



**WORTHINGTON
KILBOURNE**

MARCHING BAND

BAND HANDBOOK

Alex Brough & James DeFrancesco

Band Directors

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.



Alex R. Brough
Band Director,
Worthington Kilbourne High School



James DeFrancesco
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. Consequences will be at the discretion of the director and may result in school disciplinary action.
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, staff, adult supervisors, parents, 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, music, proper rehearsal attire, water jug, 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 rooms.
- ◆ Cell phones are not to be used, on a student, nor on music stands during rehearsal.
- ◆ 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 with enough time to get out all necessary equipment and be ready at the start of rehearsal/report time. Some instruments require longer setup times; please plan accordingly.

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.

Section Leaders

A section 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. Section 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 and co-curricular music offerings.

Drum Major (s)

The Drum Majors are the primary student leader 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 majors 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 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 according to our payment schedule found on our Marching Band Fee Payment Form. If a student is unable to pay his or her fees, there are payment plans available. Please speak with Mr. Brough or Mr. DeFrancesco to get more information about this. If students have not paid all fees, they will not be able to participate in the marching band until the balance is paid in full. In addition to our general membership fees, all co-curricular activities require an \$85 co-curricular fee due by band camp for students to be able to participate. All fee related questions will be detailed in our annual parent meeting and questions should be directed to Mr. Brough or Mr. DeFrancesco.

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, nor will they meet the requirements to earn their gym credit. 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 report time to ensure they are on the field and ready by report time.
- ◆ 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 blue 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 and hung properly before they are dismissed.

EXPECTATIONS OF ALL STUDENTS:

Gum is not allowed at any time. Hats, 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 and shined (if necessary). 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 course of the marching 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.

Varsity Block

Varsity Block is a developmental program that allows some new members additional time to develop without the competitive performing responsibilities that might be overwhelming for some new members. Students will be assessed during spring and summer camps and rehearsals. Placement in the Varsity Block will be discussed with students prior to (or possibly during) band camp as evaluations continue. The goal of our Varsity Block is to allow all members adequate time to develop and improve at their own pace. There is a place for every student in our marching program and ALL of our members will receive ample performing opportunities throughout the marching season for all: football games, parades, pep rallies and community events.

Purpose and Implementation

The purpose of our Varsity Block is two fold. The Varsity Block exists primarily as a space where new members can refine and develop their marching and playing skills in a positive environment while performing for all: football games, parades, and some competitions. In addition, the Varsity Block will ensure that our marching band can fill any holes in our drill throughout the season that stem from injuries or other vacancies that might occur during the marching season.

Varsity Block members are 100% full members of our band. They will participate with their sections in all music, sectionals, visual rehearsals and social activities. Members will have drill spots that they will learn that will match what other members are doing for our competition show. They will learn the count structure of all drill moves and will also learn all visuals and body movement. Members placed in the Varsity Block will benefit from Squad Leader, Drum Major and field staff instruction during rehearsal time on the field just like any other member of the band. Students will improve and refine their marching skills throughout the season and will develop the skills needed to progress into our Performance Block in future seasons.

Varsity Block members will not march at all competitions, BUT will dress and have an important supporting role in making our competition show the best it can be! If at any point during the

season a hole in our drill opens up, a Varsity Block member (depending on their readiness) will be placed in this spot and will work to learn that spot for future performances. Since the count structure and visuals will all be identical to what VB members have already learned, it will be very easy to get them plugged into their new drill spot.

Another added benefit of Varsity Block is the ability to add opportunities for members to be in the band even with Band Camp conflicts. In a typical season, students who couldn't make $\frac{2}{3}$ of band camp were considered ineligible for the MB season. There is now an outlet for those students to still participate and perform with our marching band.

FAQs

What do Varsity Block Members do during rehearsal?

Answer: The exact same things that all other members do! During our music rehearsals, they sit with their sections and rehearse. During our basics block visual rehearsal, they are mixed in with their sections and their instrument section leader and field staff works with them to work and refine marching and visual technique. During field rehearsal of our show, VB members will have their own drill coordinates outside of the regular formations we make. They will learn the count structures of each drill move, learn to move with good visual technique, play as they march and learn all body and visual moves of our competition show.

Are Varsity Block members their own section or are they part of their original instrument sections?

Answer: Both. VB members will function within their instrument sections for most of rehearsals and social activities within their sections. During competition performances, they will have additional responsibilities within the VB section to support the competition show.

Are band fees the same for Varsity Block Members?

Answer: Yes. Band Fees are the same for all members in the WK Band Program. Since Varsity Block students are full members that perform every football game, parade, and pep rally, their fees are the same.

When will I know if a student is placed in the Varsity Block section?

Answer: Students will be assessed during our spring camps, 4th of July parade rehearsals and pre-band camps. This will give us the best opportunity to place all students in roles where they will be most comfortable and successful and ensure each student's best development.

Is it possible for Varsity Block members to become Performing Block members?

Answer: Yes, but it depends on if a spot opens up to do injury or other reasons. When spots open up, directors and staff will work with VB members to get them plugged in to open drill spots as quickly as possible.

It is the goal of the Varsity Block program that all Varsity Block students will move to a regular spot for the following season.

Buses

- ◆ Students are to show respect to driver and chaperones.
- ◆ 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.
- ◆ No PDA on the bus.
- ◆ All members are required to use provided transportation to and from all events unless pre-excused by a director.
- ◆ Students are required to check in with bus captains to visually inspect uniform and/or other check-in items before boarding the bus for a given trip.
- ◆ Students are expected to make sure the bus is clean upon exit.

Instrument/Equipment care

- ◆ 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.
- ◆ If you are using a school instrument, you must make sure it is properly signed out. See a director if you have any questions.
- ◆ All equipment is to be cased properly.
- ◆ Students are responsible for having all necessary items and keeping their instrument in good working condition at all times.
- ◆ Equipment is not to be left unattended.
- ◆ Do not play other student's instruments or touch school equipment that is not assigned to you.
- ◆ Damage to school owned instruments other than normal wear and tear will be the responsibility of the student and parent.