

**South Fayette High School
“Little Green Machine” Marching Band**



**Handbook and Code of Conduct
2017-2018**

“Little Green Machine” Members,

This handbook was created to provide detailed information regarding the expectations, policies, and procedures of the South Fayette “Little Green Machine” Marching Band. Additions and/or revisions will be provided to the band member throughout the year, as the need arises. If you have any questions or concerns regarding the content of this handbook, you should contact me at ekcarranza@southfayette.org or 412-221-4542 ext. 570 as soon as possible. I look forward to a very successful season!

Mrs. Carranza

Auditions:

- Auditions for enrollment in the “Little Green Machine” will occur during the 8th grade year or by request (for upperclassmen wanting the opportunity to join). Once the audition is passed, the student will be eligible for membership.
- Although students do not need to audition for membership each year, all members are expected to maintain a high level of proficiency on his/her instrument and in the execution of his/her dancing. Failure to do so may result in sitting out a performance and/or being required to complete an audition to continue membership.
- All percussionists will audition annually for placement within the section.
- Auditions for majorettes will be held annually in the spring. Detailed information regarding the audition process will be provided prior to the auditions. Any student wishing to audition to be a majorette must be a current member of the “Little Green Machine” Marching Band and must have completed one year as an instrumentalist in the “Little Green Machine” Marching Band.

Attendance:

- Punctuality is expected for all rehearsals and performances. Students must be ready (according to the instructions given by the director, assistant director, percussion instructor, and/or majorette coach) at the given call time. Failure to do so will result in a deduction of points and may result in the loss of the opportunity to perform and/or other privileges.
- Attendance at band camp is mandatory. Absences from camp (including early dismissals and late arrivals) – vacations, mission trips, routine doctor appointments, conferences, etc. – are not permitted. Keep this in mind as you schedule college visits, appointments, and vacations.
- Attendance at all rehearsals and performances is mandatory. Performances will include, but are not limited to, half-time shows at regular and post season football games, parades, festivals, and special events. Students should refer to the “Classroom Expectations” for information regarding classroom attendance and attendance at after-school rehearsals and performances.
- Remember that school policies regarding attendance are enforced at all times. Please refer to the “South Fayette High School Student-Parent Handbook” for specific details.

Absences from Performances:

- Students that need to miss a performance due to illness or a family emergency need to call, email, or text Mrs. Carranza, as soon as possible prior to the performance.
- Students that need to miss a performance due to a family event, college visit, etc. must submit a “Request for Approved Absence” form at least three (3) days prior to the absence. The director will review the form and inform the student whether the absence is approved or unapproved. Students with an **approved** absence will have the opportunity to make-up the points missed as a result of the absence. (Students are responsible for obtaining a make-up assignment from the director.) **Students that have an unapproved absence will not be eligible to letter, may not have the opportunity to make-up the points missed as a result of the absence, and may not be eligible for the spring band trip.**

After-School Rehearsals:

Mandatory after-school rehearsals will be scheduled as needed to ensure the highest level of performance readiness. A schedule will be provided to each student. Students that need to be excused due to a conflict must notify the director via email at least three days in advance.

Choreography:

Members of the “Little Green Machine” are responsible for the learning the choreography for all of the half-time music. Students should follow the timeline set by the director(s) so that he/she is properly prepared for rehearsals and performances. Failure to execute choreography properly may result in sitting out a performance, thus a deduction in points.

Ear Protection:

Every band member will be issued a pair of ear plugs and will be required to wear them as outlined below. If a student misplaces the ear plugs issued to him/her, an additional pair will need to be purchased. Students can purchase them from Mrs. Carranza for \$8.00.

Percussionists: Required to wear ear plugs at all times, except on the field.

All others: Required to wear ear plugs during indoor rehearsals. It is also highly recommended students wear ear plugs if seated near the percussion section in the stands.

Fundraisers:

The South Fayette Band Boosters (SFBB) provides many opportunities to fundraise individually for the spring band trip. Additionally, fundraised monies may be used to purchase a letterman jacket, purchase uniform items, and attend band functions.

While your family may choose whether or not to fundraise for your *individual student account*, every band member, regardless of booster membership status, MUST participate in one *general fundraiser* per year, as directed by Mrs. Carranza. Profits from the general fundraiser will be directed towards the needs of the South Fayette “Little Green Machine” Marching Band.

Additionally, when it is the band’s turn to operate the large concession stand (even years), each band family, regardless of booster membership status, is required to work one shift in the concession stand.

Please note, “concession stand prep” shifts only count as half of a shift because they are shorter in length; therefore, you would need to sign-up for two different prep shifts to fulfill the requirement.

Instrument Care:

In order to achieve musical excellence, it is essential that every instrument is cared for properly. At all times, students are responsible for ensuring that the instrument is handled with care, all slides and valves move freely, reeds are free from cracks and chips, drum heads are properly tuned and in good condition, and the instrument is stored properly in a case when not in use.

Lettering Requirements:

Members of the “Little Green Machine” have the opportunity to letter. Our season (for lettering purposes) will be from May 1 through April 15.

The lettering requirements are as follows:

- The student must have attended band camp in its entirety (exceptions – medical emergencies or for a death in the family).
- The student must not have had more than two *approved* absences (including illness and pre-planned absences) from “regular season” performances. For our purposes, “regular season” performances are those that occur from February 1 through the final day of the school year and those that occur from the first day of school through the last regular season football game.
- The student must not have had more than two *approved* absences from “post-season” performances. For our purposes, “post-season” performances are those that occur from November 1 through December 31 and those that occur after the final day of the school year and prior to the first day of the following school year.
- The student must not have had any *unapproved* absences.
- The student must maintain an A or B average in band and not have received lower than a C in any quarter.
- The student must not have demonstrated behavior that resulted in disciplinary action within the band or committed a Level III or Level IV offense, as outlined in the “South Fayette High School Student-Parent Handbook”

Performance Readiness:

We are constantly striving for excellence both musically and visually. As stated under the sections “Preparation (and memorization) of Music” and “Choreography”, students that are unable to accurately perform the music and/or execute the choreography properly (with accuracy and exaggeration) will not participate in the performance of specific songs or depending on the circumstances, the entire show. Performance readiness will be determined by the director or assistant director on a weekly basis.

Memorization of Music:

Members of the “Little Green Machine” are responsible for the preparation and memorization of all music. Students should follow the timeline set by the director(s) so that he/she is properly prepared for rehearsals and performances. Failure to accurately perform the music from memory may result in sitting out a performance, thus a deduction in points. Additionally, students that are unable to accurately perform the music may be required to stay after school for assistance.

Prohibited Items:

Prohibited items include all items outlined as such in the South Fayette High School Handbook. In addition, students are prohibited from bringing beverages of any kind to band events (This includes call time and while traveling on the bus.). Only beverages provided by the director, the assistant director, or the SF Band Boosters are permissible. Students that are in possession of prohibited items will be disciplined as outlined in the “South Fayette High School Student-Parent Handbook” and/or the “South Fayette High School “Little Green Machine” Code of Conduct,” and law enforcement, as applicable.

Rookie Rotation:

The rookie rotation has been a long-standing tradition of the “Little Green Machine.” Rookie members share a spot on the field with another rookie. This allows the rookie to focus on one or two dances per week and provides the band with alternates should someone not be able to perform. There are circumstances in which the director may choose not to have a rookie participate in the rookie rotation. Typically, this decision is based on instrumentation needs or a change in the number of band members.

School-Owned Instruments:

- School-owned instruments may be provided to students on an as-needed basis and as available. These items are property of the South Fayette School District and will be repaired or replaced, at the expense of the student, if lost or damaged (excluding wear and tear).
- Students must return all school-owned instruments as instructed by the teacher. Throughout the year, students using school-owned instruments will be asked to bring them to school so inventory can be completed. Once completed, the students may take the instrument home.

Spring Trip Eligibility:

Each spring the “Little Green Machine” travels to a destination determined by the director. All “Little Green Machine” members, in good standing (see “Absences from Performances” above and the “South Fayette High School “Little Green Machine” Code of Conduct”), are given the opportunity to attend. In the event that there are vacancies, the available spot(s) will be offered to Concert Band and/or Jazz Band members provided that there is a performance and/or workshop opportunity in which they can participate.

Student Leadership:

All officers are to set an example that is consistent with the expectations defined in the “South Fayette High School “Little Green Machine” Code of Conduct.” Additionally, officers are to take an active role in teaching and evaluating their section. The duties of each officer are listed below.

President

- Responsible for conducting rehearsal in the absence of the director and assistant director
- Create loading/unloading schedule and communicate the schedule to the rookies
- Meet with the director on a daily basis (during band camp) and as needed (throughout the school year) to discuss upcoming events, questions, and concerns
- Oversee the loading/unloading of truck and assist as needed (rotating basis with vice-president)
- Assist the director/assistant director with special events – Youth Night, “Under the Lights” game, Honors Band Auditions, PMEA events, etc.

Vice-President

- Responsible for reporting attendance to the director on a daily basis and at call time for all performances (One person from each section will report to VP)
- Meet with the director on a daily basis (during band camp) and as needed (throughout the school year) to discuss upcoming events, questions, and concerns
- Oversee the loading/unloading of truck and assist as needed (rotating basis with president)
- Assist the President and Secretary with their duties on an as-needed basis or in his/her absence
- Assist the director/assistant director with special events – Youth Night, “Under the Lights” game, Honors Band Auditions, PMEA events, etc.

Secretary

- Document the steps for all dances
- Take minutes for senior or officer meetings
- Post the bus lists in advance of each performance requiring travel
- Update the band bulletin board/calendar as needed
- Oversee hanging of uniforms (on rotating basis with treasurer) with selected other seniors
- Assist the director/assistant director with special events – Youth Night, “Under the Lights” game, Honors Band Auditions, PMEA events, etc.

Treasurer

- Help the director maintain the database for the individual student accounts
- Collect fees and record their receipt as needed
- Sort the items in the band box and distribute to the appropriate individuals, when possible
- Oversee hanging of uniforms (on rotating basis with secretary) with selected other seniors
- Assist the director/assistant director with special events – Youth Night, “Under the Lights” game, Honors Band Auditions, PMEA events, etc.

Class Representatives – Freshmen, Sophomore, and Junior Class (one per class)

- Act as a liaison between the students and the band staff
- Meet with the director on an as needed basis throughout the school year to discuss upcoming events, questions, and concerns
- Assist the director/assistant director with special events – Youth Night, “Under the Lights” game, Honors Band Auditions, PMEA events, etc.

Transportation/Travel:

Students must travel to and from band performances/events via the transportation provided by the school. In the event of a conflict with a school-sponsored event or athletic competition, the director may approve alternate arrangements. Requests and approval for alternate transportation must occur, in writing, no less than 24 hours prior to the event.

When traveling to and from band performances/events via bus, students may only bring items in a clear vinyl bag or a clear Ziploc bag. The bag **MUST** be clearly marked with the student's name. A clear vinyl bag with the "Little Green Machine" logo will be provided to each student in his/her first year. If the bag is lost or damaged, the student may purchase an additional bag (\$15) or use an alternate clear vinyl/Ziploc bag.

When traveling for the spring band trip or other long trips, guidelines for allowable bags/luggage will be provided by the director.

All bags, personal belongings and uniforms of "Little Green Machine" members are subject to search at any time during rehearsal or a performance/event!

Uniforms:

- Each member of the "Little Green Machine" will be issued a uniform (pants and coat for musicians and dress, skirt, and coat for majorettes). Members are responsible for the care and proper maintenance of the uniform, including proper hanging, throughout the year.
- Each band member must purchase a pair of the uniform shoes (boots for majorettes) and wear them as part of the full uniform.
- Additional items that must be worn with/underneath the uniform include the current season t-shirt and white socks that *naturally* sit above the ankle. **Ankle socks and low-cut socks are not acceptable!!** Season t-shirts will be provided annually by the booster organization. If your family is not a member of the South Fayette Band Boosters, then you will be invoiced separately for the cost of the shirt.
- The uniform is to be worn in its entirety (including the coat being fully zipped) unless otherwise informed by the director or assistant director.
- Pants and/or athletic shorts must be worn underneath the uniform pants. If wearing long pants under the uniform, the pants must be form fitting (such as running tights, yoga pants, thermal underwear), must not stick out from the bottom, and must be covered by the white socks. **Under NO circumstances are jeans, sweatpants, cargo shorts, or jean shorts permitted to be worn under the uniform.**
- Students must have a "natural" hair color. Students that choose to dye their hair with bright colors, such as, but not limited to, pink, purple, blue, or green, will not be permitted to perform.
- Students with long hair must pull it back when in uniform. (It can be pulled ½ up or in a pony tail.) Hair accessories must be neutral in color and are subject to approval by the director. Black headbands are not permitted.
- **Absolutely NO food or drink**, other than that which is provided by the South Fayette Band Boosters or the directors, **is to be consumed while in uniform.**
- In the event of cold weather, students are only permitted to wear the uniform white winter gloves and uniform winter hat/headband (provided by the boosters or available for purchase from the director).
- If the uniform needs to be cleaned or is damaged, the student must report it to the director immediately.
- Uniforms will be dry-cleaned twice annually by the Band Boosters. If your family is not a member of the booster organization, you will be invoiced for the cost of the cleaning.
- Lost or damaged (not deemed as wear and tear) uniforms are the financial responsibility of the student. Please refer to the "Uniform Contract" for specific details.



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Expectations for Rehearsals, Performances, and Events

Members of the Little Green Machine Marching Band are expected to:

1. Attend all rehearsals and performances and report promptly to all rehearsals and given call times. (Please see additional information regarding attendance in the “South Fayette High School “Little Green Machine” Handbook.”)
2. Maintain and store instruments properly. Instruments are to be in proper playing condition (this includes having valves oiled, slides that are moveable, and reeds that are free of chips and cracks) and are to be stored in a latched case when not in use.
3. Dress in appropriate attire for rehearsals. This includes tennis shoes that can be tied and clothing that will allow you to dance and march properly.
4. Wear the full uniform as directed. (Please see additional information regarding the uniform in the “South Fayette High School “Little Green Machine” Handbook.”)
5. Maintain uniform and hang properly at all times.
6. Prepare music and dances as directed.
7. Travel to and from performances/events, as an ensemble, via transportation provided by the school.
8. When the band is not performing (i.e. - in the stands during a football game), all members are to sit with their section (or as directed) and be attentive and ready to play when called upon.
9. Follow all directives given by directors, school personnel, student leaders, and chaperones. If you feel that a given directive is inappropriate or questionable, you should IMMEDIATELY speak with Mrs. Carranza. If Mrs. Carranza is not available, you should speak with Mr. Wazenegger, Miss Fornella, or a school administrator.
10. Demonstrate appropriate conduct. Horseplay, bullying, hazing, offensive language, harassment, and public displays of affection will not be tolerated.

Behavioral Expectations

As a member of the Little Green Machine, you are a representative not only of your band, but of your school, community, and family. At all times, your behavior should be reflective of the expectations set forth in the “South Fayette High School “Little Green Machine” Code of Conduct” and the Code of Conduct found in the “South Fayette High School Student-Parent Handbook.” If your behavior while with the group or outside of school is deemed inappropriate by the directors of the “Little Green Machine” Marching Band or by the administrators of the South Fayette Twp. School District you will be disciplined. In addition to the consequences outlined in the “South Fayette High School Student-Parent Handbook”, the following disciplinary actions also may be enforced at the discretion of the director, assistant director, and/or school administrators:

- Suspension from performance(s)
- Loss of leadership position
- Loss of privilege to attend the spring band trip
- Removal from the South Fayette “Little Green Machine” Marching Band