

***WILLIAMSTOWN
HIGH SCHOOL
MARCHING BRAVES
HANDBOOK 2020***



EFFECTIVE JUNE 9th, 2020

Visit us at www.williamstownbands.com

PHILOSOPHY

The art and activity of marching band 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 show. We want to teach students who want to learn. As one team of instructors, students and parents, we will always work together towards a common goal and strive for excellence in all aspects of the activity.

CODE OF CONDUCT

All members of the marching band are expected to adhere to the code of conduct set forth in the Williamstown High School student handbook. In addition, all members of the marching band 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 music rehearsal, basics block, sectionals and floor rehearsals. The staff member in charge of the specific rehearsal will define the etiquette. There are 5 basic behaviors that are not tolerated in Marching Band that will always be in effect during all activities:

1. BULLYING
2. SWEARING
3. CHEWING GUM
4. PUBLIC DISPLAYS OF AFFECTION
5. DISRESPECT TOWARDS STAFF & FELLOW STUDENTS

UNIFORM CONDUCT

The following is a list of behaviors that are NOT acceptable while you are in uniform. Being in uniform includes wearing a marching band uniform, wearing any WHS apparel, or any time you're representing the WHS Bands program. The reason for these strict guidelines is simply because when we are in uniform we are representing not only ourselves, but also Williamstown High School. Our conduct in the uniform is crucial to developing a strong sense of pride and uniformity in what we do:

1. "Rehearsal Conduct" as listed above
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 in order to protect the quality of our uniforms.

ATTENDANCE

Attendance at all rehearsals and performances is very important for every member. The director must approve all conflicts before they are considered to be excused. Please understand that any absence from the activity has a direct effect on the entire program. 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. These absences should be emailed to Mr. Kuntz. Please include the specific reason as to why the student will be absent. Also, please be aware that submitting an absence request does not guarantee approval. All potential excused absences for the **SUMMER AND FALL SEASON** must be verified with an email, phone call, or signed written note from your parents/guardians by **TUESDAY, JUNE 30th, 2020**.

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 Mr. Kuntz IMMEDIATELY of the situation by email.**

3. Illness: If a student is absent from school due to illness, he/she will not be expected to attend rehearsal. **HOWEVER**, an email or phone call to the director is expected from the parent in order to receive an excuse without penalty. If students are in school on the day of a rehearsal but become ill prior to rehearsal, a doctor's note will be needed to verify the absence upon return to the next rehearsal. Doctor's notes are also expected for all illnesses that will prevent the student from participating fully in the activity such as a physical injury.

4. Unexcused Absences - Rehearsals: Will result in a suspension from the next performance. Students are still required to attend that performance in full uniform. More than one unexcused absence will put your membership in the program at risk.

5. Unexcused Absences - Performances: Will result in removal from the program and the loss of the end of the year participation award.

6. Lateness: Students are expected to be "ready to rehearse" at the assigned rehearsal time. For example, a 6pm-9pm rehearsal time means the rehearsal begins at 6pm. It is recommended to arrive a minimum of 15-30 minutes prior to rehearsal to be fully prepared. Students who arrive late will be noted and multiple instances of excessive lateness could affect your participation in future performances. Excused lateness will be granted if a note with proper reasons is provided by the next rehearsal. In addition, students who are late may also be asked to make up the time missed as determined by the director.

ADDITIONAL ATTENDANCE POLICIES

1. You must be accounted for in order to receive a drill spot in the show. Please realize that excessive absences and/or absence from **band camp** could jeopardize your membership in the ensemble. Such excessive absences can have an adverse effect on the rest of the team.
2. A student who misses a rehearsal during the week of a performance, whether excused or for illness, may or may not be allowed to perform on that upcoming weekend's show(s). This rule is strictly to ensure the safety of your student and the safety of other students on the field. The instructors 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 if these situations occur.**
3. Students who work are encouraged to provide their employer with a copy of the marching band schedule in order to avoid conflicts. Additional copies of the schedule will be provided by request and will be on the website. 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, Mr. Kuntz must be notified in advance as soon as possible.
4. Attendance records will be reviewed when students are being considered for awards, leadership positions within the ensemble, recommendations and scholarships. Each year, all students will receive a participation award from the marching band program at the end of the year banquet. Failure to adhere to these attendance policies may result in a forfeiture of that award.
5. Students are at NO TIME permitted to leave the school grounds once a rehearsal or report time has started without the permission of the instructors. This includes days when there is a rehearsal followed by a lunch or dinner break before departure for a performance. Students must bring everything they need for the day at the start of rehearsal.
6. Above all else, communicate with Mr. Kuntz about potential absences and emergency absences. If possible, also notify the appropriate student leader in your section so that you are accounted for.

REHEARSALS

All students are required to wear sneakers to each rehearsal. 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 play a complete show. There needs to 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 will be advocated and supported at rehearsals. Students are always encouraged to stretch and warm-up their instrument and their bodies before rehearsing or performing. Students are also encouraged to complete these same exercises at home for continued conditioning.

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 the instructors of an absence.

If a student falls ill or suffers a minor injury during a regular rehearsal, the student will be permitted to sit out for the rehearsal. If the student is too ill, he or she may be permitted to go home by the instructors. If the student is not well by the next rehearsal or performance, it is requested that the student stays home to get healthy and that the proper attendance procedures be followed. As with a variety of injuries, they will be handled on a case-by-case basis between the student, Mr. Kuntz and a parent.

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. Should a student demonstrate on a regular basis that he or she does not subscribe to the proper conduct at a rehearsal, the instructors reserve the right to evaluate the student's performance, and to make a decision as to whether the student should perform in upcoming shows. The instructors also reserve 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. As a student, please take the time to understand the rehearsal etiquette and speak to the individual instructors and/or director about such issues on a personal basis.

BAND 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 a section leader or staff member. The desired goal is that the Williamstown High School Marching Band continues a tradition of excellence. The manner in which the ensemble 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.

Students must wear a blue member t-shirt or this season's colored tour shirt under your uniform. With the exception of thermal underwear, never wear: shorts, sweatpants, jeans, etc. under the uniform pants because it wrinkles underneath the uniform. Band members will wear black MTX marching shoes with their uniforms. Students must write their full name inside each shoe for easy identification. Shoes must be clean for each performance. When the lights hit them, smudges will show. Additionally, long black socks are required.

Hair should always be pinned up for the purpose of uniformity when wearing the uniform.

NEVER wear any jewelry, including watches, earrings, and bracelets, 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.

The following actions are prohibited while wearing a uniform or any time you are representing the WHS Bands program in public: Sitting (without a raincoat), Spitting, Running, Inappropriate Screaming, Swearing, or Public Displays of Affection.

These rules are in effect during the entire duration of a performance/trip. Students are not to undo jackets or let their hair down at any time unless directed by the instructors.

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!

BUS PROCEDURES

1. Students are to report ON TIME to their assigned bus.
2. Students are required to follow posted bus rules, as per Board of Ed. policies at all times.
3. Treat the staff members on your bus with respect at all times, especially during roll call.
4. Students are to remain in their seat during the entire bus trip and are reminded to observe proper behavior especially if they are in uniform while riding on the bus.
5. All items and personal belongings are subject to search at any time by the staff. They have the right to confiscate any inappropriate items until the conclusion of the trip.

INSTRUMENT CARE

Most school owned instruments are available for sign-out through the band director. Instruments are not to be used until the proper paperwork has been signed and completed. You are held personally responsible for the care and maintenance of your instrument (whether school or privately owned). Care must be exercised not to leave your instrument unattended. Repair to school instruments that are above normal "wear and tear" will be charged to the student.

Any instrument not in good working condition makes it more difficult to play. All instruments will be checked periodically to see that they are in proper working order. If an instrument must be sent to the shop for repairs, it is the student's responsibility to secure a loaner instrument from the repair shop or the band director well in advance of the rehearsal. Students who have an inoperable instrument may jeopardize his/her opportunity to perform with the ensemble in upcoming performances.

MUSICIAN'S BINDER/DOT BOOKS

All students are required to obtain a 3-ring binder (1" to 2") with plastic sheet protectors. This binder will keep each musician organized, and will act as their reference for music, drill, and handbook procedures. The musician's binder is required at EVERY rehearsal as part of your preparation. Plastic sheets are necessary in case of rain or humidity during a rehearsal, to protect the pages throughout the season. Each musician's binder should contain the following:

- Handbook
- Fundamentals Exercises
- Show Music
- Drill
- Weekly Reminders

Students must also obtain a small notebook (usually index card sized) to use as a drill reference book. This book is called the "Dot Book," and is usually carried at rehearsals around the neck by attaching a shoe lace or something similar. Students will receive further instruction on how to complete their dot books, and they will become a requirement at EVERY rehearsal once we begin learning drill.

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 us in establishing the proper attitude toward music 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 Williamstown Band Parents Association (band boosters) 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 executive board of the BPA for more information about meetings and membership.

If at any point you have a concern about any aspect of the program, please communicate with Mr. Kuntz. Our staff has been selected on their qualifications to do the job asked of them and share many years of experience between them. Immediate communication with the director is KEY in solving any student to staff issues that may occur during the season.

DIRECTOR 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.

Band Director – Val Kuntz

Email: vkuntz@monroetwp.k12.nj.us

In addition, this handbook along with most of our other information will be posted on our Remind accounts and our website (www.williamstownbands.com). Please continue to check them frequently for updates about the schedule and the program.

REMINd ACCOUNTS



Join our different remind accounts for the most up to date information. Since our marching band includes students from 3 different schools (WHS, WMS, and GCIT), this is the most efficient way for Mr. Kuntz to know that all students and parents receive all information.

Mr. Kuntz Remind accounts:

Students: Text @whsmarchs to 81010 to join the WHS Marching Braves Student Remind

Parents: Text @whsmarchp to 81010 to join the WHS Marching Braves Parent Remind

WBPA Remind account:

Text @wbpa2020 to 81010 to join the Marching Band 2020-2021 Remind for all Parent updates

REMINd ACCOUNTS

Student and Parent Info Google Form...explain how the medical forms get sent to the nurse and it's easier for me to have all of this information in the same file...

CONFIRMATION OF MARCHING BAND HANDBOOK 2020-2021

Please read through the contents of this handbook very carefully. Questions regarding any of this material should be directed to Mr. Kuntz at vkuntz@monroetwp.k12.nj.us.

If you agree to the contents and policies contained in the handbook, please sign the statement below. This contract is due no later than Tuesday, June 30th, 2020.

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.

In an effort to promote our students and our activities, we may post pictures or performances of the ensemble on our website or other media. I acknowledge that my picture may be available for public access as a member of the Williamstown High School Marching Band.

Student Signature

Date

PARENT/GUARDIAN 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 my child may participate, and I acknowledge that he/she will have to face the consequences of violating the contents of the handbook. I also give my child permission to participate in all marching band activities for the 2020-2021 season.

In an effort to promote our students and our activities, we may post pictures or performances of the band on our website or other media. I acknowledge that my son or daughter's picture may be available for public access as a member of the Williamstown High School Marching Band.

Parent/Guardian Signature

Date

**DETATCH THIS PAGE and submit or email this form
to Mr. Kuntz by Tuesday, June 30th, 2020.**