



Harrison HS Panther Winter Guard
Jason Emory, Director of Bands
Carina DeLeon, Instructor
Handbook of Policies and Procedures

Being part of the Harrison HS Panther Winter Guard will be a challenging yet rewarding experience for students. Expectations are high and performance demands are rigorous however, each student's efforts will inevitably be rewarded with a strong sense of accomplishment, self-respect and pride when completing each year of participation.

A successful color guard program is dependant upon a strong winter guard program, and only students who successfully complete the winter guard season will be eligible to try-out for the color guard in the marching band for the 2008 competitive season. This handbook is designed to inform students and parents of the expectations and requirements for each member of the Harrison HS Panther Winter Guard.

The standard rules and policies of Harrison High School and Harrison School District 2 (HSD2) will always apply as well as guidelines and requirements specific to the needs of an outstanding band program. Marching band and color guard by its nature is a performance-based activity requiring at-home practicing and performance participation by all members. This is certainly one of the inherent differences of a "performing organization" which requires special expectations of each individual member. The following policies and procedures are designed to foster high student achievement and establish high standards for participating in the HHS Panther Band.

The general responsibilities of all guard members are to:

Be responsible for and maintain equipment.

Respect other members, their equipment and their belongings.

Be responsible for their uniform.

Be on time (early) to practices and performances.

Follow all attendance and performance policies.

I. ATTENDANCE REQUIREMENTS

Because we meet for instruction only once a week, absences are non-negotiable and will result in expulsion from the group.

Excused absences are possible. Examples are personal illness, death in immediate family or extreme family emergency.

Unacceptable excuses for absence include: no transportation, dance class, piano lessons, studying for test, work.

Procedure

“Excused Absences”

1. Pre-Excused Absences - All requests to be excused from band or guard functions must be submitted in writing, in advance of the activity for which the excuse is made. Absences can only be excused by the Director, and are dealt with on an individual basis.
2. Illness/Emergency - If a rehearsal or performance is missed due to illness, emergency, report to the band director immediately. There must be a written excuse following the absence (same as school policy).
3. After-school academic conflicts, such as make-ups, labs, etc. A teacher’s note is required.

All performances are mandatory! A missed performance will result in expulsion from the group. The only exceptions are:

1. Extreme illness in which case the guard member or parent must notify the guard director as soon as possible before the performance. If circumstance won’t permit advance notification then as soon after the performance as possible.
2. A family emergency in which case the guard member or parent must notify the guard director as soon as possible before the performance. If circumstances won’t permit advance notification then as soon after the performance as possible.
3. A special family event such as a wedding or family reunion. These events are planned well in advance so the guard members’ responsibility is to inform the director at least 2 weeks in advance of a performance.
4. **Work or lack of transportation does not excuse an absence from a performance.**

Because of the nature of performing organization, each and every student is counting on and expecting all members to be present. Performances are the culmination of many months of hard work and it is necessary that all members be present for these performances. You will be given a calendar of events and practices so that you can plan accordingly.

II. PERFORMANCES

Our primary performance venues will be hosted by the Rocky Mountain Color Guard Association (RMCGA). The guard will attend as many of these competitions as can be budgeted each year. Most of the competitions are in or around the Springs metro area and travel will be provided to and from the event. The HHS Winter Guard will also perform during halftime at as many home basketball games as can be scheduled.

III. WINTER GUARD CODE OF CONDUCT

Since the guard represents Harrison High School, Harrison School District 2 and in some cases the city of Colorado Springs and the state of Colorado each member will be held to the highest standards of behavior. All the rules of the school apply as well as the following:

1. When in uniform, members will stay in inspection status until told differently.
2. There will be no offensive language used at any time by any guard member.
3. There will be no inappropriate public display of affection by guard members.
4. When riding buses mp3 players and other non-intrusive radios can be used, however Harrison High School and Harrison School District 2 cannot be held liable for the loss or theft of personal items.
5. Politeness and respect will be afforded to all adults, chaperones, and fellow guard members.
6. Respect and support will be given all other school guards and guard members. Competition ends off the court.
7. No littering on the bus or out of the bus windows.
8. All students are expected to ride the bus to and from all guard events. Parents who want to bring their child home from an event must provide a note to the guard instructor in person. Under no circumstances will a student be allowed to drive him/herself to or from an event to which the guard is traveling by bus.

IV. UNIFORMS

The school district does not allocate money for guard uniforms or activities. Ideally, uniforms will be purchased each year to match the show. It is each guard member's responsibility to maintain their uniform and return them in the same condition they received them in (dry cleaning receipt attached). **No jewelry or long and ornate fingernails will be allowed when in uniform.**

V. PRACTICES

Because winter guard is an activity, not a class, practices beyond the class hour will be required of all guard members. The instructional practices will be on Mondays from 3-5:30pm throughout the competitive season. These practices are used for learning and tightening up choreography, perfecting marching and/or any other aspect of learning the winter guard show. Individual practice time is scheduled Tues-Friday each week from 3-4:00pm. Each student will be required to attend at least 3 of these 4 practices each week **in addition to the Monday practice.**

VI. COST

R.M.C.G.A. is not free to the school. Each year, the instrumental music department must pay a \$600 entry fee and fund transportation, making the total around \$1,500 just to participate. Customized music, drill, props or uniforms would be additional costs on top of this. To help fund the guard's ability to participate in these competitions, a participation fee of \$30 will be charged to each student. Each student will also be required to participate in a fundraiser designated specifically for R.M.C.G.A. activities. **NO STUDENT WILL BE EXCLUDED!** If you are experiencing financial hardship, please call me so that we can work something out.

V. Important Information

The following forms are required for participation in winter guard at HHS. In the event that a student is injured or otherwise needs medical attention during a band function, these forms can often provide lifesaving information to a healthcare provider, and they will travel everywhere the band goes. Please return the forms immediately to the band room, or the student will not be permitted to participate. Winter Guard is a physical activity, and I believe it is necessary to take every precaution concerning the safety of the students.

Contact Info:

Mr. Emory – (719) 579-2356 (Band Room)
(719) 635-8125 (Home)
jemory@hsd2.org

VI. Sign of Agreement

Please sign the agreement below that you acknowledge all the above statements and expectations. Also there is a place for your parent/guardian to sign so they are aware of the commitment and expectations.

I, _____, agree to all the rules and expectations of the Harrison HS Panther Winter Guard. I understand that there is a \$30 fee associated with this ensemble to offset the costs of transportation and instrument maintenance/supplies and that I will participate in a fundraising activity. I understand that by volunteering to be a member of this group, I will be held to the highest level of behavior and commitment. I agree to be at all practices and performances on time according to the rules above. I understand that I am responsible for my actions and my equipment, and I agree to practice daily so that I am a contributing member of the Harrison HS Panther Winter Guard. I will treat all members and instructors with respect at all times. I understand that I may be expelled from the guard at any time and for any reason.

Student

Date

Parent / Guardian

Date

Please complete and return the following forms only if you have NOT already submitted them.

Student Medical History and Contact Information

Please PRINT or TYPE and complete all blanks.

Student's Name _____ Date of Birth _____ Age _____

Address _____ Zip _____

Student Email _____ Student Cell Phone _____

Father's Name _____ Phone (Home) _____ (Cell) _____

Mother's Name _____ Phone (Home) _____ (Cell) _____

Parent Email _____

Please give the names of persons who could locate the parents in the event of an emergency:

(Name) _____ Phone _____

(Name) _____ Phone _____

Student's Physician: _____ Phone _____

Insurance Company _____ Policy No.: _____

It is our policy to notify parents whenever their children require Emergency Room care during Band Trips.

If you **Do Not** wish to be called, please sign here: _____

Does this child wear Contact Lenses? ___ YES ___ NO

Swimming Proficiency: ___ Non-Swimmer ___ Beginner ___ Intermediate ___ Advanced ___

Lifesaving/CPR certified? ___ YES ___ NO

MEDICAL INFORMATION

Diabetes ? ___ Yes ___ No Date of last Tetanus Shot: _____

Major Surgery? ___ Yes ___ No If yes please explain: _____

Other Medical Conditions _____

Allergy: _____

Usual severity of reaction: Mild Moderate Severe Life-Threatening

Allergy: _____

Usual severity of reaction: Mild Moderate Severe Life-Threatening

Prescription Medications: _____

Please provide any other medical information which might help us care for your child on reverse side of this page.

Student Permission Slip and Medical Consent

I hereby give my permission and approval as parent/guardian for _____ to attend all activities sponsored by the Harrison High School Panther Band. It is my understanding that these activities will be conducted primarily in the state of Colorado, and that some of the activities will be physically strenuous. If, during an activity, my child is photographed or otherwise recorded, I give my permission for those photos or recordings to be used for promotional, fundraising or archival purposes.

I understand that my child must obey all HSD2 rules and regulations, which will be clearly stated prior to the event. In case of serious violation of any rules or regulations, I will be notified by telephone, if possible, and arrangements will be made for the child to return home. Should the above discipline be necessary, I agree to be responsible for any expense incurred.

In the event that my child becomes ill or sustains an injury while participating in a band activity, I give permission to the Director of Bands or a chaperone to take whatever steps are necessary to administer first aid. In the event that I can not be reached by telephone, I also consent to an X-ray examination, anesthetic, medical, dental, or surgical diagnosis and treatment including hospital care if necessary and the administration of drugs or medicine to be rendered to my child under the general or specialized supervision and upon the advice of a duly licensed physician and/or surgeon. I understand that this consent will apply to all emergency situations and copy of this form is as valid as the original.

This consent shall remain in effect for the entire 2007-2008 school year, or until written revocation is made. I further agree that the medical and emergency information provided on this form and any attached documents is accurate and current. Harrison High School will not be responsible for the liability or insurance coverage of private or public carriers. Neither Harrison High School nor the sponsors will be responsible for personal injury to my son/daughter or for the loss or damage to his/her personal property.

I understand that on any authorized band trip my son/daughter has the privilege and responsibility for making up his/her school work missed.

PARENT / GUARDIAN SIGNATURE: _____

DATE: _____