

Carlynton Jr./Sr. High School



Marching Band Handbook 2023-2024

435 Kings Hwy, Carnegie, PA 15106

Jennifer Light, Director

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

Attendance

To be able to perform at our best, the Carlynton Band must have full attendance at every rehearsal and performance. Regular attendance is required for our band to sound and look its best for performances. Students are expected to attend all Scheduled Band Activities (SBA) that are listed on the band calendar. 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.

Examples:

- 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)

Examples:

- 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.

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 room 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.

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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 take 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.

Any student receiving two strikes is not eligible for the spring trip, and three strikes will result in the student's removal from the marching band, and they will no longer be able to attend the banquet, receive a letter or service bar, or awards for that band year. This attendance policy applies to all band events during the band year (from the beginning of band camp until the end of the school year).

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).

Discipline

All rules contained in the Carlynton School District Student Handbook music 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.

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

- Those found in the Code of Conduct
- Communication with Parents/Guardians
- Student/Parent conference
- The loss of performance privileges
- Dismissal from the Carlynton Band Program

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.
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.
10. 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 should not take photos with their phones 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.

“I have a question, who do I ask?”

Band Problem/ Question	Band Director or Assistant Directors
Attendance	Band Director or Assistant Directors
Music Questions	Section Leaders, Assistant Directors, or Band Director
Flag Problem/ Question	Color Guard Instructor
Dance Problem/ Question	Cougarette Instructor
Percussion Problem/ Question	Drumline Instructor
Instrument Checkout/ Repair	Band Director
Get extra music/ charts	Band Managers
Music/ Drill Questions	Section Leaders or Assistant Directors

Missing Uniform Part/ Repair	Band Managers or Uniform Committee Members
Medical Problems	Band Director or Nurse
Permission for Absence/ Early Dismissal	Assistant Directors or Band Director

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

Band Camp

Band camp is mandatory for all members. Band camp is two weeks long and will be held Monday through Friday from July 31st through August 11th from 8 am – 2:30 pm. Students should bring a lunch and come with their instruments and comfortable tennis shoes. Be prepared for the sun with sunscreen and dress appropriately for the weather.

All medical forms/first assessment payments are due the first day of band camp at the latest. No student will be permitted to participate without complete forms submitted to the Band Director. Students will be fitted for jackets 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 according to the schedule sent home with students the first day of band camp. Please see our uniform care section for any questions about uniforms.

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.org. 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.

Facebook, Twitter, and Instagram

The band has a facebook page, twitter account, and an instagram page. Facebook page: Carlynton High School Marching Band. Twitter: @CarlyntonBand1. These resources are used for announcements and any other information.

Text Message System (Remind)

If you would like to receive text message updates regarding band information text the word “cougarband” (with no space) to the number 84483. You may unsubscribe at any time by texting the word “stop”.

Information Committee

This committee in charge of communicating information to the CBPA group at large, with each family being placed on the e-mail list or phone chain. Information concerning changes to report time, uniform issues, schedules and other information will be communicated. This committee 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.

Marching Band Uniforms/ Personal Grooming

BAND MEMBER UNIFORM

For this season, we will be debuting brand new marching band uniforms! As exciting as it is, we need to take extra care to make sure these uniforms have a long life and can be worn for many years to come. Uniforms are to be kept

in the storage area in the high school in their proper space. Uniforms should be hung neatly; trousers should be hung across the bar on the hanger. The uniform should never be cut or altered or machine washed. Students will be taught the proper way to hang the uniform during band camp. The current Band t-shirt and a pair of gym shorts/sweatpants must be worn underneath the uniform in order to remove the jacket when the weather conditions deem necessary. **NO JEANS OR JEAN SHORTS ARE TO BE WORN UNDERNEATH THE BAND UNIFORM FOR ANY REASON AT ANY TIME!**

AUXILIARY UNIFORM

Uniforms are to be kept in the storage area in the high school in their proper space. Uniforms should be hung neatly; trousers should be hung across the bar on the hanger. The uniform should never be cut or altered. Uniforms are not to be washed unless specific instructions are given to you. Students will be taught the proper way to hang the uniform during band camp. Girls are also asked to wear a nude colored bra underneath their uniforms, and anything else your coach may require you to have for this year’s show.

SHOES

Black band shoes must be kept clean and polished. Auxiliary units will purchase footwear necessary for their unit and kept in performance condition.

SOCKS

Clean BLACK socks at least ankle height.

PERSONAL GROOMING

While in uniform:

- Long hair will be pulled up to fit underneath the hat. Auxiliary should all have their hair done so it matches their group. It should be tight and not in the way while performing.
- Fingernail polish will be removed
- All jewelry will be removed - including watches.

Uniform Replacement Fees (as of May 2023)

Coat	\$ 305.00	Tunic	\$ 84.00
Pants.....	\$ 120.00	Pants	\$ 40.00
Shako (Hat)	\$ 65.00	Headpiece	TBD
Plume.....	\$ 40.00	Gloves	\$ 3.00
Gloves	\$ 15.00	Garment Bag	\$ 22.00
Raincoat.....	\$ 120.00	Raincoat.....	\$ 50.00
Garment Bag	\$ 22.00	Hatbox.....	\$ 20.00

General Rules of Conduct

All rules will remain consistent with the High School's Code of Conduct Booklet.

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.

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

Travel Guidelines

Band Trip/Performance Expectations

The band program will go on trips to perform and attend an educational workshop each 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.

1. Students must go and return on the bus. Students attending the trip must travel with the band for the entirety of the trip. They may not ride with parents, family, or friends.
2. Students must have all medical forms completed and returned prior to any travel with the band.
3. 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 public displays of affection. Parent chaperone has final say as to what is acceptable and what is not at the moment of the infraction.
4. 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.
 5. 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.
 6. After dark students are not permitted to sit with students with whom they are romantically involved.
 7. Buses will be loaded in the following order: seniors, juniors, sophomores, freshmen, and junior high, The first rows of seats on each bus are reserved for chaperones and staff. 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,
 8. No changing from one bus to another.

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 (see ding system section) to offset their assessments (a \$40.00 reduction, also known as earning 4 "dings"). If you have more than one student in the band, multiply by the number of kids. First year band members are required to pay for their students shirts and once your child remains in the band that amount is credited to your account for your assessment. 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)
- -Band Jacket Refund after 3 years of participation
- Refreshments for all games and activities (includes refreshments for visiting bands)
- -Senior Gift (for Senior Night \$30)
- Banquet dinner (\$25)
- Ice for everything
- -5 x 7 picture for Senior Night (Seniors only)
- Expenses for Home Band Camp
- Senior Albums (\$25)
- Money for special activities (i.e. trips, parties, t-shirts)
- Postage
- Film and video for Band Banquet slide show
- 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 fundraising chairperson. All fundraisers must be approved by the CBPA as well as be registered and approved by the school district. Fundraising forms will be available in the band room mailboxes. 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. 3% of all fundraisers will go into the general band fund off the top of each fundraiser. The student's share of the profit will be decreased accordingly.

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 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:
 - A. The money may be turned over to another current band member.
 - B. 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.)

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. The seniors are recognized and given a gift paid for by the band parents. The Linda Beck Scholarship winners are announced. The John Phillips Sousa Award and Director's award are also presented at the banquet. The vice-president will organize and emcee this event. Attendance is not mandatory, but highly recommended. Students must be present at both Memorial Day parades 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 travelling 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.

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 via email 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 (July 31, 2023) in order to participate in marching band or band activities.