



Winter Season Handbook

2019-2020

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“Work hard, play hard.”

This handbook contains guidelines and regulations to ensure the success of our winter guard & percussion. Please read this handbook carefully so that you may understand at the outset what is expected of you and what you should expect as a member of the winter guard or percussion. Knowledge of the contents of this handbook will provide each student with an understanding of how he/she may best contribute to the overall success of the program, resulting in positively life-changing experiences.

Overview of Expectations

Winter Guard & Percussion members are expected to demonstrate the following:

- Attend all rehearsals and performances – the expectation is 100% attendance!
- Be on time for all classes, rehearsals, and performances.
- Be prepared for rehearsals and performances. Have equipment
- Keep all equipment in performance condition.
- Understand the duties of the leadership to work with them.
- Practice regularly at home. Practice time should be spent on music, instruments/equipment technique, body technique assigned by the directors/instructors.
- Keep the guard/percussion/band rooms neat, orderly, and free of clutter. Store equipment in assigned places, NOT ON THE FLOOR. Do not leave personal belongings in the hallway leading towards the guard/band rooms.
- If you use something, PUT IT BACK..

Basic Rules

The Winter Guard & Percussion have three basic rules:

- 1. Be at the right place at the right time.**
- 2. Give 100% (your best effort and best attitude).**
- 3. Treat others as you would like to be treated.**

Every other policy falls under one of these categories:

- Students must abide by both the BHS Student Handbook and Winter Guard & Percussion Handbook.
- Any equipment not belonging to or specifically assigned to you is strictly off limits. If it is not yours, do not touch it!
- No gum, food or drink is allowed in the guard/percussion/band rooms, except for water.
- No gum is allowed at any rehearsal or performance, or while in uniform.
- During the regular school day, the guard/percussion rooms are locked. If you need anything in them, please request admittance before homeroom or afterschool. ***For security reasons, non-band students are not allowed in the Music Department (Band Room, Percussion Rooms, Practice/Guard Rooms), etc.***

Attendance

ATTENDANCE AT ALL REHEARSALS, PERFORMANCES, ETC. IS REQUIRED. The expectation is 100% attendance. As a member of the Winter Guard or Percussion programs, you occupy an important part and space in every Winter Guard or Percussion function. The Winter Guard & Percussion works as a finely trained teams; it is essential that every member be present for ALL functions which include rehearsals, competitions, and out-of-town trips. Any member who is absent makes the Winter Guard or Percussion less effective and decreases the morale of the Winter Guard or Percussion.

Procedure for Absence

Sickness, other hardships, and pre-approved absences make it necessary to miss on occasion. A **parent or guardian must notify the directors/instructors** as far in advance as possible if a student must miss a rehearsal or performance by:

- **Winter Guard** : E-Mailing Colleen Jenkins (cjenkins@bpsk12.org) the reason for absence.
- **Winter Percussion** : E-Mailing Gabby Tober (gabtober@gmail.com) the reason for absence.

After following the procedure above, the absence will fall into one of two categories:

1. EXCUSED (Advance notice given at least 2 weeks prior)
Reason: BHS Sanctioned Activity, Emergency, Illness, Pre-Approved Absence
2. UNEXCUSED - Any absence which is not excused.

Procedure for Tardy

Tardiness will not be tolerated. Tardies cause delays in time schedules and are discourteous and irritating to your fellow Winter Guard & Percussion members who have to wait for you. All tardies are unexcused unless excused by valid reasons. The procedure for tardies is the same as that for absences:

1. Excused - Same as above
2. Unexcused - Same as above

Students do NOT pick and choose the Winter Guard or Percussion events in which they wish to participate. If the Winter Guard or Percussion performs or rehearses, everyone is expected to be there every time. Conflicts with other activities (i.e. sport practices, etc) are to be resolved as far in advance as possible.

If an outside event appears to be “snowed out,” always check email for directions. Performance takes precedence over practice concerning other school activities. Only reasons of EMERGENCY should be used for missing a performance.

Remember, excuses, even good ones, will not produce a superior winter guard or percussion.

Rehearsal Procedures

Rehearsal time is short and every moment must be used for actual rehearsal purposes. If you delay the rehearsal for even one minute, you have wasted a great deal of time because every other member of the ensemble has been forced to waste one minute. The following guidelines are used in successful performance organizations and are the foundation of our rehearsals.

Winter Guard Rehearsals

- During Winter Guard season, full winter guard rehearsals are scheduled for Mondays and Thursdays in the evenings. Refer to the calendar for further details.
 - **For Monday and Thursday Rehearsals, students should be assembled in the band hallway with all required items by 5:45 PM. The entire ensemble will walk to the specified location. At 6:00 attendance will be taken.**

Winter Percussion Rehearsals

- During Winter Percussion season, full winter percussion rehearsals are scheduled for Mondays and Wednesdays in the evenings. Refer to the calendar for further details.
 - **For Monday and Wednesday Rehearsals, students should be assembled in the band hallway with all required items by 5:45 PM.**

Both Winter Guard & Percussion

- Have water with you
- “Dressing out” or wearing appropriate form-fitting clothing (i.e. fitted T-shirt, yoga pants/leggings, etc.) is required.
- Winter Guard performs in their bare-feet, therefore, flip flops/slides or other easily removed shoes are required at all performances.
- Captains have authority until staff/directors reach the designated practice location.
- There will be no spinning equipment or playing instruments in transit to and from practice locations.
- Winter Guard & Percussion rehearsals will be most efficient if all members are diligent in correcting mistakes quickly and thinking ahead to the next set. Above all, take pride in every minute of rehearsal so that we can all take pride in our final product – the performance!

SUPERIOR winter guards & percussions are the result of SUPERIOR rehearsals!

Medical Information

On arrival to all non-school hour Winter Guard & Percussion sponsored events (eg. rehearsals & performances), students must report to Colleen Jenkins (Guard) or Gabby Tober (Percussion) to turn in or show evidence of all required doctor prescribed medications. It is the parents' responsibility to complete the Burlington Winter Guard & Percussion Handbook Contract and Information Database with accurate medical information concerning their child. Any medical changes that occur during the winter season needs to be reported to their respective instructor.

Epipen, Inhaler, and Prescription Medication Requirements:

All medications must be in its original medication container with the prescription label indicating the child's name, prescription number, date filled, physician's name, medication name, and directions for use. All Medications must be up-to-date (Not Expired). Additionally, all Epipens must have both Epipens that were dispensed in the prescription box. These are BPS district policies and state regulatory requirements to keep your children safe while under our care.

Self Carrying of Medication:

For students to carry and be authorized to self-administer their own epinephrine during school hours and school-sponsored events, they must have attended and passed the School Nurse sponsored "Annual Student Training on Anaphylaxis and Epipen Administration Program." For students to carry and be authorized to self-administer any other medication, it must be approved by the school nurse following state regulatory requirements.

Any student not approved by the school nurse to self carry and/or self administer their own prescribed medications will have a designated staff member that is trained on administration and will carry those students medications.

Non-Prescription Medication:

Non-prescription medications can **NOT** be administered by any teacher, staff member, and/or chaperone. This is due to state regulations.

Performances/Public Procedures

- Rules of conduct regarding rehearsals are in effect during public performances/appearances. Let your conduct both before and after the performance be professional. **Your conduct reflects not just on you, but on our ensemble, our school, and our community. Proper language is to be used at all times.**
- Appearance must be neat at all times when in performance attire or while under observation as representatives of the winter guard or percussion programs and school. ("Always look good.")
- **A performance or appearance is not completed until students are officially dismissed from the activity.** No winter guard or percussion member is permitted to leave the organization in advance of group dismissal at any time unless excused by the instructor(s) prior to the performance.
- Be sure that you have properly taken care of equipment, instruments and performance attire..

Winter Guard & Percussion Procedures

1. Attendance will be taken at call time in the designated area, typically in attendance formation. Arrive wearing the appropriate form-fitting attire (e.g., no huge sweatshirt/sweatpants, etc.).
2. Once rehearsal has ended, bring large equipment to trailer/truck to be loaded and then get dressed.
3. Inspection will occur prior to departure. Leaders will check uniforms (no bright color nail polish), hair, makeup and equipment.
4. Board buses in a neat and orderly fashion.
5. Upon arrival at the venue, everyone is to stay on the bus until directors and staff signal it is okay to disembark.
6. Upon disembarking, everyone is in charge of their own equipment, immediately begin assembling.
7. Once assembled, we march/move quietly toward warm-up area.

Travel

- Transportation to events will be provided or approved by the school. All students must ride the buses as assigned. School policy dictates that no student may return by any other mode of transportation other than the buses, except by the following:
 1. When written permission is submitted BEFORE departure from school.
 2. The PARENT takes custody from their instructor post-performance.
- A staff member will be placed on each bus. They have complete authority. Respect is imperative. They communicate important information to you regarding the appearance ahead. Absolute quiet must be maintained during any communication.
- Each student is responsible for seeing that his/her instrument/equipment and belongings are loaded at the departure point, after the performance, and unloaded upon return. This includes cleaning up trash after any trip.
 1. When traveling on school buses, standard rules of conduct are in effect for all trips.
 2. Obey the instructions of the bus driver. Putting hands, arms, heads, etc out of a window is strictly prohibited. DO NOT throw anything out of a window for any reason.
- Upon arrival, EVERYONE will remain seated on the buses until given instructions.
- Courtesy must be maintained while in public places. Speak quietly and clean up your area when finished.

Uniforms

More specific guidelines will be given to ALL members at the beginning of marching season.

Consequences for Infractions (Attendance, Behavior, etc.)

1. The first infraction will result in a verbal warning, whether from student leadership or directly from staff or directors.
2. The second infraction will result in parent/guardian being contacted.
3. The third infraction will result in administrative consequences and/or potential dismissal from the group.

Winter Season Accessories

Winter Percussion:

- Before the first show, a costume that fits the theme of our show will be determined by the staff. Students will be responsible for obtaining the necessary items for that specific look. The cost of these items will be relatively low as to ensure that all students will be able to have an individual costume. More details will be available later in the season.

Winter Guard:

- Each costume is designed for a specific show theme and custom fit to that performer. Due to the logistics required in providing timely delivery of costuming, guard members will be responsible for approximately 50% of the cost.
- If an individual quits or is removed from the program after costuming has been ordered, they will be responsible for providing 100% of the ordered costuming, made payable to the BHS Music Boosters or School Department.
- The program is committed to providing a responsible and sustainable solution for quality costuming for both Fall and Winter Guard and will work with both the School Department and the Music Boosters to help offset the remaining approximately 50% of the needed costuming. The Music Boosters have offered to provide support in the form of payment installments as needed.
- At the conclusion of the Winter season, guard members will be able to keep their individual custom costuming.
- Dance Shoes, Performance Gloves, Under Uniform Layer (if needed)
- Makeup/hair accessories

More specific financial information will be emailed out to families after the submission of all contracts and a finalized roster is created for the 2020 Winter Season.

See Next Page for Handbook Contract & Information
Database ...

Handbook Contract and Information Database

Once you have read through the entire Handbook, every student and parent(s) must verify their understanding of its contents by signing a Digital Contract. In order to streamline communication, we have also included all of the necessary Winter Season Contact Information onto the document, which can be found here:

<https://forms.gle/3bYuQzdx3axp4oub6>

Submission of form is due by Monday, November 18th, 2019

Additional supplemental documents, materials, calendars, resource links, etc. will always be available on burlingtonband.weebly.com. In addition, you can follow along with up-to-the-minute updates regarding rehearsals and performances on our Twitter and Instagram accounts (@BurlingtonBand). Please direct any further questions to the directors – we are looking forward to a great winter season!