

Herndon High School Color Guard Handbook

“Building a Tradition of Excellence”

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PHILOSOPHY

The art and activity of marching is one that combines quality music with an effective visual presentation. Through consistent and positive instruction, it is the goal of the staff to provide our students and audiences with both a highly competitive, yet equally entertaining marching band

and winter guard show. We want to teach students who are enthusiastic and want to learn. As one team of instructors, students and parents, we work together to form the Pride of Herndon.

CODE OF CONDUCT

All members of the color guard are expected to adhere to the code of conduct set forth in the Herndon High School student handbook. In addition, all members of the color guard must adhere to the following conduct guidelines:

REHEARSAL CONDUCT

All members of the ensemble will be taught and given specific details as to proper etiquette during basics block, sectionals and field rehearsals. The staff member in charge of the specific rehearsal will define the etiquette. There are five basic rules that will always be in effect and will be strictly enforced during all rehearsals:

1. SHOW RESPECT FOR ALL INSTRUCTIONAL STAFF
2. NO SWEARING
3. NO CHEWING GUM
4. NO OPEN DISPLAYS OF AFFECTION
5. REMAIN POSITIVE AND CONGENIAL (An excessive negative attitude will result in DISMISSAL from the rehearsal or guard)

UNIFORM CONDUCT

Please refer to the Uniform Procedures portion of this handbook for specific details on the care and maintenance of your uniform. The reason for these strict guidelines is simply because when we are in uniform we are representing not only ourselves, but also Herndon High School. Our conduct in the uniform is crucial to developing a strong sense of pride and uniformity in what we do. The following is a list of behaviors that are NOT acceptable while you are in uniform:

1. SWEARING, CHEWING GUM, OR OPEN DISPLAYS OF AFFECTION
2. SITTING (without a raincoat)
3. SPITTING
4. RUNNING
5. SCREAMING

Eating or drinking while in uniform is also prohibited unless approved by the band director. You must wear your assigned raincoat when having anything other than water.

REHEARSALS

- All students are required to wear sneakers to each (marching band) rehearsal and to dress appropriately for the weather. Winter guard members will be required to wear dance black to every rehearsal. Marching Band is an outdoor activity and may require us to be outside during uncomfortable conditions (i.e. excessive heat, cold weather, light rain, etc.), so it is your responsibility to be prepared for any possible weather conditions.
- Additionally, students should come prepared to all rehearsals with **WATER**. Ample breaks for water will be given throughout each rehearsal and it is the student's responsibility to have this available to themselves during rehearsals.
- It is 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 perform a complete show. It is the belief of the guard staff that there should be some proper conditioning on the part of the student, in order to facilitate a strong personal performance and to prevent injury. Calisthenics, stretching and running may be advocated and reinforced at rehearsals. Students are always encouraged to stretch and warm-up their bodies individually before rehearsing or performing.
- As with any physical activity, injuries can and probably will affect a few students. Illness may also affect a student's ability to rehearse and perform. A doctor's note should always be obtained in the case of a physical injury. In this case of illness or injury, the proper attendance policies must be used to notify us of an absence.
- Members too sick or injured to practice or perform may remain in the guard as a shadow position or runner until they can be added back into the drill or choreography.
- 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. If the student is too ill, he or she may be permitted to go home by the director. If the student is not well by the next rehearsal or performance, it is requested the student stay home to get healthy and follow proper attendance procedures.
- Major illnesses or injuries should be reported immediately so that proper medical attention may be given.

REHEARSAL ETIQUETTE

As we get into the rehearsals for the season, etiquette for various types of rehearsals will be clearly defined by the staff. It is expected that all members will adhere to the defined procedures. Failure to do so will affect the corresponding rehearsal grade.

Examples of proper etiquette include:

1. No talking during instruction
2. No sitting during practice. If you sit out of practice for an injury, you must see the school trainer and/or call home
3. Come prepared to rehearsal with water and snacks, but ask or wait for a break before exiting the rehearsal space for water and bathroom needs
4. Show respect for all instructional staff, your teammates, and yourself.

Should a student demonstrate on a regular basis that he or she does not subscribe to the proper conduct at a rehearsal, the band/guard director reserves the right to evaluate the student's performance, and to make a decision as to whether the student should perform in upcoming shows. The director also reserves the right to send such a student home from rehearsal and

request a parent/student conference to determine future course of action.

It is the goal of the staff to provide a teaching atmosphere that is both positive and effective. Please take the time to understand the rehearsal etiquette and speak to the individual instructors about it on a personal basis.

ATTENDANCE

Attendance at all rehearsals and performances is very important for every color guard member. Color guard is a class and must be treated as such. The color guard is a critical component of the visual package of the marching band. Therefore, the director must approve all conflicts before they are considered excused. Please understand that an absence from the activity has a direct effect on the entire program. **In addition, if a member misses a rehearsal, he or she must learn what was missed outside of the normal practice hours by working with a captain or spin buddy. Failure to do so will result in not being able to perform in the next show!** While we can never plan for illnesses, we must plan appointments and other business around the schedule. The following are explanations of the various types of absences:

1. Excused absences: These include, major family events (i.e. weddings), religious education classes and/or holidays, standardized tests (i.e. SATs), college visitations/placement exams and previously scheduled family business/vacation that cannot be changed. All notes should be placed in the absence box in the band room. Please include the specific reason as to why the student will be absent. E-mail or phone excuses will not be accepted for general absences. All potential excused absences for the **ACADEMIC YEAR** must be verified with a note from your parents/guardians by **Friday, September 9th, 2008**.
2. Emergency excused absences: These will be granted on a case-by-case basis. Such excuses include but are not limited to, illness or a death in the family. In this case, please notify the director **IMMEDIATELY** of the situation by phone at 703.437.7090 and/or by e-mail at directorguard@herndonband.org.
3. Illness: If a student is absent from school due to illness, he/she will not be expected to attend rehearsal. **HOWEVER**, to be granted an excused absence and to receive credit for the rehearsal, a hand written note is still expected from the parent/guardian when the student returns to school. A doctor's note is also expected with all illnesses especially in the case of any physical injury that will prevent the student from participating fully in the activity.
4. Unexcused Absences- Rehearsals:
 - First Offense: Will result in a suspension from the next competition performance. Students are still required to attend that performance in full uniform.
 - Second Offense: Same as above including a staff-student-parent conference.
 - Third Offense: The student will be removed from the program. Students are eligible to return the following season, pending a student-parent conference with the band director and color guard staff.
5. Unexcused Absences- Performances: Will result in a drop of One Letter grade from your current average.
6. Lateness: Students are expected to be "ready to rehearse" at the assigned rehearsal time. Students who arrive late will be noted and consequences may include non-participation in upcoming performances. Excused lateness will be granted if a note with proper reasons is provided on the next school day.

ADDITIONAL ATTENDANCE POLICIES

1. Students are held accountable for summer rehearsals including band camp. We begin in July and August simply to teach and/or review basic elements of dance and teach technique. The purpose of band camp is to teach the majority of the field show, while spending time bonding with other members of the program. Therefore, policy for summer attendance is as follows: if you are in town, you are expected to be at rehearsal; if you are on vacation or have another conflict, please let the director know by a note or by e-mail at directorguard@herndonband.org. This is asked merely as a courtesy to the staff and students so that we can plan accordingly. Please realize that excessive summer absences will take some extra commitment on the part of the student to make-up the material missed.
2. A student who misses a rehearsal during the week of a performance, whether excused in advance or for illness, may or may not be allowed to perform in the show(s) that upcoming weekend. This rule is strictly to ensure the safety of your student and the safety of others on the field. The band director and the appropriate staff member(s) will make a decision on the day of the performance in these situations. The student will still be required to attend the performance in full uniform in these situations.
3. Students who work are encouraged to provide their employer with a copy of the band schedule in order to avoid conflicts. Additional copies of the schedule will be provided by request. Students will not be excused from any performance to work. In an emergency, students may be excused from only ONE rehearsal to accommodate the conflict. In this circumstance, the director must be notified in advance in writing.
4. Students who participate in winter guard only are expected to attend the summer rehearsals (prior to guard camp) in order to further the development of their skills.
5. Attendance records will be reviewed when students are being considered for the Visual Theatre. Failure to adhere to these attendance policies may result in a forfeiture of the opportunity to perform with the Visual Theatre.
6. Students are at NO TIME permitted to leave the school grounds once a rehearsal or report time has started without the permission of the band director.
7. Above all else, communicate with the director about potential absences and emergency absences. If possible, also notify the appropriate student leader/captain in your section so that you are accounted for. The director can be reached in the band room at 703.437.7090 or via e-mail at directorguard@herndonband.org.

Please note: Members too sick or injured to perform in shows may remain in the guard as a shadow position or runner until they can be added back into the drill or choreography.

DISMISSALS AND RESIGNATIONS

1. If at any time during the season a member unexpectedly quits (without an acceptable reason), he or she will not be permitted to audition to be in the color guard again (Effective Beginning Winter '08 – '09)
2. If at any time a member is dismissed from the guard, he or she will not be permitted to audition to be in the color guard again (Effective Beginning Winter '08 – '09)

COLOR GUARD UNIFORM PROCEDURES

While you are in uniform, you are constantly being observed. Your personal appearance and your actions represent not only you, but also your band, school and community. The uniform

assigned to you is a valuable asset to the band. You will be responsible for its care and maintenance. If something needs to be fixed or adjusted on your uniform, simply report it to one of the Guard Captains or the nearest staff member.

The desired goal is that the Herndon High School Marching Band and Color Guard continues a tradition of excellence. The manner in which the band presents itself can leave either a positive or negative impression on its audience. The care of the uniform, and the band member's behavior while wearing it, goes far toward creating pride and continuing tradition.

- The specific uniform will be determined by the visual designer and the color guard staff. This will likely require you to purchase accessories for your uniform. Please discuss monetary concerns with the color guard staff and the band director if a payment plan needs to be worked out.
- All portions of your uniform including shoes should be kept clean. This includes cleaning and/or polishing shoes as well as regularly washing your uniform. Please do this at the discretion of the color guard staff.
- Hair and makeup designs will be determined by the staff. All students must comply with the look to the best of his/her ability for the purpose of uniformity. Please follow the instructions of the color guard staff to their exact specifications.
- A student in violation of any of the uniform procedures will not be permitted to perform.

YOUR UNIFORM IS A SYMBOL OF DIGNITY, PRESTIGE AND STATURE.
WEAR IT PROUDLY!

COLOR GUARD ROOM

This room is to be used exclusively for the storage of color guard equipment including flags, rifles and sabers. It is also to be used as a uniform storage room and changing room. Students are expected to keep the color guard room neat and clean at all times. It is every member's responsibility to ensure that equipment and uniforms are put away properly.

EQUIPMENT, DRILL CHARTS AND NOTEBOOKS

Various color guard equipment including flags, weapons, and drill books are issued to each student at the start of the season. Students are responsible for the maintenance of this equipment throughout the season. **You will be responsible for having your Drill Notebook with you at ALL REHEARSALS.** Following the conclusion of the season, the director will announce a return date for all equipment and drill notebooks. At which time you will be issued a grade based on the information contained in your notebooks.

AUDITIONS

Workshops will be held in the spring and fall of every year to introduce students to the color guard activity. Based on your performance, you may be selected for a specific dot (position on the field) or as an "alternate" in the marching band. "Alternates" will be considered full members of the program and will be given the opportunity to shadow other members of the ensemble during rehearsals. "Alternates" can have the potential to take over or to "fill" an empty drill spot based on his/her ability and work ethic during rehearsals.

FUNDRAISING

Fundraisers are planned throughout the year for activities such as band trips or band camp, winter guard regionals, and Guest Clinicians. It is always to the student's benefit to make a concerted effort to raise money for these activities

ADDITIONAL EXPENDITURES

At times, there will be the need for additional expenditures to be placed on the responsibility of the parents and students. These will include items such as Capezios (guard shoes), sabers and gloves. Most of these items can be purchased through the Band Parents Association. Other more personal uniform items such as underwear, socks, thermal underwear, color guard unitards, etc. are the responsibility of the individual students and parents to procure on their own.

The music and visual staff will require each student to maintain a three ring binder filled with the following items: plastic sheet protectors, basic technique guides including dance terminology, show music, drill charts, and handouts. Students should also bring a pencil to every rehearsal in order to take notes. This will be further defined by the staff as we go through the season.

Please budget accordingly when information and prices are announced. I am very sympathetic to households with tight budgets, but your needs must be communicated with the band director so that a payment plan or some other alternative solution is reached.

OFFICERS

Captain: Shamelle G.

The Guard Captain is the leader and in charge in absence of the instructor. It is her job to enforce the rules of the band/color guard and make sure the members learn and know their work. The Captain is also the link between the staff and the members of the guard. Minor problems and questions should be presented to her to be resolved before they are taken to the staff. The Captain runs sectionals.

Secretary: Michelle B.

The Secretary is in charge of roll. Roll will be taken at every practice and every performance. The Secretary is in charge of calling all absent members and making sure they make up what they missed. The Secretary will also keep copies of all handouts given to you. If you need an extra copy, you must ask her.

Equipment and Field Manger: Karleigh B.

The Equipment and Field Manager is responsible for all the equipment during practices and performances. The EFM never carries equipment unless absolutely necessary. This means they will be delegating members of the color guard to carry or put away equipment. The EFM is also responsible for making sure props arrive to the field, are set correctly, and leave the field.

Bonding Coordinator: Jenn G.

The Bonding Coordinator is in charge of the social events involving the color guard. She will arrange outside activities such as parties, get-togethers, spin sessions, and other fun and interesting activities. Her job is to promote bonding and unity throughout the guard. She is more than happy to hear others' ideas and make arrangements for "bonding" events. The Bonding Coordinator is also in charge of secret pals and may act as a peer mediator.

DIRECTOR' S INFO

Please feel free to contact me at any point during the season to discuss any concerns or questions you may have. I personally believe that communication between parents, students and the directors is crucial to the success of the program.

Director - Kathleen Schoelwer

Visual Program Coordinator - Lindell Palmer

E-mail: directorguard@herndonband.org

PARENT SUPPORT AND RESPONSIBILITIES

The participation of your student in this program will hopefully prove to be not only rewarding for your student but for you the parents and guardians as well. Please help me in establishing the proper attitude toward the guard program at home. Also, support what your child is doing by attending regular performances of the band and encouraging your son or daughter to practice at home.

The band booster organization is another great way to get involved with your child's activity. Their purpose is to boost the overall band program through fundraising and other means of support so that our students can have the best experience possible in this activity. Please see a member of the Band Parents Association for more information about meetings and membership.

If at any point you have a concern about any aspect of the Guard program, please communicate with me. The Herndon Guard staff has been selected on their qualifications to do the job asked of them and share many years of "field" experience between them. If a concern is raised about a particular staff member, please contact the director FIRST as soon as possible before going to that staff member. Your cooperation with this is greatly appreciated.

CONFIRMATION OF STUDENT HANDBOOK

Please read through the contents of this handbook very carefully. Questions regarding any of this material should be directed to Lindell Palmer by e-mail at directorguard@herndonband.org

If there are no questions and you agree to abide by the contents of this handbook, please read and sign the statement below. This contract is due by **September 9th, 2008** in order for students to continue with the program.

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 Signature

Date

Are you 18? (YES)____ (NO)____

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 Signature

Date

Please returned this page signed by September 9th, 2008 in order for the student to continue their participation in the program.