



# **WORTHINGTON KILBOURNE**

## **MARCHING BAND**

### **BAND HANDBOOK**

**Alex Brough, Director**

Meg Alexis, Michael Van Schaik, Assistant Directors  
Matt Herriott & Andre Rodriguez, Percussion Instructors  
Elyse Whitehouse, Color Guard Instructor

# **INTRODUCTION**

The purpose of this handbook is to provide members of the Worthington Kilbourne High School Band Program with a clear and concise understanding of the total make-up of our instrumental music program. We feel that when the student is fully aware of how the band operates then, and only then, can he/she function as a member within the total framework of our organization.

Our program utilizes a membership of many students and is in the process of growing. This handbook proposes to eliminate the possibility of student misunderstanding by providing a source of reference for all band policies and procedures.

It is important that you become familiar with this handbook and understand the procedures and expectations. Concert Band and Marching Band are Worthington School Board approved activities; therefore all school rules apply. In addition, all rules from within this handbook will be in effect at all times. Students will be held accountable for its contents and will be expected to abide by its rules, both stated and implied. Being a part of the Worthington Kilbourne Marching Band can be very positive and rewarding. It means making 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 for the rest of your life.

Congratulations! Welcome to a fantastic opportunity to be a part of an exciting group that you will always remember.

A handwritten signature in black ink that reads "Alex Brough". The signature is written in a cursive style with a long, sweeping underline.

Alex R. Brough  
*Band Director,*  
Worthington Kilbourne High School

# **GENERAL RULES**

1. **All members will abide by the Worthington Kilbourne Student/Parent Handbook and subsequent consequences at all times.**
2. Use or possession of any controlled substance (including alcohol, tobacco or any other drug) is strictly prohibited and will result in immediate dismissal from the band program.
3. Profanity shows poor taste and reflects negatively on the entire music program. This will absolutely not be tolerated.
4. Public Displays of Affection (PDA) are inappropriate at rehearsal, on buses and at performances.
5. Students are expected to use polite, respectful behavior at all times. Insubordination will not be tolerated. Students are to show respect and common courtesy to all directors, adult supervisors, and peers at all times. Consequences will be at the discretion of the director and may result in school disciplinary action.
6. Ohio Revised Code prohibits harassment, personal degradation, bullying, hazing, or initiation of any kind. Consequences will be at the discretion of the director and may result in school disciplinary action.
7. Students will have respect and take responsibility for all school owned instruments.

# **REHEARSAL AND PERFORMANCE PROCEDURES**

- ◆ Students must bring ALL materials to each rehearsal including instrument, drill notebook (will discuss at rehearsals), drill charts, music, and a PENCIL.
- ◆ Gum chewing, food, or beverages are not permitted during rehearsal or performance. No food or gum is to be brought into the music room or stands at football games.
- ◆ Playing without permission can distract the rest of the ensemble and can represent an undisciplined ensemble. Players should only play when asked by the director.
- ◆ Arrive on time to all specified events, if not early.

# **LEADERSHIP OPPORTUNITIES**

An organization is only as strong as its leadership. Marching Band provides many opportunities for students to develop good leadership skills. These positions are both student and staff appointed. These leaders assist the band director(s) in almost all aspects of the marching band. The leaders will be trained in how to help and raise the effectiveness of the program.

## **Band Members**

A Worthington Kilbourne High School Marching Band member is a student who has, by choice, committed and dedicated him/herself to the goals and philosophy of the music department of the school. One's personal objectives should always be to become a successful part of the total unit and to strive to help others achieve the same goal.

### **Squad Leaders**

A squad leader is in charge of and works with a smaller section of the band. They will help teach and refine marching and music preparation. They will work outside of practice with members who need extra help. They will report absences/tardies to secretary. Squad leaders will be selected through an application and/or interview process with the director. Potential leaders are evaluated not only on their marching and musical performance, but also on their attitudes and behavior both during and outside of rehearsal. Attendance at all practices, performances and band events is considered in the application process as well as their leadership potential within each section. Leaders are also evaluated on participation in other curricular music offerings.

### **Drum Major (s)**

The Drum Major(s) is/are the primary student leader(s) of the marching band. This is an auditioned position. Their responsibilities include, but are not limited to conducting the band, leading fundamentals, and monitoring the overall conduct, spirit, and morale of the band. The drum major(s) answer directly to the directors and/or the adult staff of the band.

## **ATTENDANCE POLICIES**

Band members must attend all rehearsals and performances. All rehearsals will begin and end on time. If we want a good band, this is one of the core values that we must uphold. Members who are not in their places at the designated time with the proper equipment will be marked absent, tardy, or excused as the case may be.

While our attendance policy seems a little rigid, please remember that each member is an important component of the marching band. If we are missing just one person in practice or performance, it has a definite impact on the rest of the organization. All members will be made aware of any changes should the schedule need revision.

All “anticipated” absences should be brought to the attention of the director prior to the absence by email with at least 2 weeks notice. The notice should include date, **and most importantly the specific reason for absence**. In the event of an emergency, THE GUARDIAN must give a written or email absence notice to the director the next day that the student returns to rehearsal. Any absence without an email with proper notice will be considered “unexcused”. Acceptable excused absences from performance or rehearsals would include:

- ◆ Personal Illness (note must be submitted by next practice)
- ◆ Excused School Absence
- ◆ Funeral in the family
- ◆ Family Wedding
- ◆ Religious Holidays
- ◆ Other reasons deemed appropriate by the band director

All rehearsals and performances are mandatory. Please do not schedule appointments, vacations, driver's education, reunions, private lessons, or work during the scheduled rehearsals and performances as these will be considered unexcused. Students will not be allowed to march a performance if they have missed too many rehearsals to be adequately prepared for a performance. This would include "excused" absences. Students are responsible for making up any work they have missed during rehearsal.

**PENALTY FOR AN UNEXCUSED ABSENCE FROM A PERFORMANCE IS REMOVAL FROM THE MARCHING BAND.**

**PENALTY FOR AN UNEXCUSED ABSENCE FROM A REHEARSAL IS SUSPENSION OF ONE PERFORMANCE. SECOND OFFENSE WARRANTS REMOVAL FROM THE MARCHING BAND.**

## **ACADEMIC ELIGIBILITY**

Students participating in the Worthington Kilbourne Marching Band must be academically eligible to participate in the organization. This is in accordance with the Co-Curricular Handbook for Worthington City Schools. Eligibility is defined by the Ohio High School Athletic Association and specific details can be found on their website at <http://www.ohsaa.org/>. In summary, students must pass five classes (NOT INCLUDING GYM CLASSES) during the previous quarter to be eligible during a given quarter. Passing grades are considered "D-" and above. There is NOT a grade point average associated with academic eligibility. If a student takes 5 classes and one of those classes is a gym class, that student is still considered INELIGIBLE regardless of grades earned, as the gym class does not count towards the 5 required classes to ensure eligibility.

### **Eligibility Timeline**

The marching season goes through quarter 1 **AND** quarter 2 of the school year. Therefore, students must be eligible during quarter 4 of the previous school year **AND** quarter 1 of the current school year.

Should students become academically ineligible during quarter 4 before the upcoming marching season begins, they will not be able to participate in the group and will not be written into to the competition show.

Should students become academically ineligible during quarter 1 (the quarter during the current season), they will not be able to continue participation in the group's performances during quarter 2. They will not be able to come to rehearsals or on trips and will forfeit participation awards for the season.

Grades and eligibility during previous quarters will also be considered when placing students into leadership roles or into certain soloist instrument positions within the group.

## **FEES**

Our marching band is a board approved activity. The fees for marching band will vary from year to year due to size of the group and planned activities of the yearly calendar. The yearly fee for marching band will include the cost of band camp in addition to all other costs associated with the annual operations of the marching band. These fees are considered a school fee and are to be paid directly to the director BEFORE schedule pick-up to ensure that the student's fees can be verified in the main office. If a student is unable to pay his or her fees, there are payment plans available. Please speak with Mr. Brough to get more information about this. If students owe a balance on their account from a past year in marching band, they cannot participate in the marching band the following year until this balance is paid in full. Some parts of our marching band start in the spring (i.e. color guard and drumline) and therefore fees for those students are due by the start of their spring activities. Failure to be paid in full at the time of the spring activity will prohibit the student from participating in those spring activities and therefore will be unable to participate in the marching band the following season.

## **CONSEQUENCES**

Failure to adhere to the rules set forth in this handbook will result in a suspension from performances and/or rehearsals. If a student receives 2 or more suspensions in a given season, that student will be removed from the marching band. Students who are removed from the marching band or quit during a season are not eligible to be part of the marching band the following season. It is important to understand that being in our marching band is a commitment to yourself and to the organization. When students are removed from marching band, that leaves "holes" in the drill and we must take extra time to fix that. This is detrimental to the success of the marching band. Students must show that they are capable of that responsibility and that is why our organization cannot allow students removed from the band to come back the next season and potentially have the same thing happen.

## **SPRING DRUMLINE/GUARD**

Members interested in participating in our Drumline or Color Guard must attend our spring clinics that are held each spring prior to the season's start. These clinics are designed to get new members accustomed to the fundamentals of those particular sections and designed to solidify the fundamentals of our returning members. At these clinics, students will also be learning things that will be specifically used in next year's competition show which makes the rehearsals extremely important. Because of this, these rehearsals are mandatory and students with 2 or more unexcused absences will not be permitted to continue on for the season. Absences will be deemed excused or unexcused by the band director and the individual guard and percussion instructors and must be discussed prior to missing rehearsals.

# FOOTBALL GAME PROCEDURES

- ◆ Students should arrive early to prepare their uniforms.
- ◆ Good bands look organized at all times. Conduct of the band stand at football games is a vital portion of the impression we leave with the community. One of our main functions on Friday nights is to show our school spirit and support the team.
- ◆ Keep your instrument with you at all times. All band members are to stay alert and pay attention to the game. We may need to play at a moment's notice. When we play in the stands, everyone is to participate.
- ◆ Band members that have passed their music checks will have the third quarter off. Everyone **MUST** be in their seats and ready to play by the end of the third quarter.
- ◆ Members must sit in designated sections for 1st, 2nd, and 4th quarters.
- ◆ Non-band members will not be allowed within the band section of the stands. Visiting band alumni or special guests are exceptions at the discretion of the directors.
- ◆ Band members in uniform should fully remain in uniform regardless of weather. The uniform represents our group, school, and community.

## UNIFORM PROCEDURES

- ◆ Student's uniforms must be kept at school. Students are responsible for bringing individual uniform needs including gloves, hat, shoes, and black socks with them when they report.
- ◆ No jeans or other type of bulky pants should be worn under the uniform pants. Students should wear shorts or stretch pants under their uniform. Show shirts are required under jackets for every performance.
- ◆ Personal items should be locked in the lockers, as the music room is not always 100% secure. Items should **RETURN HOME** immediately following the performance.
- ◆ Please take care of all uniform parts. Students will replace any lost or damaged uniform parts.
- ◆ Uniforms must be turned in on hanger before dismissed.

#### EXPECTATIONS OF ALL STUDENTS:

Gum is not allowed at any time. Ball caps, head coverings and sunglasses are not permitted when the band is in uniform. No excessive or distracting body piercings are allowed to be worn. In addition, the following guidelines will assist you in preparing for uniform inspections:

MUSICIANS: clean gloves (except for percussion), black marching shoes (polished), and long, plain black socks. Instrument should be clean. Mouthpiece should be clean. Reed players need to have an extra reed on hand.

COLOR GUARD: performance uniform, clean shoes, flags and accessories needed.

## **COMPETITIONS**

We will be attending several marching band competitions during the season. In order to march in these competitions, a student must prove adequate knowledge of their music (both performance and memorization) as well as adequate knowledge of their drill. If a student does not achieve this prior to the competition, they will not be permitted to march. This will be determined by recommendations from director, assistant director, and/or squad leaders. The rationale of this policy is for the good of the entire organization. One person that does not “know their show,” will decrease the overall performance of the band. Each student is responsible for making this band successful, and will be held to that standard.

## **BUSSES**

1. Students are to show respect to driver and chaperones.
2. No food, gum, drinks, etc. on the bus at any time unless otherwise authorized by the driver. This could vary from trip to trip based on the distance.
3. No PDA on the bus.
4. All members are required to use provided transportation to and from all events unless pre-excused by a director.
5. Students are expected to make sure the bus is clean upon exit.

## **INSTRUMENT/EQUIPMENT CARE**

1. Use of a school instrument is a privilege. Students are responsible for the well being of their instrument at all times. Damages other than normal wear and tear will be the financial responsibility of the student.
2. If you are using a school instrument, you must make sure it is properly signed out. See a director if you have any questions.
3. All equipment is to be cased properly.
4. Students are responsible for having all necessary items and keeping their instrument in good working condition at all times.
5. Equipment is not to be left unattended.
6. Do not play other student's instruments.

# SIGNATURE PAGE

## **Student Acknowledgement**

*I have read and understand the policies and expectations contained within the Worthington Kilbourne High School Band Handbook. I agree to abide by these policies and expectations. Furthermore, I take full responsibility for my own actions and promise to put forth my best effort to ensure the success of the Worthington Kilbourne High School Marching Band and/or concert band programs. Lastly, we have looked at the band schedule and concert list for the year and agree to participate in all of the rehearsals and performances listed.*

Student's name (printed): \_\_\_\_\_

Student's signature: \_\_\_\_\_ date: \_\_\_\_\_

*(If other siblings are also in marching band)*

Sibling's name (printed): \_\_\_\_\_

Student's signature: \_\_\_\_\_ date: \_\_\_\_\_

## **Parent Acknowledgement**

*I have read and understand the policies and expectations contained within the Worthington Kilbourne High School Band Handbook. I agree to abide by these policies and expectations. Furthermore, I take full responsibility for my own actions and promise to put forth my best effort to ensure the success of the Worthington Kilbourne High School Marching Band and/or concert band programs. Lastly, we have looked at the band schedule and concert list for the year and agree to participate in all of the rehearsals and performances listed.*

Parent's names (printed): \_\_\_\_\_

Parent's signatures: \_\_\_\_\_

date: \_\_\_\_\_