of Education Drug and Alcohol Policy . Students and parents will be required to sign a copy of the policy showing that they have read the rules and consequences.
- Chaperones are to be obeyed and respected. Failure to do so may result in a student being benched for a performance or removed from the band.
- The Band office phone may only be used to call for rides after band practices or performances. Students will not be allowed to use the phone until the buses have been unloaded. In order to avoid long lines at the phone after a performance, please have your rides meet you here at the designated return time.

2010 W.K.H.S. Marching Band Handbook Acknowledgement Form

Our family has read, understands, and agrees to abide by **ALL** of the material expressed in the 2010 W.K.H.S. Marching Band Handbook. We have looked at the current 2010 Band schedule and acknowledge that all of the rehearsals and performances stated herein are required for full participation, including but not limited to the 2010 band camp from August 9-20, 2010. We will make every effort not to schedule appointments and trips during the band rehearsal time. We will make every attempt to regularly check for any schedule updates on the band website (www.kilbournebands.org).

Parent Signature _____

Student Signature _____