

**COLLINGSWOOD
HIGH SCHOOL
PANTHER MARCHING
BAND**

**MARCHING BAND
HANDBOOK**

Revised August 2007

COLLINGSWOOD HIGH SCHOOL PANTHER BAND

MARCHING BAND HANDBOOK

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2007 CHS Band Calendars

SEPTEMBER 2007						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4 PRACTICE 6:00-9:00 PM	5 PRACTICE 6:00-9:00 PM	6 PRACTICE 6:00-9:00 PM	7 Football vs. Woodbury at home – 7 PM	8 1 st Annual Band Picnic – 12-4 PM
9	10	11 PRACTICE 6:00-9:00 PM BAND BOOSTER MEETING 7:00 PM	12 <i>Rosh Hashanah</i>	13 PRACTICE 6:00-9:00 PM <i>No school</i>	14	15 Football @ Haddon Heights – 1 PM USSBA COMPETITION @ WEST DEPTFORD
16	17	18 PRACTICE 6:00-9:00 PM	19	20 PRACTICE 6:00-9:00 PM	21 <i>Yom Kippur</i> Football vs. Paulsboro at home – 7 PM	22 <i>Yom Kippur</i> USSBA COMPETITION @ MAINLAND
23	24	25 PRACTICE 6:00-9:00 PM	26	27 PRACTICE 6:00-9:00 PM	28 Football vs. Haddonfield at home – 7 PM	29 TOB COMPETITION @ SENECA

OCTOBER 2007						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9/30	1	2 PRACTICE 6:00-9:00 PM	3	4 PRACTICE 6:00-9:00 PM	5	6 Football @ Gateway– 1 PM USSBA COMPETITION @ WASHINGTON TWP.
7	8 <i>Columbus Day</i>	9 PRACTICE 6:00-9:00 PM BAND BOOSTER MEETING 7:00	10	11 PRACTICE 6:00-9:00 PM	12 Football vs. Haddon Twp. at home – 7 PM	13 USSBA COMPETITION @ CINNAMINSON USSBA COMPETITION @ SHAWNEE
14	15	16 PRACTICE 6:00-9:00 PM	17	18 PRACTICE 6:00-9:00 PM	19	20 USSBA COMPETITION @ CHEROKEE
21	22	23 PRACTICE 6:00-9:00 PM	24	25 PRACTICE 6:00-9:00 PM	26	27 Football @ Audubon – 1 PM USSBA COMPETITION @ EAST BRUNSWICK
28	29	30 PRACTICE 6:00-9:00 PM Halloween Parade in Westmont	31 Halloween Parade @ Garfield School during afternoon			

NOVEMBER 2007						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 MARCHING BAND PRACTICE 6:00- 9:00 PM	2 Football vs. West Deptford at home – 7 PM	3 USSBA NJ STATE CHAMPIONSHIPS AT WASHINGTON TOWNSHIP HS
4	5	6 MARCHING BAND PRACTICE 6:00- 9:00 PM	7	8 MARCHING BAND PRACTICE 6:00- 9:00 PM	9 NJSIAA Playoffs - TBA	10 NJSIAA Playoffs – TBA USSBA NORTHERN STATES CHAMPIONSHIPS AT GIANTS' STADIUM
11	12	13 BAND BOOSTER MEETING 7:00 PM	14	15	16 NJSIAA Playoffs – TBA USSBA NATIONAL CHAMPIONSHIPS AT M&T STADIUM – BALTIMORE, MD	17 NJSIAA Playoffs - TBA
18	19	20	21 <i>½ day of school</i> Football at Sterling – 7 PM	22 <i>Thanksgiving</i> <i>No school</i>	23 <i>No school</i>	24 Holiday Parade – <u>ALL</u> <u>members must attend</u> – 9 AM
25	26	27	28	29	30 NJSIAA Championships - TBA	12/1 NJSIAA Championships - TBA

SPRING 2007 COMMITMENTS:

April or May – Band Trip – optional, but we want you to go!
Memorial Day Parade – Oaklyn – all must attend

Please note:

All games (regular and playoff), competitions, and parades, including the Thanksgiving game and Holiday Parade are a part of our regular schedule. As a member of the marching band, you are required to attend. Playoff games may be added as scheduled by the football conference, etc. See attendance policy.

Report times and return times for game and competition days will be announced the week of the event. These are determined by performance times and award times. All return times will be best estimates.

In the spirit of wanting to give our best performances at each show, the band may have a rehearsal prior to departure for a competition. All rehearsal policies will be in effect during these rehearsals. Plan your schedule accordingly.

Schedule is subject to change with adequate notice

Collingswood Marching Band Handbook – Rules and Regulations

I. CODE OF CONDUCT

Statement - All members of the band are responsible for adhering to the code of conduct rules as outlined by Collingswood High School. In addition, all students need to adhere to these following conduct guidelines:

A. REHEARSAL CONDUCT

1. Rehearsal etiquette and behavior as defined by the staff must be followed.
2. No swearing is permitted.
3. Chewing gum during a rehearsal is dangerous, and not permitted.
4. No open displays of affection.

B. UNIFORM CONDUCT - *remember, when you are in uniform you not only represent yourselves but you also represent Collingswood High School.*

1. The “Rehearsal Guidelines” as listed above
2. Be careful when sitting in uniform.
3. No spitting.
4. No running. Uniforms are expensive and do rip.
5. No screaming.
6. Eating or drinking while in uniform is permitted only when approved by the band director.

II. BUS PROCEDURES

- A. Report to bus ON TIME in full uniform unless otherwise directed.
- B. Backpacks and personal CD players / Ipods are allowed, but boom boxes and other electronic equipment are not permitted on the bus.
- C. Students are required to follow posted bus rules, as per Board of Education policies.
- D. Students will refrain from talking while attendance is taken.
- E. Students are to remain in their seat during the entire bus trip.
- F. Students may not have food or drink on the bus unless told otherwise.
- G. Students will be asked to refrain from talking during the last ten-minute period prior to arrival at a competition. The purpose of this is to begin focusing on your individual responsibilities during the show.

III. PREVENTION OF INJURY

Statement - It is very important to note that marching band, by its nature, is a physical activity. There is a great demand placed on a student to be able to march and play a complete show. It is the belief of the staff that there should be some proper conditioning on the part of the student, in order to facilitate a strong performance, and to prevent injury. The following are recommended:

Calisthenics – Running - Stretching before rehearsing or performing

IV. INJURIES / ILLNESS

- A. A doctor's note should always be obtained in the case of a physical injury.
- B. The band director or his designee will fill out an emergency form for the school nurse in the event of an injury in rehearsal or performance.
- C. In the case of illness or injury, the proper attendance policies must be used to notify us of an absence.
- D. If a student falls ill or suffers a minor injury during a regular rehearsal, the student will be permitted to sit out for one rehearsal, and to take notes of that rehearsal.
- E. If the student is too ill, he or she may be permitted to go home.
- F. If the student is not well by the next rehearsal or performance, it is requested that the student stay home and that the proper attendance procedures be followed.

V. REHEARSAL ETIQUETTE

- A. Rehearsal etiquette will be clearly defined by the staff.
- B. Disruptive students will be evaluated by the band director, who will determine whether the student will perform with the band.
- C. The director also reserves the right to send a disruptive student home from rehearsal or performance.
- D. In extreme cases, the band director will recommend dropping the student from the program.

VI. ATTENDANCE POLICY

A. General Attendance

1. All students are expected to attend every rehearsal and performance.
2. Illness, death in the family, and approved religious holidays will be considered excused absences.
3. Students are reminded not to schedule family engagements that will conflict with the schedule.
4. The director must approve all other conflicts before they will be considered excused.
5. Please note that parties, concerts, and sporting events will be considered unexcused.

B. Potential Absences

1. All potential absences for the entire MARCHING BAND SEASON (September through December) must be verified with a note from your parents no later than 3:00 PM on Friday, September 7, 2007. This includes all excuses for standardized tests (i.e. SATs), religious holidays and college visitations. This allows the staff to plan for you absence and to help the band adjust to the hole in the show. Students may not be excused from any of the **Championship** performances.

C. Emergency Absences

1. All emergency absences must be verified with a parental note as soon as the student returns to band. This includes absences from school. All notes should be given to Mr. Lerch in writing. Please include the specific reason as to why the student will be or has been absent. **Please do not e-mail or phone these excuses.**
2. If you miss a rehearsal during the week of a performance, whether excused or not, you may not perform that weekend unless approved by Mr. Lerch. This is strictly for your safety and the safety of others.

D. In the event of an emergency absence

1. You or a parent should call the band office phone at 856-962-5746 as soon as you know that you are going to miss, and state why.
2. If the call can't be made prior to missing, please have the call made as soon as possible.
3. After the absence, bring a parent note immediately to Mr. Lerch at the next rehearsal to verify the absence.

E. Unexcused absences

1. An unexcused absence from a performance will result in the student being suspended from marching band activities until a parent/teacher conference is held.
2. Any further unexcused absences from any future performances will result in result in dismissal from the marching band.
3. The first unexcused absence from a rehearsal will result in suspension from that weekend's activities and one strike. You still must attend those performances dressed in full uniform.
4. A second offense will result in another weekend suspension.
5. A third offense will result in dismissal from the marching band.
6. Students who work must provide their employer with a copy of the band schedule in order to avoid conflicts. Students will not be excused from any performance to work.
7. In an emergency, students may be excused from only one Tuesday rehearsal to accommodate a work conflict, provided Mr. Lerch is aware of this in advance in writing.
8. Students participating in winter activities are expected to attend band performances at football playoff games should they coincide with school athletic tryouts. Coaches should make allowances for all students so that they may complete the fall season.
9. Students are to be on the field or other assigned area ready to begin at 6:00 (or other assigned time).
10. Your attendance record will be reviewed when being considered for awards, promotions within the band, and recommendations by the director, and scholarships.
11. Students not completing the spring requirements are not eligible for an award.

**IN CASE OF EMERGENCY, THE DIRECTOR AND/OR ASSISTANT
DIRECTOR CAN BE CONTACTED BY DIALING DIRECTLY INTO THE
BAND OFFICE (856-962-5746).**

VII. BAND UNIFORM PROCEDURES

A. Uniform procedures

1. You will be responsible for uniform care, maintenance, and cleaning.
2. If something needs to be fixed or adjusted on your uniform, notify a uniform supervisor.
3. The band uniform consists of: Black bibber pants, jacket, vestee, baldric, black crew socks *without* colored stripes (no ankle socks), black shoes (Dinkles), gloves, Shako (hat), and modest underwear.
4. Shoes and gloves must be clean for each performance.

B. Band shoes

1. Band members traditionally wear "Dinkles" with their uniforms, which can be purchased through the band director.
2. Students must place their full name inside each shoe for easy identification.
3. Make regular shoe-polishing/cleaning a habit.
4. Using toothpaste or soft scrub may clean the shoes even better than by using polish.
5. Never clean or polish shoes while in uniform.
6. Using Armor-All prior to wearing can protect new shoes.

C. Band gloves

1. All musicians must wear white gloves (except percussion).
2. They **MUST** be kept clean.
3. Gloves may be purchased from the band director.
4. Additional pairs may be purchased from a formal wear shop.
5. Flutes and clarinets will have to cut the fingertips out of their gloves.

D. The band hat

1. The Shako is the traditional band hat, and carries with it a history that dictates how it should be treated.
2. The hat will be worn until directed otherwise.
3. When you are not wearing your Shako, it should be carried squarely in the left hand, with the index and middle fingers and thumb clasped gently on the brim.
4. Never wear the uniform hat indoors

E. Hair / Jewelry

1. Always pinned up for the purpose of uniformity (guys included).
2. Should not touch your collar and your bangs should not be seen beneath the brim of the hat.
3. NEVER wear any jewelry, including watches and earrings, while in uniform (from the time you put it on until the time you take it off). It is distracting to your audience and the visual judges by breaking uniformity of the ensemble. It is also dangerous to the performer.

F. Out of uniform consequences

1. A student in violation of any of the uniform procedures will not be permitted to perform, and/or will be considered unexcused from the performance.

G. Procedures for before and after shows

1. Make sure that you have all parts of your uniform for each performance.
2. You may be asked to be in uniform when you arrive at the school.
3. On some occasions, we will travel in street clothes to and from performances.
4. The bus will be used for changing, with female members using the bus first, followed by the male band members.
5. Place "street clothes" in either a locker in the gym or in a secure place in the band room.
6. You are to remain in full uniform unless otherwise directed by a staff member.
7. When removing uniform, always fold the pants along the crease to prevent wrinkling.
7. Store all parts of the uniform correctly.
8. Take gloves and shoes home to be washed and cleaned.

IX. INSTRUMENT CARE

- A. You are held personally responsible for the care and maintenance of your instrument (whether school or privately owned).
- B. Particular care must be exercised not to leave your instrument unattended.
- C. All instruments will be checked periodically to see that they are in proper working order.
- D. If an instrument must be sent into the shop for repairs, it is the student's responsibility to secure a loaner instrument.
- E. Instruments may be stored in a band storage locker during the day.
- F. All school owned instruments are to be signed out through the band director.
- G. Instruments are not to be used until the proper paperwork has been signed and completed.
- H. Repair to school instruments that are above normal "wear and tear" will be charged to the student.

X. FLIP-FOLDERS

- A. Flip-folders with a set of music will be issued to each student at the start of the season.
- B. Following Thanksgiving vacation, all flip-folders will be collected and checked.
- C. The student must compensate for lost music or flip-folders.
- D. Unpaid fees will detain your final report card for the year.

XI. PERFORMING GROUPS

A variety of other instrumental organizations are offered by the music department, geared to the ability level and interest of every student. They are:

- A. Concert Band (all year)
- B. Jazz Band (November on)
- C. Pit Orchestra for school musical (Spring)
- D. Prism Indoor Guard
- E. Paradigm Indoor Percussion

XII. AUDITIONS

- A. There is no required audition for marching band.
- B. An audition may be used to determine a chair placement, drill spot, or part assignment.

XIII. LEADERSHIP

A. Executive Committee

1. President
2. Vice-President
3. Secretary
4. Treasure
5. Drum Majors
6. Color Guard Captains
7. Instrumental Captains (brass, woodwind, percussion)

B. Meetings

1. Scheduled by the director. Meetings may happen following rehearsals on occasion. Please be aware of this.
2. May be requested by its members when the need arises.
3. The duties of the committee are to have discussions, share views, and make decisions on issues concerning the organization from the student perspective. Meetings are official when everyone is notified 48 hours prior to the meeting.
4. If anyone misses three meetings without reasonable excuses, he/she will be relieved of his/her position.
5. This committee, with the band director may also meet with the school principal to discuss major concerns.

C. Selection of leaders

1. Appointment of officers will occur during the month of May or June.
2. Interested candidates will have been considered by written application.
3. Candidates for each position will have had an interview with the director and/or with a panel of staff members.
4. The director and the designated staff panel will have appointed officers by early June.
5. Exchange of officers will occur by the first rehearsal of the new season.

D. Relieved from duty

1. A student may be relieved from duty if he/she is not fulfilling his/her responsibility of that office. This will occur only after the director has had a conference with the student regarding his/her performance. If the situation does not improve, the director may request the leadership meet to review the situation. The student may be relieved and the position declared vacant should the leadership vote by a majority. Any candidates for a vacant office will be selected in the same manner stated above.

E. Duties and responsibilities

1. **PRESIDENT:** Responsible for informing the band of fundraisers, performances, and other activities - Preside over all executive committee meetings and band meetings - Initiate phone list calls – In the absence of the drum majors during marching band season, should assume the role of student leader - Must be going into Junior or Senior year and be a member of the marching band.
2. **VICE-PRESIDENT:** Preside over meetings in absence of the President - Aid the director in mailing form letters and compiles the yearly scrapbook – Must be going into Junior or Senior year and be a member of the marching band.
3. **SECRETARY:** Assist the director with clerical procedures at all band rehearsals - Record minutes of meetings - Aids in preparation of band correspondence - Must be going into Sophomore, Junior, or Senior year and be a member of the marching band.
4. **TREASURER:** Assist the director and/or assistant director with fundraising - Acts as liaison to students as to their individual account totals - Must be going into Sophomore, Junior, or Senior year and be a member of the marching band.
5. **COLOR GUARD CAPTAIN** - Represents all members of the color guard - Responsible for taking attendance - Assists the director in activities regarding the color guard - Serves as liaison between the color guard sections, the color guard instructors, and the band director.
6. **DRUM MAJORS** - Serve as the student leaders of the band on and off the field - Responsible for individual and group performances - Represent the director with his/her leadership, showmanship, and teaching ability.
7. **ENSEMBLE CAPTAINS:** Selected on the basis of musical ability, leadership, and attendance - Responsible for taking attendance of the section and reporting this to the assistant director - Conduct sectional rehearsals - Complete phone calls when necessary - Must attend all leadership meetings which become official when everyone is notified 48 hours prior to the meeting. If anyone misses three meetings without reasonable excuses, he/she will be relieved of his/her position.
8. **LIBRARIANS:** In charge of the distribution and collection of music – Records improper maintenance of flip-folders and all other related music library equipment and music. Librarians will also be responsible for checking in drill shirts at the conclusion of the season.
9. **MANAGERS:** Responsible for the management of band equipment to and from rehearsals and certain trips - Must maintain a checklist of all equipment transported.

XIV. TRIPS

- A. The highlight of any season is the band trip.
- B. Trips are usually planned in coordination with the various music festivals or music activities in the United States and Canada.
- C. The cost of a trip varies greatly depending on the activity, accommodations, and length of stay, transportation, and destination.
- D. It is possible to defray the total cost of a trip by fund-raising.
- E. Ample time and sufficient fund-raisers are available prior to any trip.
- F. Potential trips may be considered as the director sees fit. The band director makes the final decision for such an activity, with possible input from the student leadership.
- G. All marching band members are invited and encouraged to attend.

XV. FUND-RAISING

- A. Fundraisers are planned throughout the year with activities such as a trip in mind.
- B. It is always to the student's benefit to make a concerted effort to raise money for these activities
- C. The fund-raising schedule will be issued over the summer and posted on the marching band web site, <http://pantherband.net>, throughout the season.
- D. Students receive the total individual profit from their personal sales.
- E. An itemized account is kept at all times of each member's credit.
- F. Accounts are brought forth each year pending continued membership.
- G. This money is to be raised for, and **MUST** be used toward band activities only.
- H. In accordance with school policy, no funds will be refunded or transferred from one student or school account to another, except in the case of two or more members within a single family, and within the same organization.

XVI. PARENT ASSISTANCE

Statement – the following suggestions are based on years of experience in the field of music education, and are listed for you to help your child get the most out of his or her band experience.

- A. Establish the proper attitude toward music at home. Part of the purpose of your child studying music is that he/she might gain an appreciation for fine music. Parents can help this cause by encouraging the best music in their home. Show your appreciation and support for all music at home.
- B. Encourage practice at home. Many students often complain of having to try to "fit" their practicing in around the convenience of other family members. While your child's practicing may prove to be a disturbance in the home, please realize that if musical growth is to take place, your child must have a time and place to practice. Practice time should be at least thirty minutes per day. Firmly emphasize the need to practice, but don't force the student to practice. Practicing needs to be something they *want* to do, not something they are *forced* to do. **HOURS OF PRACTICE DO NOT HELP; THE WAY ONE PRACTICES IS IMPORTANT.**

- C. Speak well of the organization in which your child plays. Show him/her that you respect their efforts and the effort of the group. Show your child that you realize that being a member of a musical organization is serious work that demands responsibility and time management skills.
- D. Show interest in his/her music and instrument. Ask what music the band is playing, what pieces he/she likes best, likes least, and why.
- E. Question your child occasionally about the condition of his/her instrument. Discuss with the band director when a new instrument is needed.
- F. DON'T threaten dismissal from the band, or taking away the student's instrument for disciplinary measures unless the situation has been carefully thought out. Often a student is taken away from the only thing that he/she does well and allows him/her to feel good. Removing a student from a performance disciplines the entire group. This fact should be considered in the final decision.
- G. Attend the activities in which your child participates. In large and busy families, scheduling for the entire family is usually difficult. A student likes to know, however, that his/her parents are in the audience listening and watching the performance. They are most concerned about what YOU think about their performance.
- H. Consider private instruction when good private teachers are available and when finances make such study possible. In general, high school students who are performing to the best of their ability and show an overall passion and skill for what they are doing should be studying privately. If such study is desirable, and your child wants to study (an important point), consult the band director for names of people in the area whom he would recommend. Private study is not only reserved for students who intend to continue playing after high school, but for all students interested in improving their playing.
- I. Become active in the parent organizations that emphasize music and the students involved in the school's music program. The Band Boosters are organized to assist in the implementation of the best music program possible for your child. Their purpose is to boost the organization. By taking an active part in his group, your child will see that you are concerned and interested about his/her musical growth and the organization that supports this.
- J. If your child shows an interest in a career in music, take time to meet with the band director for a list of possible colleges, possible vocations in the music field, entrance requirements, and scholarship opportunities that are available.
- K. If you have any questions concerning the music program at Collingswood High School, please feel free to contact Mr. Joe Lerch at 856-962-5746, or by email at jdlerch@pantherband.net.

CONFIRMATION OF STUDENT HANDBOOK

Please read through the contents of this handbook very carefully. Questions regarding the attached material should be directed to Mr. Lerch at CHS at 856-962-5746, or at jdlerch@pantherband.net.

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

STUDENT STATEMENT

I hereby certify that I have read and understand the contents of this Marching Band 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 Signature

Date

PARENT / GUARDIAN STATEMENT

I hereby certify that I have read and understand the contents of this Marching Band 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. I also give my permission for my child to participate in all marching band activities for the 2007-2008 season, as described in this handbook.

Parent Signature

Date

This form must be returned prior to the student's participation in a practice.