

Carlynton Jr./Sr. High School



Student Marching Band Handbook 2023-2024

435 Kings Hwy, Carnegie, PA 15106

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Please remember these rules and guidelines apply for the entire school year to the Carlynton Marching Band participants.

Skills acquired by participation in the Carlynton Band Program

Excellence: Band teaches you to pay close attention to details and work hard to achieve success. Support from family and community encourages you to maximize your potential.

Self Expression: You learn how to express ideas and emotions through performing in marching and concert events.

Time Management: The commitment of Band membership forces you to learn how to balance academics and activities. Frequently, Band membership has increased student achievement, as you learn valuable time management skills.

Leadership: There are numerous levels of student leadership positions within the Band, from student officers to section leaders and drum majors.

Interpersonal Skills: The group dynamic of a high school band is very complex, as you might imagine. The Carlynton Band is proud of its diversity and the ability of its members to work together toward a group goal.

Responsibility: As a member of the Carlynton Band, you have to be on time, account for your actions and keep up with equipment and uniform parts. Students become responsible because they realize that the group's success depends on their own exercise of personal responsibilities.

In addition to the skills acquired through participation in the band program, the band program will also strive to:

1. Provide any interested student with opportunities for fun, musical knowledge, and musical fellowship through participation in band.
2. Provide for the mental, physical, social, and emotional development of students.
3. Instill pride and discipline in each student.
4. Provide each student with solo and group endeavors to achieve personal goals and satisfaction.
5. Provide basic psychological needs such as recognition, belonging, self-respect, and a feeling of achievement.

Table of Contents

Attendance policy.....	pg 4
The Three Strikes System	5
Travel Policy	6
Football Playoffs	7
Eligibility	7
Travel Guidelines.....	7
Dismissal policy	8
Member Responsibilities	8
Discipline	10
General Band Rules	10
Cell Phones	11
Chain of Command	11
Leadership Guidelines and Expectations	13
Whom to ask about What	14
Marching Band Uniforms/Personal Grooming	14
Uniform Maintenance	15
Hanging Uniforms	15
Care of shakos	16
Storage of Uniforms	16
Checking Uniforms in and out	16
Replacement fees	16
Instrument Care	17
Music Flip Folders and Lyres	17
Communication	17
Assessment Fees	18
Fundraising	19
Student Accounts	19
Band Camp	20
Banquets Awards and Scholarships	20
Signature Page - your copy.....	22
Signature Page to submit	23

Attendance Policies for Marching Band

General Rule: If the school will excuse it, the band will excuse it.

- In order for you to be part of a top musical organization in this area, it is imperative that our rehearsal time is maximized. Your commitment to the success of the band will be directly reflected by your attendance and preparation for each and every Scheduled Band Activity (SBA). SBA's are defined as any scheduled activity on the current band calendar. This includes rehearsals and performances.
- *SBA's, whether during or after school, or in camp, are the means by which students learn, and by their very nature cannot be reproduced or made-up.*
- Every effort will be made to give at least two weeks written notification of any changes. The updated calendar is available at www.carlyntonband.org.
- The attendance policy will go into effect upon the first day of the first week of band camp and will remain in effect for the entire year.
- *You will succeed or fail as a group, not as individuals. Therefore, it is mandatory that you are present, prepared, and prompt for all SBA's. Unexcused absences will not be tolerated.*
- No Unexcused absences will be tolerated. We do understand, however, that situations can arise where a student may not be able to attend an SBA.

Please use the following guidelines to determine whether the absence will be excused or unexcused:

- **Excused Absence:** When the student/family has a situation in which they have no control over the timing and it cannot be rescheduled.
- Some examples are:
 - Out of school sick *with* a doctor's note
 - Death in the family
 - Wedding (We will still need two weeks notice)
 - Religious event
- **Unexcused Absence:** When the student/family has a situation in which they do have control over the timing and it can be rescheduled. (This counts as one strike)
- Some examples are:
 - Employment
 - Sick *without* a doctor's note (If you are well enough to be in school, you will be expected to be present and prepared for band events that day.)
 - Homework (please manage your time accordingly)
 - Routine Doctor/ Dentist/ Orthodontist appointments
 - Birthdays
 - Hair appointments
 - College visits that can be rescheduled
 - Driving Test or Class
 - Attending Concerts or Sporting Events
 - Family Trip without giving two weeks notice
 - "I didn't have a ride"

*If there is an emergency that occurs the night or day of an event, send an email to the director so we are aware of the situation.

Attendance Policy continued

- Students who do miss an SBA will be required to submit an SBA Absence Form two weeks prior to any missed event. If an emergency absence occurs, students will be asked to fill out the form before the next SBA. Students who fail to submit an SBA absence form will be unable to participate until it is turned in. Extra forms can be found in the band google classroom or on the band website.
- If a student has an unexcused marching band rehearsal, it will count as one strike. If a student has an unexcused absence from the last rehearsal before a performance, they will not be permitted to participate in the upcoming performance. They are still expected to be at the performance to support their fellow band members. However, for excused absences, there will be no strikes given, but the student is still expected to attend rehearsals to practice and support the other band members.
- Each unexcused absence a student may have for a performance will count as two strikes. Late arrivals/ early dismissals will count as an absence if it is determined the student was not in attendance long enough to meet the goals of the group. Failure to be prepared (properly uniformed, all equipment present, etc.) will count as an absence.
- If the band is participating in an event where a student has another group they are performing with, the band comes first. Any student choosing to participate in another group will receive an absence. The Band adheres to the following policy: A Carlynton Game or other Carlynton event takes preference over a marching band rehearsal. A Marching Band performance takes preference over other Carlynton events. If there is a conflict with a Carlynton event and a Marching Band performance, please make the director aware immediately so a resolution may be reached in a timely manner.
- SBA Absence Forms should be completed *at least one week* prior to any "planned" absence. This form will include the dates to be missed and the reason. In the event of an emergency absence, the form should be completed before the next SBA. Any student that does not complete an SBA Absence Form will be unable to participate in any event until it is completed and on file. The SBA Absence Form can be found in the band room or on the marching band website.

The 3 Strike System

- MISSING A REHEARSAL: Any unexcused absence will be counted as ONE strike.
- MISSING A PERFORMANCE: Any unexcused absence will count as TWO strikes.
- An accumulation of THREE strikes throughout the course of the entire marching season (band camp through the end of the school year) will result in the student's removal from the marching band.
- Students who have been removed from the band may not attend the banquet at the end of the year, and will not be eligible for a letter or service bar or awards. They also will not be permitted to participate in that year's spring trip.

Attendance Policy continued

- Should a member be charged with an unexcused absence from the last scheduled rehearsal prior to a performance, he/she will not be permitted to participate in the upcoming performance.
- If you have pre-approval of an excused performance miss, you are still required to attend rehearsals prior to your absence for your benefit and the benefit of the organization.
- Late arrivals and early dismissals will be counted as absences if the band member is not present for enough of the SBA to meet the goals of the group. Failure to be in uniform, lack of necessary equipment or ejection from an SBA due to discipline will be counted as an absence.
- In the event that a student belongs to a non-Carlynton organization, which may be appearing, rehearsing, or meeting during the same time, the Carlynton Band will take priority. If the student chooses to participate in the non-Carlynton organization, an unexcused absence will be charged to the student.
- The Carlynton Band will adhere to the following philosophy: A Carlynton game or other Carlynton event will take priority over a Band rehearsal; a Marching or Concert Band *performance* will take priority over any other Carlynton practice or meeting. In the event that a Carlynton game or event is scheduled opposite a Marching or Concert Band performance, the student must inform the Director *at least* one week in advance of the conflict, so that a solution may be reached. The Band Director's decision will be final, and subject to the above attendance policies.
- Other groups or organizations that may change schedules or make demands of students on short notice should not interfere with the Carlynton Band's long-term plans. Similarly, any short notice changes in the band schedule should not affect other activities' long-term plans. Do not come to the directors the day before or the day of another scheduled activity, club, or sport and say that you have conflict. You have to take the responsibility of your own time management and schedule synchronization. You must communicate these conflicts at least one week in advance in order to avoid difficult situations and unexcused absences!
- Employment, including babysitting, is **NOT** an excuse for missing a rehearsal or a performance. Any student who misses a rehearsal or performance due to work will be charged with an unexcused absence and subject to the above attendance policies.
- Any student that is assigned to suspension by Carlynton staff or administration may not participate in any band activities for that week. There will be no exceptions to this policy.
- Consistent tardiness to rehearsals and performances impedes the flow of the band's progress and negatively affects the morale of the organization. Beginning with the third unexcused tardy, you will be charged with an unexcused absence (1 strike).
- If the football team should make the playoffs, the Marching Band will perform as long as the team remains in the playoffs. The WPIAL and PIM do not post schedules for playoff games until the Monday before the game. We will be expected to participate in all playoff games. These games are required and are subject to the attendance policies. Playoff games are usually on Friday evenings, but may also occur on Saturday afternoons.
- The attendance policies listed above apply to all Marching Band rehearsals and performances, football games, parades, festivals and special events.

Football Playoffs

If the football team should make the playoffs, the Marching Band will perform as long as the team remains in the playoffs. The WPIAL and PIM do not post schedules for playoff games until the Monday before the game. We will be expected to participate in all playoff games. These games are required and are subject to the attendance policies. Playoff games are usually on Friday evenings, but may also occur on Saturday afternoons.

Eligibility

All Marching Band members will be subject to the Carlynton School District athletic eligibility policies. (Please see Parent/Student Handbook).

Travel Guidelines

Band Travel/Performance Expectations

The band program will travel to away football games, band festivals, and parades. There may also be an opportunity to go on a spring trip to perform and attend an educational workshop each year. Student conduct is expected to be at the highest level on any trip.

1. All band members are expected to travel together. Students should go and return on the bus. Under certain circumstances students may be permitted to ride home with their parents. However, written notification must be given to the band director in advance.
2. While on the bus, students will:
 - A. Remain seated at all times
 - B. Sit properly in a forward position
 - C. Keep the bus clear of food, drinks, and debris
 - D. Keep all body parts inside the bus
 - E. Remain silent when an adult is addressing the bus
 - F. Refrain from loud, boisterous talking, screaming, whistling, etc.
 - G. Refrain from playing music out loud. Headphones should be used.
 - H. Refrain from any physical contact that would make others around you uncomfortable.
3. Each student is responsible for his or her own instrument and uniform. If you forget something, you will have to sit out of the performance.
4. Only smaller instruments may go on the bus, all other instruments go on the equipment truck unless otherwise noted, you are responsible for getting large instruments to the truck, where they will be loaded for you.
5. Students will be required to bring their duffle bag to the games. Bags can be subject to being searched by Employees of the Carlynton School District, Chaperones, or Law Enforcement. Inside your duffle bag, you should have"
 - A. Your music in a flip folder.
 - B. Any accessories you need for your uniform.
 - C. Your instrument (if it can fit).
 - D. Students should not have
 - i. Messy food or drinks that can stain the uniform.
 - ii. Any items that go against Carlynton School District Policy.

Travel Guidelines continued

6. Buses will be loaded in the following order: seniors, juniors, sophomores, freshmen, and junior high, the staff and chaperones will be spread out throughout the bus. If a staff member and/or chaperone asks a student to *move* to allow room for a staff member, chaperone, or any necessary equipment, the student will comply with this request, hassle free
7. No changing from one bus to another.

The band program may go on trips to perform and attend an educational workshop during the year. The purpose of the trip is educational in nature as supported by the school board and district administration. It is expected that each member of the band will do their best to participate because the band cannot perform without its members. Every student should do their best to go on the trip to perform with the ensembles. The band will frequently travel on both school and chartered buses. Student conduct is expected to be at the highest level on any trip. Students must travel with the band for the entirety of the trip.

Note: Each trip will have its own specific rules and guidelines, in addition to this Handbook and the District Handbook, depending on the destination and itinerary. Students must have all required paperwork completed and returned to the CBPA or Director prior to any travel with the band.

Dismissal From SBAs

During band events, students are expected to travel to and from SBAs with the band. If a situation would occur where a band member would need to be picked up or taken home before the end of an event, a note or email from the guardian must be sent to the band director prior to the SBA or a member of Staff or the CBPA Board in attendance at the SBA.. Also, with an early dismissal, both the student and guardian would need to sign out before they are able to leave the SBA earlier or separate from the rest of the band. Before leaving after the end of a SBA, the student must check out with either the Director or the person who is designated that role for each event.

Students are only to be released from a SBA with an adult that is listed in the Emergency Medical form. Any deviations must be communicated to the Director, Staff, or Executive Board Member before the event or as soon as this change is determined to be necessary.

In order for the student to be able to drive themselves to/from a SBA, or to ride with a student driver, written permission must be received by the Director.

A student is never able to ride with a person who is considered to be Staff of Carlynton School District. This is a non debatable issue and a rule of the District.

Staff and/or volunteers are required to remain at the SBA until all students have departed. All SBAs at a Carlynton facility have a published end time. For events not at a Carlynton facility, messages are sent real time via the Remind app to notify guardians when the Band will be arriving back to Carlynton for dismissal. Remind will also be used to inform if there is any deviation from the posted schedule. If a student has not driven themselves, it is imperative that students are promptly picked up at dismissal time.

These rules are put in place to ensure the safety and security of the students, as well as the Staff and/or Volunteers.

Responsibility of a Carlynton Marching Band Member

As a member of the Carlynton Marching Band, we have earned various rights and titles through effective performances and musical contributions to the community. We must accompany these rights and privileges with several areas of responsibility.

Responsibilities continued

Responsibility to ourselves

We owe ourselves the benefit of proper equipment and proper lessons/ practice time. When possible, we should avail ourselves to the best possible quality instruments we can afford and endeavor to take private lessons. Group lessons at school only teach at a moderate level. You have the primary responsibility for learning and contributing your talent to the group.

Responsibility to the school

The school district provides the necessary setting and facilities for our performances and some of the larger equipment that is more expensive. The School District is largely responsible for many large purchases. The Carlynton Band Parents Association (CBPA) also provides financial support to this organization. We then have the responsibility to provide the best possible performances to the school, the community, and the citizens of the community. This means you agree to give up some of your free time on holidays and vacations for the entertainment of others. It also means that if the school owns your instrument you are willing to maintain it.

Responsibility to each other

Getting along with each other in our society is indeed a difficult task all by itself. You have the obligation and responsibility to respect the rights of others. Excessive talking, spreading rumors, bad manners are all examples of antisocial behavior. Please respect the rights of others, both in and out of uniform, and treat them as you wish to be treated.

Responsibilities continued

Responsibility for promptness and commitment to the band

Promptness and commitment are vital to the overall success of the organization. It is obvious that if you are late, you are left behind. You must arrange your schedule so you are able to honor your commitment to the performing group.

Financial Responsibility

We must be responsible for the cost of the uniforms and equipment as well as transportation and maintenance of equipment. While we receive some financial support from Board funds, it is not nearly enough to support the program to the extent that the community and members deem necessary. We therefore have the Carlynton Band Parent Association whose sole purpose is to render financial and moral support to the Band. This association meets on a regular monthly schedule. We ask your parents to join this association and help with its activities. The band members are responsible for fundraising events each year.

It is reasonable to ask each member to participate equally in these projects. In the event that the Band will take a major trip, you will be asked to meet your financial obligations by fundraising or by donating the full amount before you will be allowed to participate.

Responsibility for Attendance

Attendance at regularly scheduled rehearsals and performances are necessary. Attendance in the Band is the same as in any high school policy. It is impossible to make up a performance and the other members must carry the extra burden because of someone else's inconsiderateness.

Preparedness

Each student is expected to come to a rehearsal and a performance prepared and ready to participate to the fullest of their ability. Any student that comes to a rehearsal or performance and does not actively participate will be subject to disciplinary action. This includes, but is not limited to: forgetting an instrument, not having a reed, mouthpiece, sticks, mallets, poms, or flags, not having music, not having the correct shoes for marching, etc. (Students that have medical excuses or verified instrument repair issues will be exempt from penalty).

Discipline

When you become a member of this band, you do so knowing your obligations and our excellent reputation. It is now your responsibility not only to maintain this reputation, but also raise it to a higher notch.

The pride of this band is built on self-discipline, genuine respect for other people, hard work and high standards of personal conduct and performance. Please think seriously about the fact that you will be treated like a mature, responsible person and you are expected to always act like one. You will be held accountable for your own actions.

As a representative group from Carlynton, the Band must adhere to the latest Code of Conduct as set forth by the Carlynton Administration and School Board. We should all be familiar with the contents of the Code of Conduct since it is distributed each year to all students in school. Additional copies can be obtained in the main Carlynton High School office or on the Carlynton home page.

All rules contained in the Carlynton School District Student Handbook must be observed at all times. The Carlynton School District Student Handbook takes precedence over any rule contained in this handbook. Students involved in a school-related activity, whether during or after school, at a performance, practice, or trip, are subject to all rules of both handbooks. Any behavior in violation of these rules will be handled under guidelines listed in the Carlynton School District Student Handbook. Failure to observe these rules may also result in suspension or expulsion from the Band should the situation warrant such extreme action..

The Code of Conduct will be in effect at all scheduled band activities including band trips. Examples of disciplinary options contained under each Level of misbehavior will be interpreted by the directors, staff and building level administrators whenever necessary. Disrespect of any staff member, parent volunteer or fellow student will not be tolerated and will result in disciplinary action. Students are to remain in designated areas during ALL scheduled band activities. Any departures or absences, without prior permission from the band director or assistant director, are grounds for permanent dismissal from the band.

Disciplinary options for The Carlynton Marching Band members include, but are not limited to:

- Those found in the Code of Conduct of the Carlynton Code of Conduct
- The loss of performance privileges
- Dismissal from the Carlynton Band Program
- Behaviors and actions reported to School Administration for further disciplinary review

Specific examples of disciplinary actions during SBAs include, but are not limited to:

- Being asked to move to a different seat away from other students
- A phone call to parents/ guardians
- Immediate removal from the SBA with a parent/ guardian to collect you

General Band Rules

1. Chewing gum or candy is **NOT PERMITTED** during any rehearsal or performance.
2. Profanity is not permitted and will be dealt with severely.
3. Cell phones must be turned off and not used during rehearsals and/or while attending a football game or band competitions/festivals.
4. A band member must respect his/her uniform and equipment at all times.
5. There will be no disrespect of freshmen or first-year marchers at **ANY TIME** or for **ANY REASON**.
6. Insubordination to any staff member, chaperone, or adult will not be tolerated.

General Rules continued

7. Respect other people's property.
8. Never disrespect another band or its members.
9. The band room is everyone's responsibility to keep neat and clean.

Remember that you have a great reputation; do not do anything that would have to be explained. Always conduct yourselves like ladies and gentlemen.

Cell Phones

Cell phones are a wonderful tool to help keep students and families connected, and they are great to have for safety reasons. However, they can be a detriment to the learning environment. We do ask that students turn off their cell phones during the following times:

1. During rehearsals and practices. You will be given breaks where you will be allowed to check your phone. We do ask that you not be late returning from a break because you were calling or texting on your phone.
2. During performances, including in the stands. Part of being in the marching band is being ready to play at a moment's notice. If you are on your cell phone, you could miss the start of a song, which will harm the sound of the band.

If there is a situation where a guardian would need their student to be able to check their phone during a practice or performance, please communicate this to the band director, and we will do everything we can to accommodate.

Students are permitted to use their phones on the bus rides to our performance venues, but do keep these rules in mind:

- Phones can be used for *school appropriate uses*. Students should not be using their phones to view inappropriate material, disturb others around them, or harass other students. Students are not permitted to take photos or videos of anyone without their permission.
- Phones should be placed on silent or vibrate while on the band bus. This will help adults communicate with the students without having to yell over music. If a student wants to listen to music, we do ask that they have headphones.
- When any adult is speaking (director, bus driver, chaperone), it is expected the student will pause their music, remove headphones, and end any calls they may be on, so they can hear all directions given by the adult. This is for the safety of the students.

Consequences:

- Warning, and being asked to put it away
- Confiscated and returned at the end of the SBA
- Confiscated and returned to the Parent/ Guardian after the SBA
- Confiscated and phone is turned over to the principals, and a disciplinary referral will be filled out

Having a cell phone is a privilege. If the rules cannot be followed, and cell phones are becoming a detriment to the group, we will implement a no cell phone policy.

Marching Band Chain of Command

In any organization, it is important to have a leadership structure that is easy to understand. This structure allows the director to quickly and accurately convey information to a large number of people. This will allow students to know where they should turn when they have a question. The chain of command is in effect on any given day. However, on game day, the chain of command should be used for all questions and information concerning all aspects of the performance.

Chain of Command continued

The directors have far too many responsibilities on game days to be answering questions that could be answered by a student leader. If possible to find the answer to your question on your own, then please follow the chain of command.

1. The Director of Bands is in charge of administering the total musical and visual marching band program at Carlynton. In the event there is any conflicting information regarding the students, uniform, equipment, show, rules, discipline, and SBAs, the Director's say is final.
2. The Assistant Director(s) of the Marching Band helps the Director in the following areas: the teaching and selection of music, assisting with drill, evaluation of the musical and visual program, recording attendance, keeping records of practices and performances, evaluation of personnel and working with the Director throughout the marching and concert band season.
3. The Percussion Instructor(s) is directly responsible to the Directors. This person is in charge of the entire aspect of the marching percussion section including: show music, cadence, warm-ups, and marching/maneuvering. They are in charge of running and maintaining sectional rehearsals, as well as contributing during the full band rehearsals.
4. The Auxiliary Instructors are directly responsible to the Directors and are in charge of administering the Color Guard, Cougarette, and Majorettes portion of the program.
5. The Drum Majors are directly responsible to the Directors and have specific responsibilities assisting in the drilling of the band and in rehearsals and performances. Auditions/interviews for this position will be held in April/May. All Drum Majors must attend an educational/motivational camp during the summer.
6. Section Leaders and Captains will be appointed through the recommendation of the Director, Assistant Director(s), and Instructors. These positions will be selected in April/May through an application process. Section Leaders are responsible for their specific units or sections of the band, but are also expected to work together as a team to provide an excellent experience for all band members. Section Leaders will be outstanding marchers, teachers and leaders. They are to help maintain order during all events, submit requests for necessary equipment and props to a staff member, and to act as peer leaders; both on and off the rehearsal field.

Section Leaders and Captains are also responsible for fostering a positive morale and team spirit within their assigned group. The Band Parents are available to help the student leaders hand out small rewards or notes of encouragement, especially during Band Camp.

In addition, Section Leaders and Captains are called upon to help promote band fundraisers, ensure their Seniors receive a gift on Senior Night*, and rally their group to create a themed raffle basket for our Festival.

**Of course, if the Section Leader is a Senior, this task can be delegated so they aren't organizing their own gift!*

7. The Carlynton Golden Cougar Marching Band member --YOU, the individual band member - is the backbone of the organization -the one who sees that tasks get accomplished. You are the future leaders of this organization!

LEADERSHIP GUIDELINES AND EXPECTATIONS

Student Leadership

The following positions are chosen by the Band Staff and include the listed responsibilities:

Drum Majors

- Attend a summer leadership camp paid for by the band parent association
- Conduct at performances and rehearsals as directed by the band director
- Act as liaison to staff
- Student motivators
- Role models and positive leaders
- Meet with opposing team's band during football games

Captains and Section Leaders

- To report any absences or tardiness of section members to the Assistant Director or other Staff member designated for that event. Take attendance at all events and rehearsals
- Prepare and organize their section
- Run sectionals when staff deems necessary
- Report disciplinary problems
- Uniform inspection before every band performance and report any issues with compliance or damage to a Uniform Committee Member or the appropriate Staff member
- Create positive sectional morale

Whom To Ask About What?

Questions about band problems.....	Band Director or Assistant Directors
Questions about attendance.....	Band Directors Or Your Section Leader
Any music problems	Section Leaders or Band Staff
Auxiliary problems or questions	Auxiliary Coaching Staff
Percussion problems or questions	Percussion Staff
Instrument checkout or repair	Band Director
Getting extra music or charts.....	Band Librarian, Band Managers (or Section Leaders in their absence)
Music or drill questions	Student Leaders and/or Band Staff
Missing uniform part or repair.....	Uniform Committee or Band Managers
Medical problems	Band Director or Nurse
Packing and loading instruments for travel	Music Staff or Van Volunteers
Getting permission to use the restrooms/leave assigned area	Chaperones
Permission for absence or early dismissal.....	Band Director
Financial difficulties relating to participation in band.....	Band Director
ESL / Translation difficulties that affect the completion of paperwork	Staff and/or CBPA (when available)

When in doubt, the best thing you can do is communicate. We cannot fix a problem we do not know exists.

Marching Band Uniforms/ Personal Grooming

I. Musicians:

A. Rehearsals

1. Tennis shoes & socks only! (NO SANDALS, FLIP FLOPS, OR DRESS SHOES).
2. No chewing gum.
3. No hats or sunglasses are to be worn inside the building unless approval has been given by the Director on a student by student basis.

B. Performances

1. Jackets completely fastened at all times unless otherwise instructed by the director(s).
2. Band t-shirt under uniform band jacket.
3. Shorts or an Under Armour-type base layer under band uniform. No jeans!
4. Clean black band shoes and black socks.
5. Shako with chinstrap under the chin and long hair up in the hat.
6. No jewelry, including watches.
7. Moderate to no make-up.
 - a. Natural makeup is fine, but nothing over-the-top, and nothing that will stain the uniforms. Final determination of appropriateness rests with the Director
8. No temporary hair dye of any color in order to protect the uniform. Permanent color must be at least 3 washes past initial application to avoid any residue or bleeding.
9. No chewing gum.

II. Auxiliary:

A. Rehearsals

1. Hair pulled back out of your face.
2. Shorts, under armor or warm-up pants, tennis shoes and socks.
3. No chewing gum.
4. Always check with your Coach or section Staff member for appropriate dress.
5. No hats or sunglasses are to be worn inside the building unless approval has been given by the Director on a student by student basis.

B. Performances

1. Hair style to be determined by your coach.
2. Required full uniform including all accessories and equipment.
3. Clean performance shoes.
4. No jewelry, including watches.
5. Make-up to suit the performance. Suitability to be determined by the Staff and Director as needed.
6. No chewing gum.
7. No temporary hair dye of any color in order to protect the uniform. Permanent color must be at least 3 washes past initial application to avoid any residue or bleeding.
8. Uniform should be worn as intended by the Director and Staff when it was chosen. To ensure uniformity, no alterations should be done. Example, summer shorts or skirts should not be rolled or all shirts are tucked in or left out as decided by the Director and instructed by Staff. Additionally, no undergarments should be visible. All undergarments should be skin tone or neutral enough that they can not be seen through the uniforms.

III. Managers

A. Rehearsals

1. Comfortable attire appropriate for working.
2. Socks and tennis shoes.
3. No chewing gum.
4. Always check with your advisor for appropriate dress.

B. Performance:

1. Hair in ponytail or French braid; out of face.
2. Required uniform: Assigned uniform shirt and when weather necessitates assigned outerwear and/or Director approved personal outerwear, and standard colored jeans in either denim blue or black without distressing, holes, or visible damage.
3. Comfortable tennis shoes.
4. Moderate to no make-up.
5. No chewing gum.

Always check with your Staff for appropriate dress.

Uniform Maintenance

Care and maintenance of our marching band uniforms is the responsibility of each band member. They were designed exclusively for the Carlynton High School Marching Band. They are *very* easily soiled. Therefore, each band member must be mindful of the following instructions. These uniforms debuted in the 2023-2024 school year. They **MUST** last and **WILL** last if they are worn and cared for with pride and responsibility. Students/Parents will be financially responsible for the damage or loss of any uniform item(s).

Maintenance responsibilities include, but are not limited to:

1. Be sure your uniform and hat are placed in their proper locations, where they will not get dirty, wrinkled or damaged when not being worn.
2. Specific adults assigned by the Carlynton Band Parent Organization will do all uniform alterations and repairs, Parents are **NOT** permitted to alter or repair the Marching Band uniforms either themselves or by another person. The marching band uniforms must look uniform in all ways. Having multiple people alter and repair the uniforms can result in a non-uniform look to the band.
3. *Never* wash or launder your uniform unless specifically instructed to by the Uniform Chairperson of the Band Parents Association, following strict instructions on how to cleans them. Uniforms will be dry cleaned, all at once, periodically by a professional service.
4. To *avoid* soiling, **NO EATING** will be allowed while in uniform except when specifically permitted by the director(s).
5. When in uniform, *avoid* dirty, greasy and muddy areas, **Never** let a uniform touch the floor or ground.
6. When in transport by bus, uniforms should be placed in garment bags and hung from the window frame. Uniforms **WILL NOT** be draped *over* seat backs.
7. **NEVER** cut the material or attempt to alter the uniform. Any alterations are done by the Uniform Committee following the instruction of the Staff and Director.

Placing Marching Band Uniforms on Hangers

When not being worn, uniforms should be hung correctly on a hanger as follows:

Musicians

1. Trousers shall be folded with inseams and creases together. They shall be placed smoothly on the crossbar and balanced so they will not slip off.
2. The jacket shall be hung over the trousers with the shoulders "square" on the hanger with the curve of the hanger facing the front of the jacket, and fastened in the back.
3. Nothing but the uniform is to be stored in the large zipper section.
4. Shoes are never to be stored in the garment bag.

Auxilliary

1. Uniform pants should be clipped into place with a locking hanger. Tops and unitards shall be placed neatly on the hanger.
2. No other items should be placed in the uniform section of the bag.
3. Shoes are never to be stored in the garment bag.

Care of Shakos (Hats) and Plumes

1. Keep your shako in the black hatbox that it was assigned to you in, at all times when not in use.
2. Nothing but the shakos is to be stored in the hatbox.
3. Be sure the shako is in the hatbox when returned. If wet, you must leave your hatbox open to dry.
4. Plumes should be carefully returned to the Plume cases. Plumes should NEVER be left in a uniform bag or anywhere else. Plumes should NEVER get wet and never touch the ground. They are ruined very easily, so be careful!

Storage of Uniforms

Uniforms shall be stored in the high school uniform room at all times.

Checking Uniforms In and Out

1. Each person is responsible for the checking-out or returning of his/her own uniform, shako, and plume and caring for them while they are checked out.
2. DO NOT ask another person to checkout or return your uniform.
3. DO NOT agree to checkout and/or return the uniform of another person.
4. Remove all personal items, music, waste paper, programs, etc. from inside hats, uniform, and garment bags.
5. Unless otherwise instructed, when returning from a performance with wet uniforms, each piece of the uniform shall be carefully draped over a chair in the designated area. When dry, uniforms will be collected and returned to the uniform room.
6. If repairs are needed to your uniform, inform the Director or a member of staff as soon as any damage is seen.
7. If your uniform is not properly placed on a hanger, it will not be accepted and you will be sent to the rear of the line.

Uniform Replacement Fees (as of May 2023)

Musician Uniform	Auxiliary Uniform
Coat\$ 305.00	Tunic\$ 84.00
Pants.....\$ 120.00	Pants\$ 40.00
Shako (Hat)\$ 65.00	Dress.....\$99.00
Plume.....\$ 40.00	Garment Bag\$ 22.00
Raincoat.....\$ 120.00	Raincoat.....\$ 50.00
Garment Bag\$ 22.00	
Hatbox.....\$ 20.00	

Instrument Care

1. The Carlynton Band Program will provide the following instruments, free of charge, to its members: mellophones, baritone horns/euphoniums, sousaphones/basses, tenor/baritone saxophones, all marching percussion and pit equipment, as well as, much of the auxiliary accessories for the field show such as flags, poles, etc. that our current budget will permit. Just as brass and woodwind players are expected to purchase their own mouthpieces, reeds, valve oil, etc., auxiliary members and percussionists may be asked to purchase certain items not provided as a part of our band budget. The band may also have a limited supply of other band instruments for its members to use. Check with the Director about the availability of an instrument. These instruments must be checked out to you prior to band camp and you will be held responsible for their playing condition during the season.
2. Check-in of all Carlynton owned instruments will occur during the final week of the marching band season. Instruments must be returned in good working order (as issued). If an instrument is damaged at a rehearsal or performance through no fault of yours, the section leader and Director must be notified immediately so that the appropriate repairs can be done expeditiously. If an instrument is maliciously or carelessly lost or damaged, you will be charged for either the repair to the instrument or the purchase of a replacement if necessary.
3. Proper care of all instruments (personal and school owned) during the marching season is essential. It is impossible to present a musical performance on an instrument with stuck slides, bad pads, split reeds, or chipped mouthpieces. Also, be aware that many students bring their own instruments to play in the band. When in the stands, treat all instruments with the same respect as if the instrument were your own. We highly recommend that brass instruments and mouthpieces be flushed periodically in order to remove accumulated dirt and grime. There is no excuse for not keeping your instrument in good playing condition.

Music, Flip Folders, Lyres

1. Every Carlynton Marching Band musician will be issued one set of Marching Band music. Drum Majors, Captains, and Section Leaders will also be issued drill charts. It is your responsibility as young adults to organize these materials as each member sees fit. In the event that edits need to be made, you are required to have access to these materials at every rehearsal along with a writing utensil, even after the music and drill are memorized.
2. If you lose something, report it immediately to either your section leader or the band director, who will replace it as soon as possible. Do not wait a couple of days and then expect the music or drill to be replaced immediately.
3. Each student will need to purchase an instrument lyre and flip folder for stand tunes (show music must be memorized). Lyres and marching band flip folders are available through your local music store.

Communication

We firmly believe that for any group to be successful, good communication is key. We understand that questions and problems can happen in the middle of the year. We will strive this year to make communication as easy and clear as possible. If there are any changes made to the band calendar, we will try our best to inform everyone at least two weeks in advance. Here are the best places to check to make sure you are informed:

Website

Periodically check the band web page at www.carlyntonband.com. This is the most up to date source of information regarding the marching band. There are links to the band calendar, as well as for various forms and other papers.

Google Classroom

Students will be added to a Google Classroom before the beginning of the school year. Students will be asked to check the Google Classroom for information about upcoming rehearsals and performances

Social Media

The band has a Facebook page, Instagram account, and X(formerly known as Twitter account. Facebook page: Carlynton High School Marching Band. X: @CarlyntonBand1. These resources are used for announcements and any other information.

Remind Messaging System

The Carlynton Marching Band utilizes the Remind messaging system. You and your guardian(s) are required to enroll by texting @cgrband to 81010, through the Remind app, or online at www.remind.com. Search for Carlynton Marching Band.

Carlynton Band Parents Association (CBPA) Board and Committee Members

These volunteers are responsible for communicating with CBPA at large, with each family being placed on the email list and/or phone chain. Information concerning changes to report time, uniform issues, schedules and other information will be communicated. The Board is also responsible for putting together the band camp packets to be distributed at the final spring concert and also for putting together the medical binder with insurance cards and medical consent forms during band camp.

Assessment Fees

Assessments are levied for about every activity within the school district to cover various expenses (see list below). For marching band, the assessment is \$130.00. The assessments will be due as follows: \$50.00 on July 31st, 2023 and remainder on October 1, 2023.

Non-payment of the first assessment fee, due July 31st will result in the student not being allowed to participate in any band activities. Fundraising is available and payment arrangements are welcomed prior to the due date. Families are given the opportunity to reduce their assessment fee by volunteering and/or to earn the assessment fee through individual fundraising.

Parents may volunteer to help with sanctioned events (Volunteer Credits section of Parents Handbook)) to offset their assessments (a maximum \$40.00 reduction, also known as earning 4 credits).

If you have more than one student in the band, multiply by the number of kids.

Parents MAY volunteer to help with more than four events but no further fee reductions are provided.

List of Expenses the Assessment Fees Cover:

Liability Insurance (required)	Banquet dinner (\$25)
Band Jacket Refund after 3 years of participation	Ice
Refreshments for all games and activities (includes refreshments for visiting bands)	Expenses for Home Band Camp
Senior Gift (for Senior Night \$30)	Senior Albums (\$25)
Film and video for Band Banquet slideshow	Money for special activities (i.e. trips, parties, t-shirts)
	Postage
	Other miscellaneous expenses for band

Fundraising

Fundraising is done in two different ways for the CBPA:

- General fundraising is done by way of group activities such as Turkey Bingo (November), Candy Bingo (spring) and the band festival. Car washes, spaghetti dinners and other such events may be scheduled and stipulated as going to the general fund of the CBPA.
- Individual fundraising is done via band-sanctioned sales that the student/parent sells with the designated profit going directly into the student's individual account. Fundraising is not mandatory but these funds can be used to satisfy the required assessment fee as well as other out of pocket expenses. Individual fundraising gives every student the opportunity to raise money for their account. Past sales have included Entertainment Books, Krispy Kreme Donut Cards, Pizza Hut Cards, CHS Garden Flags, Tambellini soups and pasta, Sarris' candy, hoagies, coffee, pumpkin rolls, other candies and various other sales.

If anyone has an idea for a fundraiser, please discuss it with the fundraising chairperson. All fundraisers must be approved by the CBPA as well as be registered and approved by the school district. Contact the person listed in charge of the individual fundraiser you are interested in with any questions. Be sure to check the newsletter and the band website for news on these events.

Student Accounts

The CBPA maintains a checking account that consists of general funds and student accounts. The student accounts are made up of funds that have been raised (through fundraising activities) by or on behalf of the student.

- Monies raised by the student can be used for trips, assessments and other fees associated with the Marching Band. The parent/guardian must sign a release form to assign money to a particular fee. To check individual accounts, contact the BPA Treasurer.

Some notes on student account monies:

- No monies may be taken out of the student account as cash unless it went in as such (i.e., you paid for the trip but then sold hoagies to cover the trip.) You may only get back the cash that was put into the account and no more.
- Leftover monies at the end of the school year may be carried over for students to the next year provided the student will be in the band again. If not, the guidelines for graduating seniors apply.
- Seniors must inform the treasurer by the end of the school year which of the two ways they would like to have their money disbursed. Monies will be disbursed no later than July 1st:
 - The money may be turned over to another current band member.
 - The money may be donated to the Linda Beck Scholarship (LBS) fund.

(Monies may only be removed as cash payment only during the year that the cash payment was made into the account -Le., you can't come to the treasurer and say "I have paid in X number of dollars over the last 8 years and want it back now" -it is stipulated as being by the end of each school year ONLY. So when you don't ask for it at the end of the school year it carries over to the next year until graduation. After a student graduates, any funds remaining in their account not earmarked for another band member will be transferred to the LBS fund by default.)

Band Camp

Band camp is mandatory for all members. Band camp is two weeks long and will be held Monday through Friday from July 29th through August 2nd and August 5th through August 9th from 8 am – 2:30 pm. Students should bring a lunch and come with their instruments and comfortable shoes. Be prepared for the sun with sunscreen and dress appropriately for the weather.

All Emergency Medical Information and Family Contact information form are due the first day of band camp at the latest. No student will be permitted to participate without completed forms submitted to a member of the Carlynton Band Parents Association(CBPA) or a member of the Staff.

Students will be fitted for uniforms and shoes during the first week of band camp. Fun events will be scheduled for band members throughout band camp. Uniform fittings will be done during band camp. The timing of each student's individual fitting will be according to the schedule and at the discretion of the Director and Staff. Please see our uniform care section for any questions about uniforms.

BANQUET, AWARDS AND SCHOLARSHIPS

Banquet

A banquet for all band members and their families is held toward the end of the school year. Participating band members for that year with paid assessments are admitted free of charge. Parents and other guests are welcome to attend for an additional fee. The band directors, school board members and Carlynton Administration are invited and paid for by the BPA. The students will be recognized and given a certificate of participation, a letter "C" for their first year in marching band and a bar for every year after that. Awards and scholarship winners are announced and handed out, and the seniors are recognized and given a gift paid for by the band parents. The vice-president will organize and emcee this event. Attendance is not mandatory, but highly recommended. Students must be present at the Memorial Day parade or have an excused absence from them to be eligible to attend the banquet.

Linda Beck Scholarship (LBS)

Linda Beck was a member of the Carlynton Band in the early 1980's. During her freshman year at West Liberty College in West Virginia, Linda was killed in an automobile accident while traveling home to participate in the Alumni Band performance at the home Band Festival. In recognition of her love of music in general and her love of the Carlynton band in particular, her family established the Linda Beck Memorial Scholarship Fund. All senior marching band members (musician, drum major and auxiliary) interested and in good standing as of the date of the band banquet, may write an essay on a predetermined Saturday (usually in April). Judging of the essays, as well as recommendations from the Band Director and Executive Board, are considered in determining the scholarship winners. In recent years, 1st place has been \$1200, 2nd place - \$700, 3rd place - \$500. These amounts may vary depending on the scholarship fund.

Awards continued

Banquet continued

John Phillip Sousa Award

The John Phillip Sousa Award is a national award given to a senior musician in the band that exhibits excellence in musicianship and dedication to the band in general. The band director and staff select the recipient of this award. The recipient will receive a trophy, pin, and recognition on a plaque.

Director's Award

The director's Award is an award given to an outstanding senior member of the marching band who has displayed superb leadership and character qualities throughout their time in the marching band. This award is selected by the band director. The recipient will receive an award as well as recognition on a plaque.

CONFIRMATION OF RECEIPT OF STUDENT HANDBOOK

Please read through the contents of this handbook very carefully. Questions regarding any of this material should be directed to Mrs. Light at jennifer.light@carlynton.k12.pa.us

If there are no questions and you agree to abide by the contents of this handbook, please read and sign the statement below.

STUDENT STATEMENT

I hereby certify that I, _____ have read and understand the contents of this handbook. I recognize and fully understand the rules and regulations by which I may participate, and I am prepared to accept the consequences for any violation of them.

Student Name -Printed

Student Signature

Date

Are you 18? (Y/N) ____

PARENT/GUARDIAN STATEMENT

I hereby certify that I have read and understand the contents of this handbook. I recognize and understand the rules and regulations by which my child may participate, and I acknowledge that he/she will have to face the consequences of violating the contents of this handbook.

Parent/Guardian Name -Printed

Parent/Guardian Signature

Date

Please Keep a Copy of this Document for Your Records. This form MUST be returned by the first day of band camp in order to participate in marching band or band activities.

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