



**SOUND AND SPIRIT OF
COLUMBUS
MARCHING BAND**

2022 Student Handbook

Sound and Spirit of Columbus Marching Band 2022 Marching Band Handbook

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This handbook contains information about the operations of our band. You are to read this information and keep this handbook for reference in the future. There may be additional pages given to you at a later date to be added to this handbook.

Dear Parents and Students,

WELCOME TO THE SOUND AND SPIRIT OF COLUMBUS MARCHING BAND!!

You are now beginning what we hope to be one of the most powerful, positive experiences of your life!

We are at a time in education where EXCELLENCE has become a rare commodity. Many programs are losing numbers and the "It's good enough" attitude is louder than ever. How important it is that there are people like you, who are willing to seek your unlimited potential. This is certain to pay off in every aspect of your life.

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From the Student's Perspective

"To me, marching band isn't about spending time marching around and playing my horn; while that is a big part of it, marching band is more than just that. I can honestly say that it has changed my life, and it has given me a second family that I can turn to whenever I need it. I wouldn't be who I am without it."

"In marching band, not only has it made me a better leader and a better musician, in marching band I feel welcome and loved because it's a second family. People are always there for you, I've met some people who I will never forget and memories that will last a life time. When the show is over and I snap down my horn, I know I achieved something great and I'm proud to say that I'm part of this program."

"I wasn't too interested in marching band at first. After trying it for one year, I got hooked and wanted to do it again. Marching band shows a lot of dedication and effort and these qualities will help for future activities. Most importantly, marching band is really fun!"

"In the beginning, I was dead set on avoiding marching band at all costs. Of course, I tried it, and in the end, I have come to have a serious case of protectiveness over marching band. I consider it a sport now, too. We exercise, we compete, so why isn't it a sport? Even my dad has said to me that he has a huge respect for the things that we do as a band. He has watched our rehearsals and been to every competition, and has told me that marching band probably takes more effort than even football, which is saying something considering he played football all throughout his school career. Overall, I have come to love marching band as much as anything else in my life."

"Looking back on my experiences with the band and remembering how much I have learned from it, I don't think my experience would have been complete if not for being in marching band. I have learned so many lessons about determination, satisfaction of being part of something incredible, and just plain having fun. I also have had met some of the most amazing friends through the band program, and being in the program has made them my lifelong friends. I am in marching band and am proud of it."

"Marching Band has had a major impact on me, I have learned so much. Band has taught me how to persevere through tough circumstances, how to listen, and how to be an effective leader. Over the time that I have been involved in the music department, I have strengthened my music abilities as well as my leadership qualities. It has taught me responsibility, cooperation, and perseverance. Not only will I use these characteristics in my future band career, I will use them for the rest of my life."

BAND GRADING POLICY

Each quarter grade is based on skill development, participation, spectatorship, and knowledge acquisition. Grades will be based on the items listed below. Amounts of performances, playing tests, etc. will vary; therefore, some percentages may be adjusted to better represent a student's actual achievement.

Semester Grading Breakdown

- Participation- Concert Performance Grade
- Music Performing Skills - Daily Class Work (includes extra rehearsals)
- Music Performing Skills - Test Grades
- Music Performing Skills – Rehearsal etiquette
- Visual Performing Skills – Daily Class Work (includes extra rehearsals)
- Academic Knowledge Skills - Quiz and Test Grades

FINAL GRADING SCALE

Please see your HS student handbook for the grading policies and breakdown.

STUDENT BEHAVIOR POLICY

Marching band is a co-ed, all inclusive activity from multiple schools. One of the many skills learned is professionalism. Students are, at all times, expected to display professionalism in their words, actions, and behavior towards others. Student discipline will be governed by the HS student handbook. However, as the largest student activity in Bartholomew County that travels on a regular basis, we will hold our students to the higher standards. Students behaving in a way that does not represent our program to the highest level may have their privileges of participation taken away, or, removed from the program entirely. Behaviors may include, *but are not limited to*: Foul language; language degrading another gender, orientation, or culture; inappropriate displays of affection; and inappropriate social media or group chat interaction with their peers.

ATTENDANCE POLICY

Attendance at all class periods, rehearsals, and performances is important in the success of the total band program; therefore, *all are required*. Any absences should be only in extreme situations and need to be approved by the director. **WORK** is never an excused absence from a rehearsal or performance. You can get work scheduled off if you properly notify your employer. No rehearsals are scheduled on Monday; therefore, it is EXPECTED that all doctors' appointments and misc. errands are completed on this day. **Missing a rehearsal for any reason can disqualify you from an upcoming performance.**

SCHOOL DAY ABSENCE

The school attendance office personnel should be contacted by the parent for all school day absences. The status of all absences is entered into school records by the attendance office. Keep in mind that class participation is included in the evaluation process of determining grades and daily class work is impacted if the student is not in class. Any absence considered truancy by the school will result in the student receiving a zero for all the work done that day.

Absences

Because this group is competitive, **100% attendance is expected at all times**. No excuses will be accepted, however communication of any absence is required by the parent **PRIOR** to the rehearsal. The following rules will be strictly adhered to throughout the season.

- The only illnesses acceptable to keep a student from a rehearsal is that of a school day absence prior to or immediately following the rehearsal. The absence still must be communicated to Mr. Munoz PRIOR to rehearsal.
- Any other absence must be communicated to Mr. Munoz PRIOR to the rehearsal. **Failure to do so may result in removal from the ensemble without refund.**
- **Any** absence immediately disqualifies a student from performing for the upcoming performance.
 - A student may become eligible to perform for the upcoming performance if an absence because of illness, meets the requirements above is made up. Make up work must be requested by the student within 24 hours of the absence and must be completed by Friday 5:00 pm of that week. Late work will not be accepted, including late work due to failure in technology. All make up work is assigned by Mr. Munoz or Mr. Burton.
 - School e-mail: munozb@bcsc.k12.in.us ← PREFERRED
 - Office phone: 812.376.4258

PLEASE NOTE... lack of planning on the student or family part does not qualify as an emergency!

An unexcused absence (whether notified or not) from a performance may result in removal from the program

*****NOTIFIED DOES NOT MEAN EXCUSED!*****

MARCHING STUDENT FINANCIAL OBLIGATIONS

The band has a projected budget for the 2021 marching season of nearly \$95,000* to keep the band program functioning at the level expected by our students, parents, school, and community. Figures are close but are *estimates*. There are times when money gets moved from one area to another because of unanticipated needs. To see a complete breakdown please attend booster meetings held the first Tuesday of every month.

The actual cost per student to participate in marching band is **\$650.00**

In order to meet these expenses, the following band fees and fundraising opportunities will be utilized:

+ **This figure is for marching band only and does not include budget figures for other music programs.**

STUDENT MARCHING BAND FEE\$550.00

The marching band fee covers show development such as drill, wind music, percussion music, and guard choreography; instructional costs, vehicle expenses, meals, uniform upkeep, activities, equipment, and expendables for the show.

(\$150 Initial deposit is non-refundable. Additional refunds for any reason will be pro-rated based on expenses already incurred)

(Trip expenses and personal items such as spirit wear, pictures, etc. are not included in these fees.)

PAYMENT SCHEDULE: Below is the “cookie cutter” payment schedule to allow the booster programs to pay marching band invoices in a timely manner. Should this not fit your budget, please email your booster president or secretary to formulate an individualized payment schedule.

1) Due June 1st <i>(Non-refundable)</i>	\$150.00	
2) Due July 1st.	\$100.00	
3) Due August 1st.	\$100.00	← Fees paid non-Refundable after July
4) Due September 1st	\$100.00	
5) Due October 1st	\$100.00	
	\$550.00	

PAYMENT DELIVERY OPTIONS

- 1) *(Preferred)* Via debit or credit card on our website through our PayPal account. <http://www.soundandspiritofcolumbus.band> (This method currently only available for North families)
- 2) Place in band room dropbox. Payment MUST be in a sealed envelope marked “MARCHING BAND FEES” with the student’s name. Please make check payable to either Columbus North Band Boosters or Columbus East Band Boosters.

Please allow 1-2 weeks for actual posting – also there may be a small fee depending on charges we incur. Please be patient as we implement this new system.

*(Please do **NOT** hand-deliver payments to Mr. Muñoz, Ms. Mitchell, or any other staff member. Payments left on a director’s desk or handed to them on the practice field or in the hallways may not be properly processed and therefore your student may not receive credit for that payment.)*

COLUMBUS NORTH AND COLUMBUS EAST BAND BOOSTER ORGANIZATIONS

Membership in the boosters is comprised of all parents of students in each of the high school's instrumental music program. A general meeting of all members is held every month at 7:00 p.m. in the high school band room. All parents are encouraged to attend this meeting. Officers are nominated in March and elected in April by all parents in attendance. If you are interested in serving on a deeper level as an officer (or on any committee) of the boosters, please contact Mr. Muñoz or Mr. Brookshire before the January meeting.

The primary functions of the Band Boosters are:

- Support the director in organizing and operating projects that help band families raise Student Band Account money to apply toward fees.
- Support the director in organizing and operating fundraising projects that support the various band programs beyond what student fees cover.
- Volunteer their time and service in the ongoing operation of our instrumental music program.

How do parents get plugged in?

Be sure to ask questions! The more involved you are able to be, the more fun our organization becomes! Check the Booster packet accompanying this handbook for more information!

BAND CLASS GUIDELINES

Be on Time

- You are to be in the classroom when the bell rings.
- You have three (3) additional minutes to prepare your music and instrument and be in your seat.
- You should be in attendance block at rehearsal start time for outside rehearsals unless other instructions are given.

Be Prepared

- You should always have your instrument at rehearsal.
- You should always have your music at rehearsal.
- You should always have your guard equipment at rehearsal.
- Equipment storage compartments should always be kept locked. This is for storage of instruments and not your personal locker.

Be Focused

- Do not play unless it is as a group under direction (marching band)
- Begin your individual warm-up on your instrument promptly (concert band).
- No gum, candy, food, or drinks during class or rehearsals.
- No talking during rehearsals while the conductor is on the podium. You are to be attentive at all times.
- ABSOLUTELY No homework, reading material, pictures, cell phones, etc. during rehearsals.

Be Respectful

- Show proper respect to your directors, other students, equipment, and the rehearsal area.
- Language should always be acceptable. No vulgarity or profanity should be used to express yourself.
- Keep the entire complex clean (Rehearsal rooms, instrument storage, hallways, marching field, etc.)
- No vandalism.
- Leave property alone if it doesn't belong to you or was not assigned to you.



Guidelines for traveling with the Sound and Spirit of Columbus

Bus:

1. The bus is an extension of BCSC. Therefore, all student handbook policies will be enforced. Please familiarize yourself with those procedures as well.
2. The bus driver and bus chaperones are in charge. All rules enforced by the chaperones or bus driver supersede any rules given on this sheet.
 - a. Should you have an issue with a rule imposed – **follow it**, and consult a director about the situation once you have arrived at your destination (not en route).
3. Students are not to share blankets or other items that are used to cover yourself.
4. At night, students are not to share a seat with someone of the opposite gender, or share a seat with their “significant other” in circumstances where opposite biological gender is not an issue.
5. In an activity where a full bus is not utilized, students should sit one to a seat at night.
6. Food and drinks are permitted (with permission of driver). The bus should be left cleaner than when you arrived. Everyone is responsible for cleaning the bus. The chaperone will designate at least two students to do a “final sweep” to ensure all trash is picked up.
7. Courtesy goes a long way – be sure to thank your chaperones and bus driver.



Visiting a school or site:

1. While on a trip with the band you are representing BCSC. Therefore, all student handbook policies will be enforced. Please familiarize yourself with those procedures.
2. The chaperones are in charge. All rules enforced by the chaperones supersede rules given on this sheet.
 - a. Should you have an issue with a rule imposed – **first follow it**. Then when a director is available consult him/her about the situation.
3. You are a guest of the visiting school – any rules set by that school are also a priority.
4. You are expected to be the most well behaved students of any school represented at that specific site. Hold doors open for others, use good language, etc.
5. Your homerooms should be left cleaner than when you arrived. Checks will be done before you are dismissed to the bus.
6. Courtesy goes a long way – be sure to thank your hosts and any other volunteers and tell them “job well done” and you appreciate all their efforts.

Extended or Overnight trips:

1. For overnight trips a packet will be given to you in addition to this sheet. Refer to that specific packet in regards to guidelines.

BOTTOM LINE – We are expecting you to be a shining example to other schools on leadership, skill, and excellence!

BAND UNIFORM POLICY

Your uniform is your responsibility...Treat it with respect!

Our band recently made a major investment in new uniforms. We want to work with you, the student, and your parents to maximize the life and condition of these new uniforms. We need you both to read and abide by the terms of this policy. You need to follow these necessary procedures to care for your uniform and return it in the condition in which you found it, otherwise fines WILL be levied.

1. **ISSUANCE** – Examine it for any defects (rips, tears, missing buttons, etc.). If your uniform has any of the aforementioned defects, contact the uniform chairperson immediately.
2. **ALTERATIONS** – Each uniform is adjustable. If your uniform needs alterations, the uniform chairperson will measure and adjust your uniform. **DO NOT EVER HEM** your uniform.
3. **CARE** - Keep your uniform in the garment bag you were issued on the correct # hanger. When hanging pants, match inseams and position correctly on the hanger. Make sure your jacket is hung correctly...the "bow" of the hanger simulates the shoulder area. If the jacket is hung backwards on the hanger, damage to the coat canvas, shoulder pads or garment shape could occur. Make sure pants and jacket are hung correctly at all times. Periodic checks will be made at the band closet.
 - a. **Wet Uniforms:** After each performance, uniforms should be air-dried. Hang the open garment pieces separately and allow to air dry in a well-ventilated environment at room temperature until the garment is completely dry. Check inside of garment and underarm pads to verify this before putting inside of garment bag. Under normal circumstances, only perspiration will dampen the uniform and this "air-out" procedure can be accomplished quickly and easily. **EXCEPTION:** When the uniforms get soaked, follow this same procedure; however, you must remove them from the bags immediately upon the arrival home from a performance. Remove shakos from boxes and take out plumes and air dry as well. This procedure may take a couple of days. Check underarm pads in the jackets to make sure they're completely dry. **NEVER MACHINE DRY ANYTHING!!!** Only return garments to bag when bone dry and then **do not zip** the bag.
 - b. **Muddy Uniforms:** When the uniforms get muddy, follow the same procedure as described above. Then, after the uniform is completely dry, lightly brush away the dried mud.
 - i. **ALL STUDENTS MUST WEAR A CLOSE FITTING T-SHIRT UNDER THE JACKET. NO SLEEVELESS SHIRTS.** This is to prevent perspiration from ruining the jacket.
4. **ACCESSORIES**
 - a. **Shako:** You are being issued a shako (hat), a wrap, and a plume with a cylinder. The plume must be kept in the cylinder (if yours is missing, use an empty paper towel roll) when not being worn on the hat. These and only these items may be stored in the shako boxes (no gloves, hair bows, etc.)
 - b. **Gloves:** These should be machine washed and dried prior to each performance (especially competitions). Gloves should be carried on the student, not in the shako boxes.
 - c. **Shoes:** Shoes should never be placed in the garment bag with the uniform. This destroys the bag and gets the uniform dirty. The student must wear **long black socks** with their shoes. If the shoes get muddy, they must be cleaned and polished prior to the next performance.

UNIFORM RULES

The following rules should be adhered to at all times when in your Sound and Spirit of Columbus uniform.

- 1) No watches or dangle earrings are to be worn when in uniform.
- 2) Hair must be up (includes men and women).
- 3) Be prepared to change in public. Undergarments should be athletic in nature.
- 4) Do not put uniforms on the ground.
- 5) Uniforms must be zipped up when being worn.
- 6) No baseball caps are to be worn when in uniform. Shakos should never be worn inside.
- 7) Shoes must be polished before each performance.
- 8) Gloves must be washed before each performance.
- 9) Report any uniform damage immediately.
- 10) **ABSOLUTELY** No eating or drinking while in uniform without *specific*, individual permission from a director.
- 11) No sporting activity of any kind will be played while in uniform.
- 12) Cell phones are not permitted when in uniform
- 13) When in uniform all relationships are strictly professional
- 14) Never wear "part" of your uniform. The only exception is when you are carrying your shako in the appropriate position.
- 15) **You are responsible for your own uniform – do not leave it laying around! It belongs at one of three places:**
 - i. On your body
 - ii. On a uniform rack
 - iii. On the semi in the appropriate place

Lost or damaged pieces of your uniform will be replaced at your expense and processed through the school corporation

UNIFORM RULES Cont.

As of 2020 The North and East Bands have invested over \$80,000 on new uniforms for the Sound and Spirit of Columbus through the generosity of the Band Booster organizations. It is expected that all students understand the amount of time and energy that has gone into the planning and purchase of these items. It is the student AND parent responsibility to completely read these guidelines and understand the importance of proper use and care of this huge investment.

Purpose of Uniforms: The purpose of a uniform is to create a UNIFIED and CONSISTENT look throughout our ensemble – so to not pick out any individual from a crowd. It is NOT meant to stifle creativity or individuality; however, we are an ARTISTIC PERFORMING GROUP, and as such we are CHARACTERS in a production. Therefore, we must adhere to what the character description mandates.

Why get new uniforms?

There are many reasons to purchase new uniforms. The following were determining factors:

- Rapid growth of the band
- Conditions of old uniforms
- Style of old uniforms
- Variety in sizes of uniforms

Components of a standard Sound and Spirit Uniform

Provided by the Band

- Custom Jacket
- Custom undershirt
- Custom drop
- One pair of gauntlets
- Bibbers (pants)
- Shako and wrap (hat)
- Ploom
- Athletic undershirt
- Performance gloves



Provided by the performer

- Clean, long black socks
- Athletic fitting shorts (preferably some sort of short with spandex)
- Black Marching Shoes and/or guard shoes (*ordered through Boosters for \$45. New members receive their first pair for free.*)
- **Guard only – Make up (~\$25), Warm Ups, and Body Tights**
 - Specific items are chosen by the staff – not the student!

Items not allowed under a uniform

- Baggy shorts (including basketball shorts that are too big)
- Pants or jeans
- Short socks
- Unassigned t-shirts or sweatshirts
- Cutoff shirt

Uniform Care

1. All jackets should be hung like a suit jacket
 - a. The jacket, undershirt, and drop should never touch the ground.
2. Drops should remain attached to the uniform at all times. Should they need to be removed – a parent or director will do so.
3. Pants should be hung like suit pants – matching the pleats at the ankle first.
 - a. Pants should touch the ground as little as possible when on
4. Plooms are given to a student at each performance.
 - a. Always remove the plom by grabbing the metal insert and PULLING
 - b. Return the plom by inserting the metal piece FIRST, then PULL the metal insert down until all feathers are inside the tube.
 - c. Do your best not to touch the feathers
5. Any lost items will be replaced at the cost of the student. Remember that the cost of a full uniform is \$575. This is the *bulk* cost. To purchase a single uniform is well over \$700.

6. Any uniform components damaged by the student due to horse play, lack of proper care, not following instructions, etc. will be replaced at full cost by the student.
7. Report any damage of a uniform immediately to a parent or director.
8. Students should report any stains to the uniform to a parent or director immediately.

When in uniform:

You are no longer a single individual, but a part of a much larger group. Therefore, the expectations of how you look and behave must be uniform as well.

1. *The LOOK*

- a. All earrings or body piercings should be removed. If a piercing is new and cannot be removed, a flesh colored Band-Aid must be covering the piercing at all times. Do not raid the first aid kit to accomplish this. Be responsible.
 - b. No visible tattoos.
 - c. No unnatural hair colors that cannot be hidden. This may include two natural hair colors dyed in a clearly unnatural way.
2. Your complete uniform should be on at all times.
- a. Exceptions may be made by the director but only the **director** will make this exception and the entire group will be notified via drum major and announcement.
 - b. Shakos should be **off** until told to be worn.
3. Shakos are to be held in the left hand with the pinky and thumb tucked underneath the brim of the shako (three fingers showing). The shako should rest on the forearm and always point forward.
4. When in uniform, you are in the character in The Sound and Spirit of Columbus
- a. Social conversations should not occur when in our rotation.
 - b. A serious tone should always be present
 - c. Foul language is never acceptable, however certainly when in uniform.
 - d. Relationships do not exist when in uniform

- i. Hand holding is unacceptable
 - ii. Kissing violates school policy anyhow, so this is far beyond the scope of what should be put on this page.
- 5. Absolutely no food or drink when in uniform
 - a. Water is the only complete exception
 - b. During 3rd quarter breaks only, students may eat NON-STAINING items.
 - i. Ketchup, Mustard, liquid cheese, etc is strictly prohibited
 - c. During 3rd quarter breaks only, students may drink CLEAR LIQUIDS
 - i. This is a very direct rule. There is NO gray area!

A note regarding the pockets inside the bibbers:

Students now have pockets in their bibbers. At competition performances, the only item allowed in the pocket is an inhaler or EpiPen. **It is expected that if you might need an inhaler it is with you at all times.** All directors must be aware of these items. At football performances money and cellphones are allowed in the pockets, however if it can be seen through the uniform, it will not be allowed. Cell phones must be off and never used until the third quarter break and only then. No exceptions.

The Bottom Line is this: You are a professional performer...you must play the part!