

POTTSGROVE HIGH SCHOOL MARCHING BAND

HANDBOOK



2024-2025 Season

Table of Contents

Marching Band Purpose, Philosophy, and Emphasis	3
Membership	3
Funding/Finances	4
Band Staff	4
Rehearsals/Performances	4
Instruments/Colorguard Equipment...	5
Uniforms	6
Football Games	7
Competitions	8
Travel	11
Chaperone Guidelines	12
What to Bring to Band Camp	14
Marching Band Lingo	15
Questions about Marching Band Answered	15
Membership Contract	18
Emergency/Medical Form	19



PURPOSE:

This group represents a large, visible, and highly disciplined segment of our school. Many of the programs and traditions of any school experience would seem dull without the presence of the Falcon Marching Band. Their appearances at sporting events, concerts, parades, competitions, and community events add a great deal of color to the Pottsgrove community. The band exists to support our athletics and community, provide entertaining performances, as well as instill hard work, dedication, and teamwork in its membership.

PHILOSOPHY:

The Pottsgrove High School Band program is dedicated to provide educational opportunities for *all* students in the performing arts. All educational activities will take place in an atmosphere that promotes social and artistic development of the students through positive, innovative instruction. This activity is based upon high-quality motivational leadership and instruction. In addition, it is our belief that “the process is just as important as the product.” This places the emphasis on the development and growth of each individual student, not on specific performances.

“Success is a journey – not a destination”

EMPHASIS:

The main emphasis of the band program is placed on musicianship and pride of accomplishment, in the context of good citizenship, tradition, morale, spirit and loyalty. It is the pride of a job well done and the accomplishments achieved that make the sacrifices worthwhile. It is possible, by setting your schedule in a reasonable manner to have a highly successful band career and still maintain high scholastic standing. The success of the organization will lead to the success of the individual and vice-versa

MEMBERSHIP

Those students who have a positive attitude, regardless of their individual skills, will always have a place in the Pottsgrove High School Marching Band. Characteristics of a positive attitude include a generally optimistic outlook towards rehearsals and performances, cooperation in the preparation and maintenance of equipment and facilities, and an eagerness to do whatever is necessary to be successful. In short, the total band member is someone who always will give his or her best for the good of the organization.

Instrumental members of the Marching Band must be enrolled in concert band, unless enrolled in the Western Center.

FUNDING/FINANCES

The Pottsgrove School District provides foundational support for their music programs. The majority of the responsibility for meeting the financial needs of the marching band program rest on the shoulders of the band members and booster club. Fundraising events are scheduled throughout the year to help each student offset these costs; those who need to make special arrangements will need to speak with the director on an individual basis. No one will be denied participation because of financial hardship as long as steps are being taken to fulfill the obligations. Each parent is encouraged to give a minimal number of hours of service each year; however, most give much more in order to provide our students with the best experiences possible.

When turning in money, all monies are to be clearly marked in an envelope with the student's first and last names along with the identification, purpose, and/or destination for which the money applies.

BAND STAFF

Paid professionals, technical assistants, and guest artists are a vital part of the band program. Without their help, the PGHS Marching Band would not be able to achieve the standard to which we aspire. Staff members are chosen by the director and are directly responsible to him. Students should give these staff members the same respect they would give any member of the PGHS faculty. All staff members are held to a high standard of professionalism and integrity. They are expected to instruct with respect and courtesy, just as the students are expected to respectfully cooperate in return. Any problems from either students or parents should be brought directly to the director; do not confront a staff member directly

REHEARSALS/PERFORMANCES

During the marching season, the weekly rehearsal schedule is as follows:

Tuesday:	6:00 PM – 9:00 PM	
Thursday:	6:00 PM – 9:00 PM	
Friday:	Prior to Football games – time will be announced each week	
Saturday:	Prior to competitions – time will be announced each week	

Students are expected to be on time and prepared to each rehearsal. For example, if rehearsal begins at 6:00, students should plan to arrive as early as 5:15-5:30 to make sure they have all required materials, have the field set up, and are ready to warm-up precisely at 6:00. Rehearsals end promptly at the marked time, and students should easily be packed up and out within 15 minutes. However, this depends on the students all working together in an efficient manner!

Rehearsals and performances are *mandatory*. **Work nor homework are acceptable excuses for missing any band event.** If you have any trouble with your employer, please let Mrs. Zerefos know. Parents, please make every effort to schedule regular doctor appointments around the band's schedule whenever possible. **Missing could result in loss of third-quarter privileges and prevent a student from performing in the next scheduled performance.**

ATTENDANCE POLICY

Absences:

Absence request forms must be submitted in order to miss a rehearsal and can be found on the Band App. **All absences from rehearsal are required to submit an Absence Request Form.** The schedule is provided ahead of time to make accommodations for work or with sporting events. Request Forms are required to fill out 24 hours in advance for a prior commitment and a minimum of 4 hours before rehearsal for an unexpected event. **If a request form is not COMPLETED and APPROVED, you are expected to be in rehearsal to fulfill your obligation to the team.**

Failure to meet attendance expectations may result in loss of third-quarter privileges, not performing for a week, or potentially removal from the ensemble. If a change in schedule is necessary, students will be notified as soon as possible by way of announcements, emails, social media, or through the weekly newsletter.

Lateness:

If you are late, you must report to Mrs. Z. **3 lates is considered an absence.** Consistent lateness must be expressed by a parent in **writing and signed.**

If you lose the privilege to perform you are still required to attend all rehearsals and competitions.

Expectations:

We will not be reteaching material. Find a friend if you miss rehearsal and need to learn music, drill or flag work.

Instruments/Color Guard Equipment

Proper care of your instrument/equipment, whether privately owned or school owned, is essential to your participation in this organization. Always show the director your instrument before taking it to be repaired. School owned instruments and equipment become the responsibility of the student to which it is assigned. Any damage, other than normal wear and tear, will need to be repaired at the student's expense.

Individual instruments and equipment must always be maintained in top playing and/or performing condition. *Instruments need to be consistently cleaned, polished (if applicable) and stored properly.* Families invest a lot of money to provide you with an instrument, always respect that investment! Remember that horseplay can cause damage to instruments and equipment.

General Rules for Rehearsals and Performances

- Sneakers and socks must be worn at all rehearsals. Marching shoes are ***not*** to be worn at rehearsal unless asked to do so by the director.
 - Failure to wear proper footwear may result in dismissal from rehearsal and could influence the student's ability to perform that weekend.
- Chewing gum is not permitted.
- Respect your property and the property of others at all times.
- Be in your seat (or designated area), warmed up, and ready to begin *early*.
- Insubordination will not be tolerated.
- Public display of affection is not allowed during any marching band function. Remember, you are a representative of your band, school and school district!
- Always respect another band and its members...ALWAYS!!
- Show respect to directors, administrators, teachers, band staff, and parents at all times
- Keep your language school-appropriate

The Pottsgrove High School Marching band is expected to epitomize teamwork and mutual respect. Our school has a **zero-tolerance** policy toward hazing and bullying. Concerns of bullying need to be brought to the Directors attention immediately, and will result in immediate action at the discretion of the staff. Any violation of this policy is grounds for immediate dismissal from the Marching Band for the remainder of the season. Our success depends on our ability to function as a team, and there is no room for unkindness in a great team!

Disciplinary decisions are to be made at the discretion of the Band Director. All disciplinary actions will be in accordance with the Pottsgrove School District's policies. An example of a disciplinary action may be the loss of third quarter privileges at a football game or loss of free-time in the stands after a competitive performance.

UNIFORMS

Uniforms will be issued to each member of the PGHS Marching Band. Your uniform consists of the following:

- Black Pants
- Maroon and White Jacket w/Silver baldric
- Shako, hat box, and plume
- Gauntlets (wrist decoration)
- Garment bag

Color Guard Uniforms will consist of:

- Black, full length Cami pants
- Maroon/White tunic top
- Garment bag

None of the above items should show up at your home! They will be labeled and remain in the uniform closet.

You will also need to have:

- Black marching shoes for both band and color guard (purchased during band camp for approx. \$35.00)
- Black Socks
- Gloves (Band: White – sold throughout season – approx. \$4, but you will need two pairs– Guard: Leather – ordered at camp – approx. \$18)
- Band T-shirt (approx. \$15... but we recommend you get two: one for Friday, and one for Saturday).
- Lyre and folio for your instrument (You MUST provide your own folio & lyre, orders will also be taken during band camp).

The uniforms will be kept at school in the uniform room. Uniform fittings will take place during the summer and at band camp. Marching shoes and gloves will be ordered at band camp for all new marchers and those wishing to purchase a new pair.

We will do our best to provide opportunities for you to fundraise toward some of these expenses. Again, if there are any students who are concerned about the financial obligations, please arrange a meeting with Mr. Campopiano.

Care of your Uniform

Proper care of your uniform is vital to maintain our clean, sharp image. Chaperones will check to ensure uniforms are handled and stored properly. Failure to properly care for your uniform could result in disciplinary action, if necessary.

Do's and Don'ts

- It is always the student's responsibility to make sure that their uniform gets back to the uniform closet after every event
 - DO NOT store your shoes or any non-uniform equipment in your garment bag! The bags will rip and dirty shoes will ruin your uniform.
 - This season's band shirt must be worn underneath the uniform for every performance.
 - Our uniforms are form fitting; therefore, students should wear close-fitting shorts (or leggings) underneath. This keeps the uniforms from bunching or looking frumpy.
 - o When the weather gets cooler, students may wear long, form-fitting shirts underneath their band shirts. This includes things like Under Armour® Coldgear, long underwear, leggings, etc. These shirts should be crew-neck in design so they do not show above the uniform collar. Turtlenecks and mock necks should not be worn.
 - o No jeans or sweats may be worn underneath the band uniform.

- Clothing should not be visible or hanging out of your uniform
- Winter beanies are permitted only in the stands provided they are school appropriate or “Pottsgrove” wear. These can be purchased at the Booster Club Stand at home football games.
- All band instruments and equipment must be “ready to go” for inspection
- Color Guard uniforms may change each year, depending on the theme of the show. Members may be asked to purchase all or parts of the uniform.
- Never appear in public with your uniform worn improperly (including hat)
- Nothing may be added to the uniform unless approved by the director
- Jewelry is not worn while in uniform
- Body piercings should not be visible at any time while in uniform (this includes ears)
- Clear finger nail polish is the only acceptable color
- Refrain from using make-up (except for the guard’s uniform make-up)
- Hair is to be worn off the collar of your uniform jacket and under your hat during performances
- If for any reason the band hat is not used during a performance, long hair must be in a bun or a tight ponytail
- Any hair dye or coloring must be a natural hair color

Replacement Costs

If any part of the uniform is damaged or lost while in your care, you will be charged the replacement price for the item. Some items can be purchased throughout the season.

Damage or loss of school-purchased uniform parts will result in the following charges:

- Gauntlets: \$35
- Baldrics: \$40
- Jacket: \$135
- Pants: \$75
- Shako: \$10
- Plume: \$15
- Hat Box: \$10.00
- Garment Bag: \$10.00

Inspections

The manner in which you wear your uniform reflects your pride in yourself and your band. Your uniform, instrument, and accessories will need to pass inspection before each performance. Remember that personal appearance is an individual responsibility:

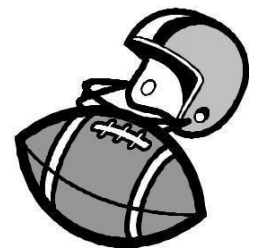
The director, band staff and/or designated students will be responsible for the inspections. All problems will be noted during the inspection and will be reported directly to the band director, who will determine whether or not the student will be allowed to perform or face other reasonable consequences. After the inspection, students may borrow or rent items from the uniform room, if they are available. These items must be promptly returned following the performance. If a student is not allowed to perform, they still must attend the performance and carry out all of their other normal responsibilities.

Remember, you are a highly-visible representative of your band, school, and community.

FOOTBALL GAMES

Purpose: The purpose of the band at football games is to:

- Support the football team
- Have an opportunity to perform for a local audience
- Present a positive image of the band and school to the community



In order to fulfill this purpose, certain guidelines must be followed:

- Every minute in uniform is a minute of the performance.
- All marching in the stadium, as always, is performed with no regard to outside parties (e.g. do not break and wave to a friend).
- Members are to be seated in the stands in the appropriate sections as designated by the band director.
- Only during third quarter is any member of the band permitted to sit in a section of the stadium not assigned to the band. It is also the time in which it is appropriate to go to the concession stand, bathroom, etc.
- At no time is any non-marching band member to sit in the section of the stadium assigned to the band. Alumni who may return from time to time are always welcome, but will not be allowed to sit in with the band while in the stands.
- Members are to wear all parts of the uniform in the stands unless instructed as a group to do otherwise.
- **All playing in the stands happens only as a full group.**

- Members shall wear a properly closed jacket and pants while out of the stands for any reason unless told otherwise by the director. This includes third quarter.
- No band member is permitted to leave the organization in advance of group dismissal at any time, unless excused by the Director.
- The band director reserves the right to deny third quarter privileges, or any portion thereof, to any member who does not adhere to proper football game etiquette.

Weekly details will be assigned on a rotating basis to help load for away games and help clean the band room after games and competitions

COMPETITIONS

Competitions and other adjudicated activities are important features of the PGHS Marching Band. It is through these activities that we obtain valuable feedback about our progress as individuals and as a program. Although we never “live or die” by any one judge’s or panel’s opinion of our performance, it is important that we learn the value of giving maximum effort and standing by the results as our best possible effort of the day.

Competitive performances are packed with emotion. Because of the amount of time, work, and discipline required to produce award-winning performances, we develop great camaraderie within the organization. We share hardship, discomfort, fatigue, oppressive heat, cold, long bus rides, disappointment, tears, success, and joy. We learn to avoid these normal pitfalls and to channel our energy and attention toward the goal of positivity and excellence.



Field Show Competitions: How are bands scored?

The basic adjudication system used at marching band field show competitions involves six judges evaluating each of the performances. Each judge evaluates specific aspects of the performance and is responsible for a portion of the final score. A total of 100 points are possible for each marching band.

What to Expect:

Field show competitions take place in football stadiums and are open to the public. Expect to pay \$8-\$10 for entry into the event. The Director will often have tickets available for pre-purchase, depending on the competition. You may attend the entire competition or just arrive for Pottsgrove’s performance – just be aware you will be paying the same ticket price!

Competition Guidelines

The Pottsgrove High School Band travels almost every week throughout the fall. Remember that all school district and band rules are in effect for the duration of the trip. We are representing the Pottsgrove High School Band, Pottsgrove High School, the City of Pottstown, and Montgomery County whenever we perform; we will all do our best to maintain these standards to the highest degree. In order to move in an organized fashion, we must be able to give instructions in a rapid manner. Everyone will be expected to listen to the Band Director, Band Staff, and/or Student Leaders when instructions are being given.

Along with band staff, multiple chaperones will travel with the group in order to ensure the safety of the students. Anyone interested in chaperoning should contact Mr. Campopiano as soon as possible so we can get the necessary paperwork completed. We depend on parent support to provide these opportunities for our students, and any time you can volunteer is greatly appreciated!

- In the event that a student needs to ride home with a parent from an event/performance, a note must be submitted to the Director **BEFORE** leaving school. Notes will NOT be accepted after the buses have left school for the event/performance.
- Only personnel affiliated with the band may travel with the band
 - Parents will be updated with estimated arrival times after every event. Students must be picked up within 30 minutes of arrival time

Chaperones will check each bus before anything is loaded, and report any damage or problems to the driver and band director

- The bus driver must be treated with respect. Remember, that different drivers have different standards!
- Normal conversation is appropriate; shouting or screaming is not.
- Personal electronic entertainment devices (i.e. radios, CD players, games-with sound off, etc) may be used only with headphones.
- Band Director, Band Staff, or Chaperones may reassign seats if they deem it necessary; students may also be assigned to a different bus at any time at the director's discretion.
- All students are to keep the bus clean at all times. You will not be dismissed until the bus is clean.
- Public display of affection is **NOT ALLOWED** on any bus, at any time.
- Be courteous and thank the drivers and chaperones when we return

CHAPERONE GUIDELINES

The responsibility of the band chaperones is to make sure all band members are accounted for and safe. You function as an extended arm of the director and the staff when in this role! A sign-up to chaperone events will take place electronically. A link to that form will be sent out via email. **All chaperones must have valid clearances on file with the school**

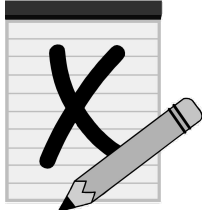
district before chaperoning any event. It is highly recommended that this is done during the summer, as results can sometimes take a few weeks to get back! Please visit www.pgisd.org/domain/692 for details regarding clearances.

Chaperones should

- Take attendance on your assigned bus each time we load. Students should remain seated at all times on the bus and follow the rules of the driver.
- Accompany small groups of students to restrooms, concession stands, etc.
- Assist the band in loading and unloading the trailer. This includes anything necessary for a performance. Band members should be doing most of the work! Your role is to supervise.
- When arriving at a performance site, assist with unloading the trailer while students gather belongings on the buses.
- Assist the pit in getting all field equipment to, on, and off the field.
- Assist with collecting uniforms after a performance to go back in the uniform room.
- Sit with the band in the stands and keep order throughout the rest of the game/competition.
- Support and cheer for the students' performance!

Additional Information

- The students have been instructed to follow the chaperones as they would the band staff. If there are any issues of disrespectful behavior, Mrs. Zerefos should be notified immediately.
- The following things are prohibited at all times for band members and chaperones alike: **Spitting, Swearing, Smoking, Public Display of Affection**
- Unless instructed to do so by the director, the uniform is worn in its entirety at all times.
- First Aid: The head chaperone will have the first aid kit and when we travel. In the event of illness or injury, contact that chaperone and proceed from there. An EMT is available at every game and competition. In any case of emergency, contact Mrs. Zerefos immediately.
- Please realize that most band members are here to have a great time. Have patience, and use discretion in determining when to correct a band member and when to “let it slide”! Safety always comes first.



WHAT TO BRING TO BAND CAMP

- ***EAT BEFORE YOU COME!***
- Instrument
- Necessary Accessories
 - o Battery Percussion– Any sticks you have, drum cover, harness and drum
 - o Woodwind – Extra reeds, cork grease
 - o Brass – Valve Oil, extra mouthpiece
 - o Guard – Equipment
- Pencils and/or Mechanical pencils (plural)
- Highlighters
- 3-ring binder with string/strap to go over your shoulder
- Plastic sheet covers/protectors
- Sidewalk Chalk – The large pieces work best. Make sure to have several pieces!

Clothing

- Comfortable, school appropriate clothing
- Sneakers with socks (NO SANDALS)
- **Hat... not a visor (NOT OPTIONAL)**
- Sunglasses
- Chap-Stick
- Deodorant (PLEASE!)
- Sunscreen (whether you think you are going to burn or not!)
- A large water bottle or jug with your name written in permanent marker
 - o Hopefully water jugs will be in.

Food

- Dinner (2nd week only)– Avoid milk-based products and caffeine, we suggest a cooler type lunch box – **No ordering out and no leaving campus for meals!**

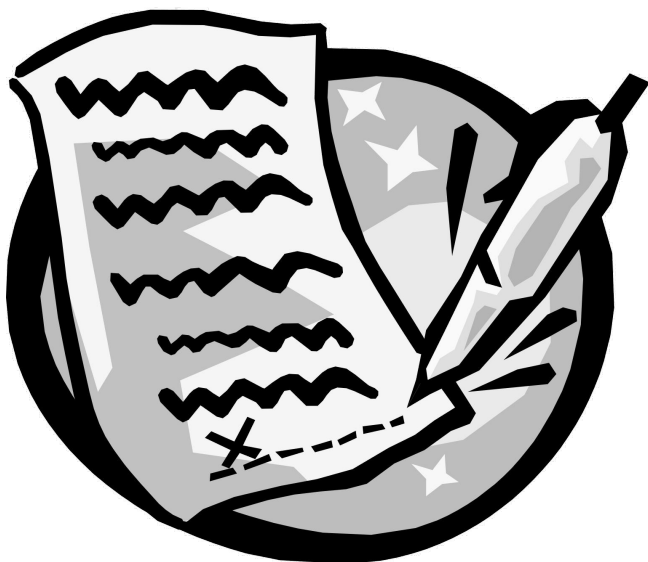
Extras

- Towel/wash cloth
- **A towel for your instrument**
- Change of shirt
- Change of socks
- Bug Spray – you may find it necessary at times!!
- Medical equipment (inhaler, braces, medication, epi-pen, etc.)
 - o Make sure your medication is listed on the required paperwork.
- **Energy, a happy face, and a positive attitude ☺**

MARCHING BAND LINGO

This short dictionary should help all students and parents understand the “technical” marching band language used

- **Baldric:** The silver removable embellishment on the front of the uniform jacket
- **Basics/Basics Block:** A term used to describe the instruction and rehearsal of marching essentials. This block formation is where we begin every rehearsal.
- **Color Guard:** Members of the marching band who are not playing instruments. This group has separate uniforms designed for each year's show. The 'guard' commonly uses flags, rifles and other accessories.
- **Drill Charts:** small sheet of paper that lists the exact points on the field that tells each marcher where to go in relation to the music. They are often found in pieces at the bottom of washing machines (don't be that guy!)
- **Dinkles®:** Black leather marching shoes
- **Drill:** the marching maneuvers involved in the field show.
- **Cadence:** The rhythmic groove played by the drum line (see percussion) when the band is moving to and from performances.
- **Drum Major:** The student leader who conducts the band during its field performances.
- **Field Show:** The show the band performs for football games and competitions.
- **Gauntlets:** Piece of the uniform that covers the wrist and forearm.
- **“In Halves”:** Refers to students wearing only their band shirt, bib pants, black socks, Dinkles, and holding their folded jacket.
- **Class B:** Marching band shirt, khaki shorts or capris, and marching shoes. This is a go-to if we have a game or parade where high temperatures are expected. .
- **Percussion:** Consists of the 'drum line' or 'battery' and 'the pit'. The drum line marches on the field and uses quads, snares, and bass drums. The “pit” is a non-marching unit including the timpani, bells, marimba, drum set, electronic instruments, and chimes, set up at the front edge of the field.
- **Plume:** The feathered accessory attached to the Shako (see shako)
- **Shako:** Marching band hat
- **Winds:** Consists of woodwinds (clarinets, flutes, saxophones) and brass (trumpets, trombones, mellophones, baritones, and tubas)



By signing below, I acknowledge that I have read and understand all of the conditions for acceptance into the Pottsgrove High School Marching Falcon Band and agree to abide by all expectations set by the staff and school district.

Student Name: (Print) _____

Student Signature: _____ Date: _____

Parent/Guardian Name: (Print) _____

Parent/Guardian Signature: _____ Date: _____

Grade:

Instrument:

Date of Birth:

Phone:

Address:	
	Zip
In case of illness/accident to the member listed above, the nurse traveling with the music ensemble, when available, is authorized to render first aid measures according to his/her professional judgments and qualifications. Pottstown Memorial Medical Center or the closest hospital at AWAY events will be used for EMERGENCIES.	
Name of Mother/Guardian:	
Place of Employment:	Phone:
Name of Father/Guardian:	
Place of Employment:	Phone:
Names of TWO other responsible people:	
1.)	Phone:
Relationship:	
2.)	Phone:
Relationship:	
Family Physician:	Phone:
Health Insurance:	ID#
Responsible Party:	Group#:

[illegible]

Date of Last Tetanus Immunization:

Special Problems/Concerns:

I hereby give permission for my child _____ to be treated at Pottstown Memorial Medical Center or the closest hospital at *AWAY* events in the event of an emergency. I also give permission for the above child to receive the following medications: (check the appropriate blocks)

Advil ☐	Motrin ☐
Aspirin ☐	Non- Aspirin (Tylenol) ☐
Cold Medicine (Sudafed) ☐	Peppermint/Pepto-Bismol ☐
Anti-diarrheal (Imodium) ☐	Benadryl for allergies/bee stings ☐
Motion sickness (Dramamine) ☐	May administer generic forms of the above medications ☐

Signature of Parent/Guardian _____

Date _____

