



Fishers

Winter Guard

Handbook

2017-2018

Welcome

Congratulations! You have chosen to be a part of the Fishers High School Winter Guard Program! In this handbook you will find all the rules and regulations for the Fishers High School Winter Guard Program. If you have any questions or concern about items in the handbook please see the director.

The Fishers Guard program embodies the vision, mission, and core purpose set forth by Fishers High School. Fishers High School education community will nurture a culture of excellence and empower students to become lifelong learners. Our mission is to promote respect, foster pride, and inspire excellence. Our core purpose is to prepare lifelong learners who positively impact an ever-changing world.

Membership

Auditions

A workshop will be held in the middle of November to learn necessary skills for auditions including audition choreography for movement, flag, and weapon. Based on the students' performance, work ethic, commitment, and attitude, each student will be placed in either the Varsity or Junior Varsity group.

Varsity / Junior Varsity

The Winter Guard program is split into two groups, varsity and junior varsity. The varsity group will be performing the IHSCGA and/or WGI circuits and the junior varsity will be performing in the IHSCGA circuit. The number of participants in each group will be dependent on show design and ability of students.

Membership Ineligibility

- A student may be placed on the ineligible list due to outstanding balance from the previous season
- A student may be placed on the ineligible list due to recommendation of the director and/or staff for contract violations occurring from the previous season (see Dismissal and Resignations)
- A student may be placed on the ineligible list due to infractions of the Fishers High School Band and Guard Code of Conduct.

Dismissal and Resignations

If at any time DURING the season a student unexpectedly quits (without an acceptable reason), the student will not be permitted to audition to be a member of the program in future seasons. If at any time a member is dismissed by the director from the program, the student will not be permitted to audition to be a member of the program in future seasons.

Academic Standards

Any student that does not obtain a 2.0 GPA during the season will be placed on academic probation. Any student who is in a probationary state and does not maintain a 2.0 the following grading period will not be able to participate in the guard. This is to protect the integrity of our program and to help students understand that a good education is paramount to your success in life.

Captains

Captains will be chosen by the staff. The job of captain includes, but is not limited to, responsible for equipment, leading warm up or sectionals, provide extra help to those who ask, act as liaison between guard and staff, take attendance, be a role model to other members.

Dropbox and Remind

Dropbox will be used by both groups to help send out handouts and well as music and videos. All guard members will be automatically added to the drop box. Parents if you wish to also be added to the Dropbox (which is highly encouraged). Please email the director from the email address you wish to have added *after* the cast list is posted.

Remind is a great tool that information can be instantly texted to your phone! *After* cast list is posted, please sign up for the appropriate Remind. Parents you are also encouraged to sign up! The Guard Director will share this invite via email.

Financial Responsibilities

Dues

Student dues cover expenses related to uniforms, flags, props, equipment, transportation, contest entry fees, and staff. Varsity dues are \$850.00 and Junior Varsity dues are \$650.00. Varsity will also have trip fees bewtween \$200-300 for WGI events (coach bus, hotel and food) Due dates are as follows:

	<u>Varsity</u>	<u>Junior Varsity</u>
December 7:	\$170.00	\$163.00
January 10:	\$170.00	\$163.00
February 6:	\$170.00	\$163.00
March 6:	\$170.00	\$163.00

Additional Costs: Show Shirt – Approx \$10-12

Body Tight - Approx \$20

Gloves - \$15

Weapon Line- Rifles \$35

New Members Only: Warm Up - \$90

The Open (Varsity Guard) will have a field trip fee ~\$175 for attending WGI World Championships.

If you need to make other arrangements, please just let us know. WE CAN work something out. **Please contact the Student Accounts representative at studentaccounts@fishersband.org to make alternative arrangements.** Accelerated payments are always accepted.

Fundraising - Student Account

Sponsorships are the easiest way to help defray the cost of each student. Sponsorship letters will be provided for the students to take to local businesses, friends, and family. Students will receive 100% of money raised by sponsorships. Please see sponsorship form for additional information.

Please see the Fishers Band website for fundraising opportunities including SCRIP, Connor Prairie and Lucas Oil Stadium Concession opportunities, and Trash Bag Sales.

Fundraising - Guard Account

The guard may host fundraisers during the year to go to the general account. These may include but not limited to, Bake Sales, Car Washes, Online Sales, etc. These are in place to help keep the individual membership fees as low as possible. All students are expected to participate.

Attendance

Attendance to all rehearsals and performances is MANDATORY due to the accelerated pace of the program. All conflicts must be pre-approved by the Director *prior* to the start of the season. Please understand that an absence from the activity has a direct effect on the entire program. Parents will be required to fill out an Absentee Request Form for every absence. Absentee Request Forms are due PRIOR to the start of the season.

The director reserves the right to schedule additional rehearsals as needed and/or make changes to the existing schedule, provided they supply adequate notice to all members.

If a student misses a rehearsal for ANY reason, it is the responsibility of the student to learn what was missed outside of normal rehearsal hours by working with a captain or veteran

member in the student's own section. Failure to do so could result in student's allowance to perform.

Excused Absences

Excused absences include, but are not limited to contagious illness or fever, major family events, or religious obligations. All absences other than illness need to be *pre-approved* at the beginning of season with an Absentee Request Form. The director will determine the validity of all excused absences.

Unexcused Absences

Unexcused absences include, but are not limited to work, practice for other activities (unless *pre-approved* by Director), professional concerts/plays, routine doctor appointments, vacations, lack of transportation, or homework. **ALL** unexcused absences will be reflected in the student's allowance to perform, and repeat violations could lead to dismissal from the group.

If a student is unexcused from the rehearsal the day of a performance, the student will not be permitted to perform that day.

Tardiness

If a student is running late to rehearsal, then it is the responsibility of the student to contact a captain or director. If a student does not contact a captain or a director then the student may be required to extra conditioning or other consequences at the director's discretion. Avoid this by being on time. Repeat violations will be reflected in the student's allowance to perform and could lead to dismissal from the group.

Illness

If a student is absent from school due to illness, they will not be expected to attend rehearsal. HOWEVER, to be granted an excused absence an email or phone call to the **director** from parent/guardian will still expected prior to the missed rehearsal. If student misses more than one rehearsal in a row due to illness, a doctor's note will be required. If a student is not contagious or running a fever, they are highly encouraged to come to rehearsal to watch and take notes.

Injury

The director should be notified of any health or physical ailment immediately. As with any physical activity, injuries can and probably will affect students. A doctor's note should always be obtained in the case of a physical injury. Ongoing or preexisting injuries may lead to reevaluation of the students spot in the show. **Students will be required to still attend rehearsal while injured to take notes on changes and other information being given by the staff.**

If a student suffers a minor injury during a regular rehearsal, the student will be permitted to sit out for ONE rehearsal. After one rehearsal, the director may request a doctor's note. Major injuries should be reported immediately so that proper medical attention may be given and parents/guardians can be called.

District Policy

A student may not participate in extracurricular activities, practices, employment, or after-school functions unless the student attends the last four periods of that school day. Student absent all day, due to illness, may not attend an extracurricular activity that day. If extenuating school or family circumstances result in a student's failure to be present the required four completed periods, an exception can be made. Reasons may include: approved college visit, FHS field trips, medical emergency, and funeral.

*Communication is the key. We understand that emergencies happen.
Please contact the director immediately about potential absences, illness, and injury.*

Rehearsal

Rehearsal Etiquette

- Always show respect for all staff, leaders, and teammates
- Remain positive and congenial (An excessive negative attitude can result in DISMISSAL from the rehearsal, performance, or program.)
- All cell phones will be on silent and not to be used during rehearsal unless on break.
- No talking or spinning during instruction
- No sitting during rehearsal
- Come prepared to rehearsal with water and snack, but wait for a break before exiting the rehearsal space for water or bathroom breaks.
- Always respect your equipment.

Should a student demonstrate on a regular basis that he or she does not subscribe to the proper conduct at a rehearsal, the director reserves the right to evaluate the student's performance, and to make a decision as to whether the student should perform in upcoming shows. The director also reserves the right to send such a student home from rehearsal and request a parent/student conference to determine future course of action.

Attire

All students are required to wear athletic clothes during rehearsal. If pants are worn, they cannot be touching the ground. This is to insure the safety of the students. Also loose and ill-fitting clothing will not be permitted. No jeans or jean shorts. Please also be aware of the length of shorts. During rehearsals, no shoes will be worn. Varsity members are required to wear

contacts in replacement of glasses due to the level of physical demand. Hair must be up and out of the face at all times. NO jewelry or chewing gum is allowed at any time. This is to insure the safety of the students. *On the last rehearsal of each week members of both groups will be asked to wear all black.*

If a student is in violation of the appropriate dress code, they will be asked to call home for the appropriate apparel. If a student is in continued violation, the student will be asked to leave rehearsal.

Conditioning

It is important to note that guard is a physical activity. There is a great demand placed on a student to be able to march and perform a complete show. It is the belief of the guard staff that there should be some proper conditioning on the part of the students, in order to facilitate a strong personal performance and to prevent injury. Calisthenics, stretching, and running will be reinforced at rehearsal.

Equipment

It is the responsibility of the student to take care of the equipment. Lost or excessively damaged equipment will be the students responsibility to replace. Never slam or scrape equipment on the floor. Do not sit or lay on equipment. For safety reasons, never let non-guard members use your equipment.

Those students who have been chosen to be on the rifle line will be asked to purchase their own rifle. Group orders will be made once at the beginning of the season. Rifles are \$35. If the student damages or loses their rifle, it is their responsibility to replace it in a timely manner.

To check out school owned equipment (Practice Flag or Rifle), you will need to check out it out with a Captain. Show equipment is never allowed to be checked out. Students will be responsible for lost or broken equipment on an individual basis.

Closed Rehearsals

Rehearsals are closed. Only staff, current members, and chaperones are allowed at rehearsals. If a parent or guest would like to attend rehearsal, please gain approval with the director prior to rehearsal.

Performances

Trip Etiquette

- Please remember you are representing Fishers High School. Be respectful of other groups, each other, and applaud for each performance. Do not talk bad about any group as you never know who is sitting or standing around you.
- Always follow instructions from directors, staff, and chaperones.
- No photos or videos will be taken on the bus.
- We are ambassadors of the HSE School District, Fishers High School, and the Fishers Band Program. Always conduct yourself appropriately and absolutely NO public displays of affection or inappropriate language.
- After performances, the guard will sit in the stands together. The buddy system will be used if going to concessions and the restroom.

Uniform

- Warm ups will be worn while at shows. This includes either the show shirt or a Fishers shirt, jacket and pants. If you change into your uniform early, you must wear your warm up (jacket zipped) OVER your uniform.
- Hair and makeup designs will be determined by directors. All students must comply with the look to the best of their ability for the purpose of uniformity. Please follow the instruction of the staff to their exact specifications.
- If a student colors their hair, please keep it a natural color. Extreme colors are prohibited.
- NO jewelry will be worn while in uniform.
- Do not eat or drink anything other than water in uniform.
- Varsity members are required to wear contacts in replacement of glasses due to the level of physical demand.

Buses

- Respect chaperones, bus drivers, and event personal just as you do the staff.
- All HSE district bus rule apply.
- Bus will be clean at the end of the trip. Remember Mr. Kohler's Golden Rule: *Pick up trash.... even if it's not yours.*
- Keep hands to yourself. Members are NOT allowed to share blankets
- All students are required to ride the bus to competition. If a student would like to ride home with their parents, then a handwritten note must be given to the head chaperone PRIOR to leaving for the performance. Student must be seen leaving with THEIR OWN parent/guardian by a Chaperone. Students may not leave with someone else's parent even if consent is given. The only exception will be those students carpooling to another school event. It will be the responsibility of the student leaving to make sure their equipment and uniform make it back to the school the day of the performance.

Social Media

Social media is a wonderful way to connect with others and share your success as a member

of the FHS Winter Guard. But remember that membership with the FHS Winter Guard is a privilege and not a right. As a member, there is a high expectation for you to conduct yourself in a respectable manner at all times by the director, band directors, and FHS administration. This includes any form of interest post, profile, blog, or website connected to you or about you. Your internet pages/profiles provide much information about you in a public venue. From the information you provide, the pictures you link and the posts you make, a profile is established about your character and online reputation. It is important that you take as much care with this "online" reputation as you do with your "real life" reputation. You are responsible for your profile. Your profile is an extension of you and directly affects, and reflects upon, the FHS Winter Guard. All Fishers Guard social media sites will be managed by the directors.

The following is required of your internet profiles:

- Have a password protected profile and only allow people you know to access it. Consider allowing your parents access to your site.
- No inappropriate pictures (such as smoking, alcohol, drug paraphernalia, or anything sexual in content)
- Do not post or keep any posts of foul language or sexually explicit comments.
- Do not choose to support advertisements on your profile that promote alcohol, smoking, or sexually explicit materials.
- Do not bully other students in profiles or chat forums, or participate in such conversation.
- Do not post negative comments related in any way to FHS or the FHS Winter Guard.
- All members must "follow" the Fishers Guard social media sites (Facebook, Twitter, and Instagram) This will be used for reminders and updates from the staff.

If you have inappropriate material on your profile, you will be asked to remove it immediately. If the problem continues, parents will be contacted. Severe cases could result in the removal from the team. *If you have illegal content or information displayed on your profile, or any is found on any other profile or internet site, you will be held to the FHS Student handbook rules and regulations.* Your safety is our priority!

Code of Conduct

Since Winter Guard is a Fishers High School activity, Guard members MUST adhere to all rules and regulations as set forth by Fishers High School and Hamilton Southeastern Schools.

- Superior, attentive conduct is mandatory at all rehearsals and competitions. Full cooperation with the Guard staff and faculty is expected.
- There will be no use or carriage of illegal substances, drugs, alcohol, or tobacco in any form at any time.
- Violent actions or aggressive behavior will not be tolerated. Guard members are to keep their hands to themselves.

- Guard members will refrain from any questionable behavior or action. (aka, avoid the perception of wrongdoing!)
- Vulgar and profane language, in any form, will not be tolerated.
- Guard members are to act courteously and dress appropriately at FHS, host schools, busses, and festival facilities. Students are to show respect for all people, property and local rules at all times.
- Guard members will respect the equipment they are using including but not limited to sound equipment, poles, silks, rifles, sabers, uniforms, props, carts, and transportation vehicles.
- Guard members who carelessly damage equipment will be responsible for the replacement cost of the damaged equipment.
- Guard members must be in place, with their equipment, ready to rehearse prior to the beginning of every rehearsal.
- Guard members will follow all bus driver rules during transport. Disruptive or distracting behavior will not be tolerated.

Any Guard member who fails to abide by this code will be subject to Hamilton Southeastern Schools' disciplinary policies and procedures and will forfeit their membership in the Fishers High School Winter Guard.

Parental Support

Congratulations Parent! You are now a member of the Fishers High School Band Boosters! The Fishers Winter Guard would not be successful without the support of the Boosters. The Boosters meet the 2nd Monday of every month at 7pm in the FHS Band Room.

Communication

Almost 100% of communication will be done through e-mail. Email is the most effective way to update and inform. E-mails will be sent to both parent and student e-mail addresses. BOTH parents and students are expected to check for information on a daily basis. Please make sure that the email on file is the e-mail that you will be able to access on a daily basis. If a parent or student does not have access to their email, please let the director know ASAP so that an alternate form of communication can be applied.

Parents, if you have questions, please ask your student first. (Students, please make sure you are passing along all information to your parents.). If the student is unable to answer, please contact the Head Guard Parent. If you feel that you have a question or problem that you are not comfortable discussing with the Head Guard Parent about, please email or call the director.

Head Guard Parent

The role of the Head Guard Parent (HGP) will act as a liaison between the parents and the staff. The HGP will also be in charge of sending out updates and information via email, as well of coordinating chaperones, food, and fundraising. The 2016-17 HGP is Bob Kantner and he can be contacted at ***bobkantner@hotmail.com*** or **317-417-1418**

Parent Volunteer Opportunities

All volunteers will need a criminal background check on file with the district.

Please see the Band website for instructions on background check instructions. We will be using Volunteer spot to sign up for volunteer opportunities.

- *Chaperones*- At each rehearsal and camp, parent chaperones will be used to help keep the day moving efficiently. 1 chaperone will be assigned to each rehearsal and on camp days the rehearsal will be split up into shifts. Typically referred to as the "nurses' station," the job consists of everything from giving students a band-aid, icepack, or ibuprofen for a headache. Chaperones will have the student medical forms and will log everything in a medical record book. Parents do not need to have any medical background to volunteer. For each contest, 2 chaperones will be needed to ride the bus and be with the kids throughout the day. These parents will have free admission to the contest.
- *Food* - Since contest days are typically long, making sure the students eat at least one good meal is vital. Parents will be asked to help seek out donations.
- *Tarp crew/Transportation* - During competitions the guard only has a certain amount of time to set up their tarp (floor) and equipment, perform their show, and then exit the stage. The more parent involvement with the tarp crew, the more the students can relax before and after their show. The guard will also need parent volunteers to help transport the floor to and from competitions. Parents that transport the floor will be given two admission tickets for the contest. Because Fishers High School is a large school with limited gym space some rehearsals will be at alternate locations (Sand Creek Elementary). On these days, the floor and equipment will need to be moved from FHS to the appropriate rehearsal location. Any parents that own trucks or trailers and would be able to assist the guard would be greatly appreciated.
- *Uniforms/Flags* -Keep the students looking their best is a very important job. Parent volunteers will help maintain and repair uniforms and flags.
- *Fundraising*- Please see fundraising section under financial responsibilities. Any parent or student has additional fund raising ideas, please email the HGP.

- *If any parents have any other special talents or other resources that would benefit the program, please let the director know.*

Communication Expectations from Members/Parents

It is the goal of the staff is that each student in the program receives the most rewarding and fulfilling experience. It is important to understand that there will also be times when things do not go the way you and your student wish. When this occurs, discussion with the staff is encouraged. It is the *first* and the most integral step to understanding and to coming to a resolution.

Appropriate Concerns to Discuss

- Treatment of *YOUR* student
- Ways to help *YOUR* student improve
- Concerns about *YOUR* student's behavior

Inappropriate Concerns to Discuss

- A Student's "Spot" in the drill/show, or changes to existing "Spot" in the drill
- Assigned equipment
- Show design
- Other students

If you have a concern, call or email the director to discuss the matter or set up an appointment. If the meeting did not provide a satisfactory resolution, please contact Mr. Kunz to set up an appointment to discuss the situation. Please **DO NOT** attempt to confront a staff member or director before or after a contest or rehearsal. This can be an emotional and hectic time for both staff and parents. This is an unacceptable form of communication and will be dealt with quickly and with authority. *Parents should never discuss any student other than their own with anyone.*

Concerns with a Staff Member- The guard staff has been selected on their qualifications to do the job asked of them and share many years of experience between them. If a concern is raised about a particular staff member, please contact the director as soon as possible. Your cooperation with this is greatly appreciated.

Chad Kohler

Director of Athletic Bands
ckohler@hse.k12.in.us

Kylee Hubbard

Color Guard Director
kyamanda739@gmail.com

Other instructors may be introduced to the students strictly by means of furthering the progress of the guard. These instructors will be of all ages, come from different backgrounds and have different skills. All guard members are to treat these instructors and guests with respect.

Fishers Winter Guard Handbook Agreement 2017-2018

Student Statement

I hereby certify that I, _____, have read and understand the contents of the Fishers Winter Guard Handbook. I recognize and fully understand the rules and regulations by which I may participate. I understand and agree that membership in the Fishers Winter Guard is voluntary, extracurricular, and contingent upon my fulfillment of these requirements, and I am prepared to accept the consequences for any violation.

Student Signature

Date

Parent/Guardian Statement

I hereby verify that I have read and understand the contents of the Fishers Winter Guard Handbook. I recognize and understand the rules and regulations by which my student may participate. I understand and agree that membership in the Fishers Winter Guard is voluntary, extracurricular, and contingent upon my student's fulfillment of these requirements and I acknowledge that my student will have to face the consequences of violating the contents of this handbook.

I understand the payment schedule for the Varsity/Junior Varsity. By signing this document, I agree to pay the Winter Guard dues in full per the outlined payment schedule (or otherwise agreed upon payment terms). I understand that even if my student leaves the program at any time during the season, I am still required to pay the dues in full.

Parent/Guardian Signature

Date

Parent/Guardian Print