

INTRODUCTION

To establish and maintain a tradition of excellence takes the effort of every individual within this program. The respect of others will be earned through the image you present every time you perform in public. You must present an image that displays pride, quality, and excellence. By making the decision to be a member of the Belle Vernon Area Marching Band, you will find that the other members will depend on you, and likewise, you on them. You need to maintain your focus in order to achieve the highest level of both musical and visual excellence, and this will only occur with a collaborative, group effort. This said, we welcome your participation in the Belle Vernon Area Marching Band.

This manual is intended to supply helpful information for students and parents. In addition, this manual contains a number of rules and consequences for the students. It is hoped that the manual will answer questions and concerns about the BVA Marching Band program, from rehearsal to performance, including both expectations and responsibilities.

Auxiliaries, included in this manual is an amendment from your constitution. This is now the only manual / policy that you will follow.

HIERARCHY OF LEADERSHIP

DIRECTOR OF BANDS



ASSISTANT DIRECTOR / BAND STAFF / INSTRUCTORS



CHAPERONES / BAND BOOSTERS



STUDENT LEADERS



EQUIPMENT MANAGERS

YOU, are the most important part of this ensemble. You perform as one, not as individuals. Expect the absolute best from yourself and do not let yourself stop short from achieving perfection. You may be a leader to someone without even knowing it.

When problems arise, the member will be approached in order to find the best solution. If that is not successful, a higher authority will then be approached (parents, coach, etc.) If this is not successful, administration will be contacted.

PERFORMANCE ATTENDANCE

ALL PERFORMANCES ARE MANDATORY! This applies to EVERY performance. The only acceptable excuses for missed performances are a student's illness (a doctor's excuse is required when the student returns to school), a death in the family, or being a member of an immediate family members' wedding (best man, maid of honor, groomsman, bridesmaid, etc...). All students must fill out an excuse request form and return it two (2) weeks before the anticipated missed performance. This form will remain on file and will be evaluated as to whether it will be an excused or unexcused absence. Section leaders are required to be at every performance.

The performance schedule was distributed in plenty of time to coordinate your personal schedules. If you did not receive a performance schedule, you may download a copy from the Marching Band website, www.bvaband.com. The accumulation of four (4) unexcused absences (both performance AND rehearsals) will result in a suspension from the annual Spring Band Trip. Other than those excuses listed above, all others will be considered unexcused, INCLUDING WORK! If this unfortunate scenario occurs, the student will be permitted to participate in other band activities such as the Christmas Party, Spring Band Banquet, or any other performances that may be presented to the ensemble.

EACH MEMBER IS EXPECTED TO PARTICIPATE IN THE MEMORIAL DAY PARADE, INCLUDING SENIORS! This parade is your way of showing gratitude to those who have served and defended our country. If you do not march and will be in the BVA Marching Band the following year, this absence will be held over and you will have one (1) unexcused absence when you begin the new season.

The Spring Band Trip is also a regularly scheduled performance. All members must complete the Spring Band Trip Criteria in order to take part in the trip. *Please note* This is a school function, and all school district rules and policies apply from the moment the buses leave BVAHS to the moment the buses return to BVAHS.

The Marching Band will support the football team however far they advance into the playoffs, which may run into late November. These games are part of your regularly scheduled performances and you are required to be there.

Having outlined all of the year's performances and policies, please understand that these policies exist for the benefit of the ensemble. You are expected to participate fully during each performance. You represent your school district and yourself during each performance.

MEMORIZATION OF MUSIC

ALL students are expected to memorize their music. Performance / memory exams will be given on a weekly basis. If you do not have your music memorized, you will not perform at that week's performance and it will count as an unexcused absence.

REHEARSAL ATTENDANCE

Rehearsals are held every Tuesday and Thursday after school, from 2:45 until 5:00 PM. This schedule is in effect for the entire duration of the season. Rehearsals are only two (2) days a week, which allows ample time to schedule appointments, work, family events, etc. Students' full participation is expected at both rehearsals each week.

All students who are involved in SCHOOL-RELATED ACTIVITIES, must participate in 50% of the after school rehearsals in order to march in that weekend's performance(s). Those students who have school-related activities that will conflict with marching band rehearsal, please write that activity down on a 3 x 5 card and give to the director prior to the beginning of the school year. This card will be kept on file.

WORK IS NOT AN EXCUSED ABSENCE! Please note that if you miss rehearsals for work, or any other activity that is not a school-related activity, you will be given an unexcused absence for that rehearsal. The accumulation of four (4) TOTAL absences from rehearsals AND performances, will result in the student not participating in the Spring Band Trip.

In the unfortunate event that the student is suspended from a field performance, that student is still expected to travel and perform with the ensemble in the stands. Failure to do this will result into a second field performance suspension, resulting in a second unexcused absence.

This rehearsal policy is in effect for the reasons that when a student misses rehearsal, you take the chance of missing new or pertinent information covered. The goal for the marching band is to continuously increase your awareness throughout the season with the marriage of music and drill. If you are not prepared for the performance, you create a safety hazard on the field, which could cause increased risk for those around you.

MARCHING TO JAMES WEIR STADIUM

The Marching Band will march to James Weir Stadium, in parade format, and begin playing when the ensemble gets to the Elementary School. There will not be any bookbags/backpacks allowed in the stands.

Auxiliaries – Secret Sister NO LONGER EXISTS.

STAND / PERFORMANCE / TRAVEL INFORMATION

1. All students must remain in their full uniform while in the stands, minus the shakos, unless told otherwise.
2. Students are permitted to wear baseball hats or beanies in the stands, but you **MUST** have a hat that has a BVA logo on them.
3. All instrumentalists must be ready to perform in the stands at any time. You will be doing a lot of performing while in the stands, and **EVERYONE** participates.
4. **ABSOLUTELY NO FOOD IS TO BE TAKEN INTO THE STANDS.** The only food taken into the stands is that by the Band Boosters, which will be distributed at halftime. Please eat a sensible meal prior to arriving at the school. Parents, please **DO NOT** bring food/drink to your children in the stands!
5. Wind players / percussionists are only permitted to play their own instruments in the stands. Do not compromise the safety of your instrument by switching instruments with someone else. If your instrument is damaged in the stands due to neglect by you or someone else, you will be required to pay for the repair. Your instrument must remain in your possession while you are in the stands and on the field. Do not leave it unattended!
6. In the event that someone has to use the restroom facilities, that student will be escorted by a chaperone or sponsor (auxiliaries). Loitering outside of the restrooms is strictly prohibited! Use the facilities before departing for the stadium or away game.
7. After halftime performance, you will return to the stands with your instrument. If you must use the restroom, you must be escorted by a chaperone or staff member.
8. Garbage bags will be passed around during the 3rd quarter to put your garbage in. The entire ensemble will not leave the stands until **EVERY** section is completely clean. **DO NOT LITTER AT ANY TIME!!!!**
9. The throwing of objects at any time is strictly prohibited! Additionally, school administrators will discipline students who disobey this policy.
10. Students will NOT be permitted to change seats or visit during the 3rd quarter. You must and will sit with your designated sections at all times.
11. Students will be permitted to take bags during away trips, but the bags must remain on the buses at all times.
12. **ABSOLUTELY, POSITIVELY, NO PUBLIC DISPLAY OF AFFECTION** is to occur while in uniform, or during any part of trips. If students disobey, the appropriate school administration will be contacted and the appropriate disciplinary action will be taken. This type of behavior will NOT be tolerated at any time!
13. Band Managers will collect/distribute the auxiliary bags in the stands.
14. The Directors and Colorguard, Dance Team, and Majorette instructors reserve the right to prohibit anyone from performing on the field or during a parade if they do not know their drill, music, or routines. This decision will be made on the Thursday rehearsals before a weekend performance (in Fall).
15. **ALL** Belle Vernon Area School District policies apply to **EVERY STUDENT** when traveling with the Marching Band, while in the stands, and on the performance field.

INSTRUMENT CARE

1. Personally owned instruments are not insured for loss or damage by the school district or the Band Parents Organization. These valuable instruments should be insured by the means of a “rider” on your homeowners or renters insurance.
2. Students with school owned instruments are responsible for maintaining and caring for their issued instrument. Students and parents resume responsibility of school owned instruments while they are in your use. Therefore, students / parents will be required to pay for the repair bill in the event that a school owned instrument is damaged due to neglect and/or abuse. Students, please be aware of this rule when you are in the stands at football games.
3. Problems with any school instruments should be reported to the director immediately to determine the appropriate action needed to resolve the problem.
4. Instrument abuse and/or neglect **WILL NOT BE TOLERATED!**
5. Each student with a school owned instrument will be required to complete a “Condition Statement” for that particular instrument. This will provide a history of the instrument, as well as ensuring you will not be charged for repairs which occurred prior to your “ownership.”
6. Each school owned instrument will be inspected by either the director or assistant director at the beginning of band camp, and at least thirty (30) days prior to the annual Spring Trip. You will be held responsible any discrepancies found after this instrument has been in your “ownership.”

UNIFORM CARE

Your uniform and appearance are symbolic of your pride in yourself and this organization. Treat your uniform with care at all times. Please keep it clean and hang it carefully in your garment bag at all times, unless it is wet. Uniforms are always dry-cleaned, with the exception of the auxiliaries. Your uniform will be inspected prior to departure for every performance. The following standards will go into effect as far as uniform inspection is concerned:

- A. Good Personal Grooming** – if you have long hair, please tuck it under your shako and gentlemen, please keep facial hair cleaned up.
- B.** Bandanas are strictly prohibited from the marching band uniform
- C. Full Uniform consists of: BLACK SOCKS, Black MARCHING BAND SHOES (all members MUST have marching band shoes), current year Kennywood t-shirt, jacket, shield, pants, shako, plume and white gloves.**
- D. The following items may be worn under the uniforms: Tighter fitting sweatpants (with elastic bottoms), Under Armour pants, Thermal pants, shorts. NO JEANS OR PAJAMA PANTS!!!!**
- E. NO JEWELRY OF ANY KIND**
- F. All ladies, please keep your make-up to a minimum.**

*****Uniforms will be checked before EVERY performance and field suspensions will be given if you are not in correct uniform.**

REHEARSAL INFORMATION

1. Be “on time” for every rehearsal. If you’re early, you’re on time. If you’re on time, you’re late. Attendance will be taken at all rehearsals/performance for everyone.
2. You are not permitted to wear sandals, flip-flops, boots, or backless shoes during a rehearsal. You **MUST** have athletic shoes with a comfortable sole.
3. **HAVE WATER AT THE FIELD!** Nobody will be permitted to go inside to get water once rehearsal has begun. Please bring a water bottle to have on the sidelines or carry with you. Please avoid drinking carbonated beverages, as this will only dehydrate you.

TRAVEL INFORMATION

*** With the exception of the Kennywood Fall Fantasy Parade, ALL students will ride school provided transportation to AND from all events when provided. No student will be permitted to leave with a parent, friend, or relative. It is for the safety of the student and the School District that this rule is followed.

All students are required to be “half-dressed” before boarding the bus. This includes all parts of the uniform minus the jacket and shako. Jackets and shakos are to remain in your garment bags until the buses arrive at the performance site / football game. When the weather is cooler, you may wear a jacket or sweatshirt on the bus. A recommendation is to purchase an Under Armour shirt for the cold season. This shirt is form fitting and will keep you warm, while not taking up a lot of space. Garment bags will remain in the music room during home football games. Dance Team and Majorettes, due to the risk of damaging the sequins, you may “drop the top” and wear your current year Kennywood t-shirt while on the bus. When the weather begins to cool down, you may wear your warm-up suit over your complete uniform. **NO UNIFORM CHANGING OF ANY KIND ON THE BUS!**

BAND CAMP

1. **WEAR COMFORTABLE CLOTHES!** Please wear light colored clothing, a hat, sunglasses, and **SUNSCREEN**. You must have shoes with a comfortable sole, and no flip-flops, sandals, etc. If you wear flip-flops to Band Camp or an after-school rehearsal, you will be asked to sit out of the rehearsal until you have the proper footwear.
2. Ladies, you must wear “school appropriate” clothing during camp. Therefore, no stomachs are permitted to show, nor should there be rolling of shorts. Also, you are not permitted to wear sports bras or anything with less than a 1” strap.
3. **Please take care of your bodies by eating a healthy breakfast each morning.**
4. Please have water with you at all times. Plenty of breaks will be given so you may grab a drink.
5. **NO ONE IS PERMITTED TO LEAVE FOR LUNCH.**

THE ANNUAL SPRING BAND TRIP

The director, in collaboration with the Band Staff, the Band Parents Executive Board, and suggestions from the Senior Class, will decide upon the destination of the annual Spring Band Trip. The Band Parents and Booster Organization, in conjunction with the director, will finalize all arrangements for the trip. The Boosters and students will be responsible for fundraising for the trip. Please consult the Band Parents and Boosters Organization monthly newsletter for the number of trip credits you will be responsible to earn.

Rehearsals will be held prior to the Spring Trip. ALL students are expected to attend! A schedule will be distributed one (1) month before the first rehearsal. All policies apply in the Spring for rehearsals as they did in the Fall. The accumulation of two (2) unexcused absences will result in the students removal from participation in the trip.

All students have the following requirements to meet in order to participate on the Spring Trip. They are as follows:

1. You must meet the rehearsal/performance requirements, as set forth earlier in this manual. See the “Performance Attendance” section of this manual.
2. You must meet the pre-band trip rehearsal attendance requirements, as set forth above.
3. You need to have paid for all necessary instrument repairs of school-owned instruments if the instruments were damaged due to neglect and/or abuse. See the “Instrument Care” section of this manual.
4. You must earn the necessary trip credits through fundraising or be prepared to pay the remaining balance directly to the Band Parents Organization.
5. You must maintain the schedule of payments for the trip.
6. You must, without any exception, work at least three (3) hoagie sales.

The Band Parents and Booster Organization holds eight (8) hoagie sales each year, on a monthly basis, from September through April. You will be scheduled to work three (3) hoagie sales. It is expected of you work on your assigned dates, whether you go on the trip or not. If you are an underclassmen and do not work three (3) hoagie sales, the number you do not work will be added to the number you must work the following year. “Working” a hoagie sale shall be defined as being in attendance for the preparation, the making of, and the cleaning up of the hoagies. Sign-in is by 7:00 AM.

Intent to Travel Penalty: Once a student has signed the “Intent to Travel” form and decides not to go, all credits will be forfeited.

Academic Ineligibility: If a student is on the Academic Ineligibility list, they will receive an unexcused absence for a Fall performance. If a student is on this list prior to departure of the Band Trip, that student will not be permitted to participate in the Trip. This will be FULLY ENFORCED!!!!

EXPECTATIONS OF THE BAND STAFF

The Staff will:

- Be fair
- Give you their best effort at ALL times
- Treat you with the respect and dignity you deserve
- Listen to your concerns and/or suggestions
- Never put you in a position in which you will not be successful
- Be “on time” to all scheduled events
- Communicate dates and times of all pertinent activities to you in as timely a manner as possible, allowing you plenty of time to make the necessary arrangements to be in attendance.

EXPECTATIONS OF THE BAND OFFICERS

The Band Officers will consist of the President, Vice-President, Secretary, and Treasurer. Officers are selected in May for the upcoming year. Band officer duties will be assigned by the director, as well as acting as a liaison between the band members and the band staff. In addition, the Band Officers **ARE REQUIRED** to participate in **ALL MONTHLY HOAGIE SALES**, unless a conflict presents itself. The Band Officers, in collaboration with the Booster President and Band Director, will create bus lists during the Fall marching band season.

EXPECTATIONS OF ALL OTHER MEMBERS

All other members should:

- Treat others with respect and dignity (the Golden Rule)
- Do nothing to demean others in the ensemble / program
- Never criticize another musical or marching organization
- Give your very best effort, EVERY TIME.
- Listen, with an open mind, to the concerns and/or suggestions of the staff
- Discipline themselves from inappropriate behavior
- Show pride in yourself, your parents, your school, and this ensemble
- Be “on time” to all scheduled events
- Take constructive criticism in the manner in which it is intended.
- Respect the equipment and school facilities used.
- Never play an instrument that is not yours or assigned to you
- Respect the property of your peers
- Ensure your instrument is in good working condition at all times

CONCLUSION

Please read this manual carefully and understand all of its content. By signing the form on the next page, you are showing that you understand everything set forth in this manual and will adhere to its content. If you have any questions, please do not hesitate to ask. Please keep this on file to reference if you are uncertain about anything.

***Please note* All instrumental students who participate in the Belle Vernon Area Marching Band are required to take Course #700 Symphonic Band (Grades 10 – 12) or Course #701 Freshmen Concert Band (Grade 9) during the school day. The only exceptions to this policy are those students who attend Vo-Tech during half of the school day.**

BELLE VERNON AREA HIGH SCHOOL MARCHING BAND

MEDICAL FORM

(Please type or print NEATLY)

Name: _____ Instrument: _____

Address: _____ Grade _____ HR _____

_____ Birthdate: _____

Parent/Guardian's Name(s): _____

Home Phone # _____ Work Phone # _____

Work Phone # 2 _____ Cell Phone # _____

Names of two (2) responsible people to be contacted in an emergency (MUST be WORKING TELEPHONE NUMBERS!)

1. _____ Phone # _____

2. _____ Phone # _____

Family Doctor _____ Phone # _____

Medical Insurance Company Name _____

Group # _____ Agreement # _____

Plan Code _____

Illness, Current Medications, Allergies to be aware of: _____

Does this student wear contact lenses? Y or N If yes, what type? _____

I understand this activity involves somewhat strenuous physical exertion and feel that my son/daughter is physically fit for such activities. In any situation where "superficial first aid" is not sufficient, trained medical personnel WILL be summoned. When possible, contact will be made with the parent/guardian or other responsible person before treatment occurs. Transport will be made to the nearest hospital. These decisions will be made at the discretion of the Director and/or Staff, who are not likely to take any risks with the welfare of your children. I hereby grant permission for my son/daughter to participate with the Belle Vernon Area Marching Band in all scheduled activities. I further grant permission for my son/daughter to receive emergency medical treatment, as required, during any organized music activity, if I cannot be contacted in advance.

Parent/Guardian Signature _____ Date _____

INSTRUMENT CONDITION REPORT

DATE _____

INSTRUMENT _____

MANUFACTURER _____

SERIAL # _____

Is this instrument playable? (Valves and tuning slides, spit valves, etc. all operable. All pads and corks in place and usable. All keys are properly adjusted, drumheads/snare/tension rods/strainers are intact and all moving parts usable, etc.)

Yes _____ No _____

If "no," describe the problem: _____

What is the **OVERALL** condition of the instrument?

Excellent _____ Good _____ Fair _____ Poor _____

What is the general condition of the case?

Excellent _____ Good _____ Fair _____ Poor _____

If other than "excellent," please describe the problem, to the best of your ability: _____

We, the undersigned, agree with the above stated facts and condition of this instrument.

Student _____ Date _____

Parent/Guardian _____ Date _____

Director _____ Date _____