

2021-2022

Penn-Trafford High School

Student Handbook



Course Description of Marching Band

Members of this ensemble participate during the marching band season performing at parades, half time, and band shows, as well as concerts. Tuesday and Wednesday evening rehearsals occur during the summer and fall, as well as a mandatory band camp in August. Performances include each football game, various competitions and festivals, and Veterans Day and Winter Concerts. Saturday rehearsals will occur on days of contests or festivals. Members of this ensemble are expected to fulfill their commitment by participating in the Memorial Day parades and graduation ceremony.

*Side by side, we stand with honor, dignity, respect and pride.
Individually, we are musicians together with are the pillars of sight and sound. We are
performers, we are artists, we are one,
We Are The PENN-TRAFFORD MARCHING BAND.*

Communication

Communication is essential to the success of the program. There are several ways to access information and communicate with the director.

Medical Forms Please be sure to complete the required medical form that includes a current photo. Parent chaperones attending band functions are equipped with basic medical needs for the students. While traveling, a nurse will be in attendance to administer medications and work with school personnel to ensure the safety of the students. Please be sure to include all current medications and conditions and medical insurance information.

Remind It is encouraged that you sign up for the Remind messages that you can receive via text and email. This is a communication tool that is used regularly to provide real time information to parents and students.

Email Direct email to the director at corneliusd@penntrafford.org or to the PTBPA at ptbandparents@gmail.com

Google Classroom This is a new addition to the program's communication plan. All students should enroll in the class to access forms, announcements, calendars, etc.

Social Media Sites Penn-Trafford Band information and achievements will be announced and celebrated on Facebook and Instagram

Band Parent Meetings Monthly Band Parent meetings occur during the second Wednesday of every month at the high school.

Rehearsals

During rehearsals, students are learning and developing the necessary skills and techniques to be successful. Skilled staff members will be assisting students with music, marching, equipment work, visual movement, etc. Sometimes changes and adjustments must be made to the programs, so students should be flexible and patient. For this reason, please check the attendance policy and adhere to the guidelines.

- Be on time for rehearsals. (ex. At 6:00pm, all students are ready to BEGIN in their designated rehearsal space with instrument/equipment/music.)
- Always leave the rehearsal space clean and free of garbage and equipment.
- Students should remain quiet during rehearsals. Student leaders will be directed if help is needed.
- Seek help from your student leaders, staff and the director, when needed.
- Give their best effort at all times.
- Assist in the moving of any props or equipment to and from the field/rehearsal space.
- Dress for rehearsals should include tennis shoes and clothing that enables movement and is appropriate for the weather conditions.
- All students should have a binder for music (plastic pages preferred) that should be at all rehearsals.
- A dot/drill book will be provided for recording drill positions. It should be secured to the marcher during all rehearsals. The dot book should be completed as directed, while learning drill and used as a resource for adjusting and reviewing forms during rehearsals..
- A pencil is needed for writing drill positions and markings in music.

Band Camp

Band Camp is the time set aside for all students to learn all aspects of the pre-game, halftime and competitive show music, choreography, prop work, etc. It is expected that all students attend every day of camp.

- Camp will start promptly at 8am. Members should arrive early enough to put their belongings away, get their equipment and report to the field to begin rehearsal.
- Students should always stay on campus.
- It is recommended that students bring the following to band camp
 - A water jug with water. Refill water will be provided throughout the day
 - Lunch
 - Comfortable clothes and tennis shoes
 - A rain jacket
 - Dot/Drill Book and a pencil (a way to secure it: lanyard, fanny pack, etc)
 - Sunscreen
 - Instrument/Equipment
 - Music
- Please check the attached document for more details on the band camp schedule and recommendations..

Performances

ALL PERFORMANCES ARE MANDATORY. Whether it is a parade, football game or contest, the students are expected to perform to their highest level and continue to uphold the honor, dignity, respect, and pride in the Penn-Trafford Marching Band.

All students are expected to follow the guidelines outlined below. :

- Have your own instrument and equipment.
- Wear a designated PT Band Shirt under the uniform.
- Be dressed in full uniform with all required accessories as directed by your staff.
 - **Please check the uniform guidelines**
- Follow the hair and make up (color guard) guidelines as given by the director and staff.
- Jewelry should NOT be worn (earrings, rings, necklaces, etc) unless designated as part of the uniform. If the jewelry is permanent, please check with the director.
- No colored nail polish (color guard) for any performances, unless full gloves are worn (instrumentalists).
- Once sections unload equipment in a timely and efficient manner, sections should gather as a group and report to a location designated by the staff.
- While in the stands at football games or contests, sit in sections.
- Remain in the designated seating area unless accompanied by an adult.
- Students should always be alert to the direction of the director, staff and student leaders.
- Represent yourself and the Penn-Trafford Marching Band to its fullest.

Attendance Policy

In order to achieve the goals for the season, attendance at rehearsals, camp and performances is expected.

If a student must miss a rehearsal, they are required to communicate that at least two weeks prior to the anticipated absence (or as soon as possible) to the director in writing. Students must attend the practice directly before a performance. These absences will not be excused in most cases. Students not in attendance at rehearsals before performances may not be allowed to participate in the performance due to the potential for new material to have been added and safety concerns resulting from those changes. If you are aware of a conflict, the sooner this is communicated, the better.

Excused Absences

- Illness (If you are at school, you are expected at rehearsal)
- Emergency in the family/Funeral
- Emergency doctor appointment
- Other Pre-Arranged Conflict (must be communicated properly and timely)

Unexcused Absences

- Skipping or Forgetting
- Not having a ride (carpooling is suggested)
- Employment Conflict
- Club Meeting
- Homework/Study
- Routine Doctor appointments that can be scheduled at a different time
- Senior or professional photo sessions
- Concerts
- Any other conflict NOT cleared in advance by the band director

Tardiness

- Tardiness is not tolerated. You should plan to report at least 15 minutes prior to the start of rehearsal to allow for individual and rehearsal set-up responsibilities. Students who are tardy will be expected to make-up missed time at the discretion of the band director (after school detention, coming early, staying later)

Unexcused absences and tardiness can result in a performance suspension at the discretion of the director. The nature of the suspension will depend upon the frequency of lost instruction, the missed material and proximity to the performance. Students are encouraged to take initiative to learn the missed material prior to their return. If rehearsals are missed during the week, the director and staff will determine if a member will perform on the weekend. The suspension will be lifted once the student demonstrates mastery of the missed material to the band staff. The safety of all members is of utmost importance, so a missed drill move could cause detrimental results.

Uniforms

Uniforms will be fitted and assigned to each member. Careful attention of the following is the responsibility of the students.

- The uniform should be on a hanger at all times when not being worn and secured in a provided garment bag.
- Hats/Headwear should be stored in hat boxes.
- All accessories should be carefully stored (plumes, gauntlets, gloves) as demonstrated by student leaders, staff and director.
- Routine uniform inspections will be done by student leaders and staff.
- When in uniform, you are representing the entire program. Adhere to ALL policies and be mindful of how others may perceive you. Please refrain from using profanity (outloud and gestures) and engaging in public affection.
- Shoes:
 - Instrumentalists should wear Black Marching Shoes should be worn for every performance with BLACK socks
 - Color Guard should wear guard shoes that are suggested for the costume.
 - No marching shoes = no performance.
 - Shoes should be clean and free of scuffs.
- A Penn Trafford sleeved T Shirt should be worn under the uniform.
- Proper care and storage is expected. Specific storing and cleaning guidelines will be provided by the color guard staff.
- Specific make-up, hair, shoe color is at the discretion of the visual design staff. Please adhere to their guidelines.

Instruments/Equipment

- Students are responsible for general care of instruments and accessories as demonstrated by section leaders, staff/director.
- Instruments should ALWAYS be stored in a case and in a locker. Band locker are for band equipment ONLY!
- During visual rehearsals, instruments should be carefully grounded and lined up neatly in sections.
- School-owned instruments should be taken care of as though they are your own. Any maintenance needs should be reported immediately to a staff member, so that repairs can be done in a timely manner.
- Color guard equipment should always be used and stored carefully. Please follow the directions of the director and staff. Other members should not be using your equipment. YOU are responsible for getting your equipment to and from the rehearsal space.

Behavior/Etiquette

All rules and expectations are set forth to help you enjoy your experience to the fullest, and to avoid the embarrassment and inconvenience that a lack of *preparation* or *momentary lapses in judgment* may bring about. The following expectations should be followed at all times the band is in and out of uniform, traveling or attending a band performance or function.

- Do not be influenced or encouraged to engage in any behavior which is in conflict with the spirit of the Penn Trafford High School Marching Band.
- Clean up after yourself. Be respectful of rehearsal spaces, buses and any place that we visit.
- If it is your section's week to help set up or clean up equipment for rehearsal/performance, it is expected that you adhere to the responsibility.
- Our band members will neither purchase nor use alcohol, tobacco, or controlled drugs or substances (Except by written prescription) of any kind.
- All prescription medications are to be documented on the medical form, which has been provided, and must be submitted to either Mr. Cornelius or the staff nurse.
- Profanity and profane behavior will not be tolerated.
- Always follow the direction of your director, staff, student leaders and chaperones. Be respectful of all adults. There are many people that enable you to enjoy the privileges that this band provides. Custodians, maintenance workers, bus drivers, etc.
- Listen to parent chaperones at all times.
- Band members will not display public affection with one another. Even the most innocent and forthright interaction among individuals invites criticism and creates unnecessary distraction, and therefore, will not be permitted.
- Absolutely no running in uniform.
- Rumors, put-downs, making fun or isolating of any of our band members **WILL NOT BE TOLERATED**. We spend a lot of time together and it is inevitable that we will become frustrated or disagree with one another. If you cannot appropriately handle the situation on your own, please consult an adult staff member.
- Bullying of any kind is a **SERIOUS** matter. If a situation is considered bullying, it must be reported immediately to Mr. Cornelius. Strict consequences will result, under discretion of the director and school district administration.
- The band travels frequently. When traveling to other schools or performance venues, students are expected to uphold the reputation of the band and themselves.

- Use your manners...saying thank you and being kind to others will go a long way in making everyone's experience rewarding.
- Common sense should always prevail.

Technology

We understand that the use of cell phones can be helpful for communication and has musical apps and music that can be used during rehearsals. However, it is imperative that we maintain appropriate use of the devices to not cause distraction or bring unnecessary attention to the program. We ask that your adhere to the following guidelines:

- Cell phones should be secured so that they do not get stolen or fall from your pocket while marching.
- If the director or staff member tells you to put a cell phone away...please do it.
- Phones should not be used for texting or social media during instruction.
- Photographing and videoing on school property without permission is prohibited.
- Please refrain from bringing negative attention to a member or the organization on social media.
- Phones should not be used during Football games and contests. Your attention should be on the game or other band's performance.

All School District Technology Policies apply while participating with the Penn Trafford Marching Band. That includes rehearsals, performances and off campus trips.

If the guidelines outlined in the handbook are not followed:

1. Arriving to next rehearsal 30 minutes early to do setup tasks
2. Detention will be assigned after school.
3. Performance suspension
4. Disciplinary action in accordance with the Penn Trafford High School Administration

2021 Penn- Trafford HS Marching Band Leadership

Leadership Hierarchy is as follows:

Director, Mr. Cornelius
Adult Staff/Instructors
Drum Major
Captains

When students are assigned a leadership role, they should assume the following responsibilities:

- Maintain communication with your section members. Be sure that they receive all necessary information.
- Check your sections' uniforms for proper hanging and storage.
- Maintain orderly placement of instruments during rehearsals.
- Check for proper storage of equipment/instruments.
- Check to be sure each member of your section has ALL equipment and uniform requirements before loading the buses for a performance.
- Be sure that section members are meeting the objectives of each rehearsal.
- Report any behavior/policy infractions to staff and the director.
- Assist your section members with their music/choreography/equipment work.
- Be sure that the rehearsal spaces and buses are clear of garbage and equipment before leaving.
- LEAD by example and be positive role models. Student leaders should never give consequences to other members.
- Communicate with your staff members and Mr. Cornelius.
- Be creative when it comes to "spirit" and activities that will boost the morale and pride in this band.
- Assist in creating a routine for moving equipment/props to and from the field.
- Be PATIENT. New members may not understand right away. Help and continue to encourage them with feedback on how to improve.
- Have FUN and be GREAT!

In addition to the band's Code of Conduct, all school district policies apply to all band events.

Any violations of the School District or Band Handbook Policies and Expectations, can result in consequences at the discretion of Mr. Cornelius and the Penn-Trafford School District Administration.

Handbook Agreement

We have read, understood and acknowledged the importance of adhering to the guidelines outlined in the Penn-Trafford High School Marching Band Student Handbook.

By signing this form, we agree to abide by the band policies and expectations.

Student Printed Name _____

Student Signature _____

Parent Printed Name _____

Parent Signature _____

Please sign and return this form to Mr. Cornelius prior to the start of band camp.

2021 Penn-Trafford High School Marching Band Band Camp Schedule and General Information

The Schedule -

Week 1	Week 2
Monday, July 26	Monday, August 2
Tuesday, July 27	Tuesday, August 3
Wednesday, July 28	Wednesday, August 4
Thursday, July 29	Thursday, August 5
Friday, July 30	Friday, August 6

A typical schedule for a day of band camp is:

- ❖ 7:45 AM Arrive- It is essential that you are on time.
- ❖ Please use the main entrance of the school or
- ❖ get dropped off at the Warrior Center if you
- ❖ don't need anything at the school
- ❖ 8:00- 8:45 Stretch and Marching Basics in the stadium
- ❖ 8:45- 10:20 Drill
- ❖ 10:20- 10:30 Break
- ❖ 10:30- 12 noon Drill
- ❖ 12 noon- 1:00 Lunch in the band room area (TBD)
- ❖ 1:00- 2:00 Sectionals
- ❖ 2:00- 2:30 Music Ensemble
- ❖ 2:30- 2:45 Break/ Move equipment to stadium
- ❖ 2:45- 4:00 Full Band in the Stadium

WHAT DO I BRING TO CAMP?

LUNCH-

Lunch will be from 12:00- 1:00 PM every day. Please bring a good, nutritious lunch to eat. Some students may choose to order pizza as a group. If you choose to do this, please bring a minimal amount of money to cover your portion of the bill and tip for the delivery driver. When ordering food, please establish a delivery time that is after 12 noon. The full band will eat lunch in the cafeteria or the band room.

WATER- Even though pop tastes great, it is probably the worst thing that you can drink during band camp. Please bring a lot of water to drink. You can carry it around with you on the field while you are learning drill.

WATER BOTTLE- One with a shoulder strap is most convenient, because you will be carrying it with your instrument or equipment, drill book, and pen, as you learn drill. You are encouraged to have it with you on the field as you march.

TENNIS SHOES- No flip- flops, sandals, boots, etc. All band members need to wear tennis shoes for the duration of camp.

SUNSCREEN- Apply it early and often!

LIGHT-COLORED CLOTHING- Wear as much light- colored clothing as your wardrobe permits. Please remember that the school dress code is in effect. Everyone needs to be dressed appropriately. Please avoid wearing jeans, as the weather forecast looks to be rather warm. Comfortable, athletic- type clothing will probably be most appropriate to deal with the heat and humidity. If possible, please wear a white shirt during drill rehearsal. It helps us set and clean the forms more efficiently.

HAT or VISOR and SUNGLASSES- Protect your head and face from the sun. It is band camp, so the appearance of your hair isn't that important.

DRILL BOOK and PENS/ PENCILS- You need to bring your drill book every day starting with Monday and concluding with our final

rehearsal in October. You will need something to write your drill spots down throughout the two weeks of camp.

BINDER and PLASTIC PAGES- A lot of you have these already, but it would be very helpful to have these to keep your music and drill organized.

A FULL STOMACH- Please eat something for breakfast prior to your arrival each morning, even if it is only a pop tart and a glass of juice. The heat will wear you down very quickly if you have nothing in your stomach.

TOWELS- In the event of rain, it will be helpful to have towels to wipe off your equipment

FOR THOSE OF YOU THAT DRIVE- You aren't permitted to leave once you arrive in the morning until the band is dismissed at the end of each day. We will walk to the stadium each day. Driving down to the stadium is not permitted.

A GREAT ATTITUDE- You will work hard and learn a lot. You will probably have fun too. Once these two weeks are over, we will return to our 6 hours per week together. It is imperative that we are punctual, determined, and driven.

Please keep in mind that all school district policies are in effect throughout camp. Under no circumstances should anyone leave the campus prior to dismissal. While in the building, we need to remain in the parts of the building that we have used throughout the summer. Please don't roam the halls or be somewhere in the building that we don't need to be. There will be consequences if any building or band policies are ignored. At all times, common sense needs to prevail. You've done a wonderful job all summer, so I'm confident that we will have an excellent camp.

I look forward to seeing you on Monday.

Respectfully,

Mr. Cornelius

2021 Penn- Trafford HS Marching Band Shoe
Order Form
Monday, July 26

Name_____

Shoe Size_____

Payment Options (Please circle one)

Instrumentalist Shoe: Viper \$40.00

Guard Tan Shoe: \$_____

Guard Black Shoe: \$_____

Check (Made Payable to "PTBPA")

Cash

Student Account

If you are having the money removed from your student account, please sign below, authorizing the withdrawal.

Student Signature

Please bring this form with you to band camp.