

Central Catholic High School Viking Marching Band Handbook

Table of Contents

1. Marching Band Chain of Command
2. Conduct
3. Attendance Policies and Regulations
4. Discipline Policies
5. Alcohol, Drug, and Tobacco Policies
6. School Facilities
7. School Equipment
8. Policies at Band Camp
9. Policies at Football Games
10. Policies for Bus Transportation
11. Dress Codes
12. Chaperones
13. Fundraising

SECTION ONE

Marching Band Chain of Command

Principal

Assistant Principals

Director of Performing Arts

Marching Band Staff

Drum Major

Section Leaders

Individual Band Members

Please be sure that you understand this chart. This is our framework for operating a smooth organization. If you have a problem or question first try to resolve it with your section leader. If he or she is unable to assist you, work your way up the chart. However, the Music Department maintains an "Open Door" policy. The Band Director is always available to talk to you, if you have questions or any problems. Please see the Band Director immediately if you need to discuss items of a personal or sensitive nature.

SECTION TWO

Conduct

As a member of the Central Catholic Marching Band you should have a sense of pride and loyalty to the band program. You must be willing to spend time outside of rehearsal preparing your music or routine. Rehearsal time is used to work on the ensemble aspect of the performances.

As a vital part of the Viking Band and Central Catholic High School you represent Central at all times. When you are in uniform people will recognize you. This means that you music always present the best possible image of yourself, our band, and our school. Please be sure to read the *Central Catholic High School Student Handbook*. All rules and policies will be followed at all times, whether we are on or off campus.

Finally, we are all united by our common belief in the values and doctrine of the Catholic Church. Remember that we are always in the holy presence of God.

SECTION THREE

Attendance Policies

I.Attendance will be recorded at all rehearsals and performances.

II.Rehearsal Policies

A. Attendance is mandatory for all members at all rehearsals! There are only two acceptable reasons for missing a rehearsal:

1.Absence from school the day of a rehearsal

2.**Prior** approval from the Band Director

3.Each absence will result in a **zero for that rehearsal**, resulting in a reduction to the Concert Band grade (for those members registered for class).

B.Instruments and music are required for all rehearsals.

C.If a student misses a rehearsal before school begins it could seriously affect their position in the band. If a rehearsal is missed once school has started, depending on the circumstance, the student may not be permitted to participate in the next performance. However, you are still required to be present and dressed at

said performance. You will be required to stand at attention on the sideline during halftime shows.

D.The number of rehearsals for each unit may vary by group and will be determined by need.

III.Performance Policies

A.Attendance is required at all performances! The only exceptions for missing a performance are:

- 1.Absence from school on the day of the performance
- 2.Prior approval of the Band Director
- 3.Each absence will result in a **zero for that rehearsal**, resulting in a reduction to the Concert Band grade (for those members registered for class).

B.No public displays of affection (kissing, etc.) will be tolerated.

C.Remember that any school related activity falls under the regulations set forth in the *Central Catholic High School Handbook*. Any deviation from the acceptable behavior will be dealt with according to school policy.

IV.Request for an Excused Absence

A.An official form is provided for your use. If there is an extreme circumstance that will cause you to miss any scheduled activity (performance or rehearsal), you must fill out this form.

- 1.Forms are located in the band room.
- 2.Forms must be filled out, along with a parent/guardian signature, and submitted to the Band Director. This must be done at least three (3) days prior to the absence. In the case of an emergency, contact the Band Director's office and fill out a form when you return to school.

B.Excused absences are at the Band Director's discretion. You will be notified if your request has been granted or not. If your request was not granted and you are absent you will be subject to disciplinary action.

C.Culmination of more than two (2) unexcused absences will result in a dismissal from the band.

SECTION FOUR

Discipline Policies

I. Disciplinary measures may include the following:

A. Running laps

B. Push-ups

C. Parental notification

D. School disciplinary action according to the *Central Catholic High School Handbook*

E. Suspension or expulsion from the band

II. The infraction, your past record in band, and your conduct will be taken into consideration when invoking disciplinary measures.

III. Probationary Status

A. If you are placed on Probationary Status by the school, your position in the band will be in serious jeopardy. It is very possible that you would not be able to participate in band functions.

SECTION FIVE

Alcohol, Drug, Tobacco Policy

I. Alcohol and Drugs

A. A band member who possesses alcohol or drugs, or who is under the influence of alcohol or drugs:

1. WILL be immediately and indefinitely suspended from the band.

2. WILL be reported to the school administrative authorities in writing, describing the behaviors and conditions surrounding the incident.

II. Tobacco

A. Band members are not permitted to smoke, chew, or otherwise use tobacco products at any time while participating in band activities.

B. This policy will be enforced even if you are of legal age to purchase tobacco products.

SECTION SIX

School Facilities

I. Facilities are provided so that students can have the best possible educational atmosphere. Therefore, it is the responsibility of each and every band member to do his or her part in keeping the Performing Arts Center clean. Treat the center with respect- this is an area that is set aside for your use and no one else in the school. Take pride in the center and make it an area that we can be proud of.

A. No food or drinks are allowed in the Performing Arts Center.

B. No food or drinks are allowed on the field.

C. Put trash in the containers provided. If you see garbage on the floor or the field, pick it up and dispose of it properly. Anything left lying on the floor at the end of the day will be treated as trash and disposed of.

D. Keep your instrument in your assigned locker.

E. Students may not roam around freely in the Performing Arts Center. The Band Director's office, uniform room, music library, and storage rooms are off limits.

You may not go anywhere else in the school.

SECTION SEVEN

School Owned Equipment

I. School owned instruments are available for your use.

II. You must have the Band Director's permission to use any school instruments.

A. Fill out an Instrument Loan Agreement. These agreements must be signed by a parent or guardian.

B. Instruments are given out in good playing condition, you are expected to keep them that way.

C. Auxiliary units are responsible for whatever equipment they use.

SECTION EIGHT

Band Camp Policies

- I. Attendance is mandatory for all students.
- II. Clothing-See Section 11
- III. No one will be permitted to leave campus. This includes during break times.
- IV. Breaks will be given at the band staff's discretion. Do not be late returning from breaks. If break times are abused, you will be subject to disciplinary action. Breaks are a privilege.

SECTION NINE

Policies for Football Games

- I. Attendance is required at all performances. (see section 3)
- II. Students must stay for the entire game and return on the bus to Central.
- III. No one may leave the stands without permission and must be accompanied by a chaperone.
- IV. Band members must stay in uniform at all times.
- V. Band members must sit with their section for the entire game. Seating will be determined by the band director.
- VI. No friends may sit with the band. Band members are not permitted to go visit people in the stands.
- VII. Band alumni may be permitted to sit with the band, at the discretion of the Band Director.
- VIII. Band chaperones are an extension of the staff. They are here to assist both you and the staff. **Listen to them and give them respect.**
- IX. Eating and drinking in uniform is prohibited, unless permission is granted by the Band Director.
- X. Students should use the bathroom at Central before we leave. Bathroom breaks will be given in an orderly fashion. **We will not take a bathroom break until after the halftime show.**

SECTION TEN

Regulations for Bus Travel

I.Students will be assigned to a bus. You are required to remain on that bus for the entire season.

II.The Band Director or chaperones will assign seats if necessary.

III.Male and female students are not permitted to sit together in the same seat. Males will sit with males and females will sit with females.

IV.The school, bus company, or band will not be responsible for lost, damaged, or stolen property.

V.Bus conduct

A.Eating or drinking on the bus will be at the discretion of the Band Director. If the bus is not kept clean, this privilege will be revoked.

B.Stay seated while the bus is in motion.

C.No profanity or horseplay.

D.No throwing objects in or out of the bus.

E.Conduct and noise levels should be kept within reason; no fighting or yelling.

F.Keep all body parts inside the bus at all times.

G.No PDA will be tolerated.

VI.Upon arrival at any stop, students are to remain on the bus until given further instruction.

VII.Students are to report directly to the buses after performances. Failure to do so will delay departure for all buses.

SECTION ELEVEN

Dress Codes

I.Band Camp/Rehearsal Attire

A.Soft-soled athletic (tennis) shoes

B.Hair pulled back from face.

- C. Please refrain from wearing excessively revealing clothing.
- D. Do not wear anything with text or pictures that could be considered offensive, vulgar, or distasteful.
- E. No chewing gum.
- F. Hats and sunscreen are recommended for hot summer days.
- G. Practices are held rain or shine-be prepared for all types of weather.

II. Performance Attire

A. Band Uniform

1. **Band t-shirt** should be worn under the uniform jacket
2. Shorts or sweats under the uniform pants (**not jeans**)
3. **Black** Drillmaster band shoes with **black** socks
4. Bib pants must be worn with suspenders over both shoulders at all times.
5. Band hat with chin strap with hair tucked up in hat with plume
6. No jewelry or nail polish
7. Makeup in moderation only-no face paints or unnatural hair colorings
8. No chewing gum
9. Band raincoats will be issued in cases of inclement weather

B. Summer Uniforms

1. Khaki band-issued shorts of appropriate length
2. Current band shirt (navy polo)
3. White socks with white tennis shoes
4. Hair pulled back and out of the face
5. Makeup in moderation only-no face paints or unnatural hair colorings
6. No jewelry or nail polish
7. No chewing gum

III. Wearing your Band Uniform

- A. Jacket should be completely zippered and hooked at all times, unless otherwise instructed by the Band Director.
- B. Gloves may be removed in the stands at the discretion of the director.

C. Your uniform should be kept clean. If your uniform becomes soiled, report this upon returning it to the uniform room. Do not attempt to clean the uniform yourself.

D. No jewelry should be worn while in uniform, including watches, earrings, bracelets, and necklaces.

E. Make-up, if worn at all, should be worn in extreme moderation. Color Guard units may wear make-up at the discretion of the Director.

F. Shoes

1. Black Drillmasters
2. Freshly cleaned before each performance.

G. Socks

1. Black
2. At least mid-calf length.

H. Hats

1. Properly adjusted and no lower than the forehead
2. Top of the hat should be parallel to the ground.
3. Chinstraps should be adjusted to fit snugly under the chin.
4. All hair should be tucked up inside the hat.
5. Plumes should be properly attached to the front of the hat at all times.
6. When hats are removed no other hats, caps, or head wraps are permitted, unless permission is granted by the Band Director. If granted, only blue, gold, or white colors will be acceptable.

I. Gauntlets and gloves

1. Gloves are to be band issued, white, and clean. Students are responsible for their purchase.
2. Gauntlets are to be worn snugly around the wrist at all times.

IV. Uniform maintenance and care

A. This is the responsibility of each and every band member. Our uniforms are brand new and must last for many years.

1. Be sure that your uniform and hat are placed where they will not get dirty, wrinkled, or torn-avoid muddy, greasy, or dirty areas while in uniform
2. Never wash or launder your uniform. Uniforms will be dry cleaned by a professional.
3. You may not eat or drink in your uniform unless permission is granted by the Band Director.
4. Never let your uniform touch the floor.
5. Never cut the uniform material in an attempt to alter the uniform.
6. Trousers should be folded with inseams and creases together. They shall be placed on the cross bar of the hanger. The jacket shall be hung over the trousers with the shoulders “square” on the hanger, and fully fastened. **If your uniform is not properly placed on the hanger it will not be accepted in the uniform room.**
7. Uniforms shall be stored in the uniform room at the school at all times.
8. You must check in and check out your **own** uniform
9. Hats are to be stored in the hard plastic case

SECTION TWELVE

Chaperones

I. **Prior** to attending a scheduled activity/event, chaperones **must** complete the following steps:

- A. **Sign up** with the chaperone chair. Each event requires a certain number of chaperones-this is necessary for space/seating considerations.
- B. Submit **Act 33 and 34 Clearances** to the chaperone chair (in accordance with school policy). These clearances are kept on file for three years, so it is not necessary for chaperones to obtain new clearances every year.
- C. Attend the chaperone orientation meeting held on a specified evening during the summer.

II. On the bus, or at an activity/event chaperones should:

A. Assist the Band Director in maintaining student order, safety and conduct according to the guidelines listed in Sections Nine and Ten of this handbook.

1. Any problems should be immediately reported to the Band Director.

2. The Band Director is in charge of invoking disciplinary measures.

B. Chaperones will be asked to accompany students to the restroom, distribute water/snacks, or move/place field equipment as needed

SECTION THIRTEEN

Fundraising

I. All fundraising efforts are coordinated through the Central Catholic High School Music Parents Association (CCMPA).

II. Fundraisers are generally held every month; students are expected to participate in as many as possible.

III. Every band member will have a student account, managed by the CCMPA

A. This account can be used for band trips and letter jackets.

B. All profits from fundraising will be distributed to either the student account or the CCMPA general fund in the following manner:

1. 75% to the student account

2. 25% to the CCMPA general fund

C. Occasionally, fundraisers will be dedicated to specific funds (for example, a certain hoagie sale may be dedicated to only student accounts).

IV. When a student graduates or leaves the program, the money from their account can be disbursed in one of the following ways:

A. Transferred to the CCMPA general fund

B. Transferred to a sibling's student account.

