

# The “Pride of Quaker Valley” Marching Band



Handbook  
2023-2024: The 68<sup>th</sup> Season

## **MISSION STATEMENT**

*“It is our mission as the  
Quaker Valley Marching Band  
to enthusiastically and consistently strive to bring  
forth the utmost effort from everyone in creating an  
ever-higher standard of Musicianship.*

*We achieve this by fostering a welcoming, helpful  
atmosphere of self-motivation, respect and pride.  
We have pride in ourselves, our band, our school and  
our community.”*

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# PURPOSE OF THIS HANDBOOK

This handbook is designed to inform Quaker Valley Marching Band members and their families of their **commitments to, and responsibilities of membership** in our organization. Members and parents should be familiar with this handbook and consult it as the primary source of regulations and procedures for the QVMB.

## MEMBERSHIP OVERVIEW

The Marching Band performs at all Quaker Valley Varsity Football games (including any and all postseason play), local band festivals, community parades and events, school pep rallies and other school events.

Marching Band may be joined as either a co-curricular or extra-curricular activity for students in grades 8-12. The Marching Band allows its members the opportunity to serve the Quaker Valley community through the execution of many public performances.

The Marching Band is comprised of students in grades 8-12 and is grouped in three main sections: **Winds, Drumline and Colorguard**. Non-performing student manager positions may also be granted by the Band Director as deemed appropriate.

- All 8<sup>th</sup> grade members must be enrolled in an 8<sup>th</sup> grade music ensemble class.
- All wind instrument players in grades 8-12 may join the Marching Band in the **Winds** section.
- All students wishing to be in **Drumline** must audition for selection and/or placement every season as the instruments available and size of the section relative to the rest of the band are limited.
  - Members who were in Drumline the previous season or are primary percussionists in the HS Concert Band program will be guaranteed a spot in the Drumline.
  - Students who are not primary percussionists, or are 8<sup>th</sup> graders on any instrument, are not guaranteed a spot in Drumline. Students in these categories may earn a spot if any are available once returning members and grades 9-12 primary percussionists have been placed.
- All students wishing to be in **Colorguard** should be aware that Colorguard membership requires one additional practice night per week (Tuesdays). Prospective 8<sup>th</sup> grade Colorguard members may be asked to meet with the Colorguard instructor to determine readiness.
- Beginning in the 2023-24 season, members that meet certain criteria will be eligible to earn a varsity letter for Marching Band.

# CHAIN OF COMMAND



The chain of command delegates responsibility as appropriate to help the Marching Band operate efficiently. Understanding the chain of command is helpful for members and their families to know where to go to when they have basic questions or tangible needs. Student members are encouraged to work through the chain of command for things like questions about policies, where to obtain information, or for help in understanding or executing their responsibilities in music, routine or marching.

**However, every member of the organization and their families should know that they can and should feel comfortable going directly to the Band Director or any member of the Band Staff at any time, for any reason.**

**Use common sense** for when a problem or need may be resolved with the help of a peer or a parent chaperone, versus when a staff member or teacher should be involved.

*Examples:*

- *A newer member forgets their drill card for rehearsal:* Utilize the chain of command and talk to your captain about forgetting your drill card. The captain may be able to help you or will direct you to someone who can help you.
- *A newer member is having trouble learning their part and is embarrassed to ask their captain for help:* While your captain would be happy to help you, if you don't feel like you can go to the captain, go to the person you're comfortable with—an upperclassman friend, Drum Major, Band Staff member or Band Director.
- *A 9<sup>th</sup> grade member notices something unusual in the drill while in rehearsal and thinks there's a problem:* Utilize the chain of command and mention this to your captain or an upperclassman first. They may know the answer—and if they don't, would address it with the Drum Major next...who may know the answer or may ask a member of the Band Staff...who may know the answer or may ask the Band Director.
- *Someone is having an allergic reaction at dinner:* This is not a chain of command issue. Go immediately to any adult available to help.
- *A member is aware that another member of the band is vaping at practice:* This is not a chain of command issue. Go immediately to the Band Director or member of the Band Staff.
- *A member believes there is bullying or hazing happening in their section or another section:* This is not a chain of command issue. Go immediately to the Band Director or member of the Band Staff.

# COMMUNICATION

**“Not knowing” is not an excuse** when it comes to our policies, expectations, and scheduled commitments. **It is the responsibility of each member and their parents/guardians to connect with the many ways we make information available.**

1. **E-mail:** E-mail is the primary method of communication in our organization. Check e-mail regularly beginning in early July and through the summer until the end of the football season. Once summer practices start (Pre-Camp Week 1), the Band Director will send a weekly newsletter to everyone in the organization to update them on the goings on of that week. These updates stop at the end of the regular football season, and briefly resume before the Sewickley Santa Parade, and again in Spring for the Band Banquet, Sewickley Memorial Day Parade and/or any other events that may come up later in the school year and outside of the regular season. E-mail is also the fastest and easiest way to get in touch with the Band Director or other member of the Band Staff.
2. **Remind:** Text notifications/reminders. Download the free “Remind” app on your mobile device and subscribe to @QVMB, or text @QVMB to 81010.
3. **www.qvsdmusic.com:** The official website for the QVMB.
4. **@QVHSBandOrch on Twitter:** Follow on Twitter and/or view the Twitter feed on the www.qvsdmusic.com homepage.
5. **CutTime:** An online application that allows the Band Staff to track our inventory, paperwork, attendance and financial items, calendar items, volunteers and more. Members and parents/guardians have the ability to keep their own contact information up to date, view our calendar, volunteer for chaperone or meal needs, see what inventory items are signed out to you and more.
6. **Instagram:** @pride\_of\_quaker\_valley

# STUDENT OFFICERS

The Drum Major, Captains and Assistant Captains are the designated student leadership in our organization and are selected by the Band Director and Band Staff. All Officers are selected in late spring for the following season, at which time more specific information is given about that year’s interview/audition process.

Officers are expected to devote extra time and effort to the organization. They will attend regular officer meetings and will have leadership assignments that will count toward their grade. Officers are held to a higher standard of attendance, academic performance in all classes, conduct and musicianship.

Officers are not entitled to their role/title. They serve the Band at the pleasure of the Band Director and Band Staff. The Band Director has the final say/discretion regarding the selection and/or retention of any Officer. If an Officer is failing to meet expectations,

they will be called to meet with the Band Director and/or Band Staff for a performance review. If the overall performance of the Officer does not improve after the review, they may be removed from the position or subject to further remediation.

*Officer qualifications:*

- All Officer candidates must be at least a rising Junior or Senior with at least one full year of membership.
- All Officer candidates will be evaluated in these areas:
  - Personal maturity/suitability to lead peers
  - Musicianship
  - Marching ability
  - Knowledge of the band's history and policies
  - Drum Major candidates will have additional evaluations in the areas of conducting ability and ability to call commands.
- Members who are interested in being selected as the following year's Drum Major must declare their candidacy personally to the Band Director and Band Staff by the end of the week of Band Camp.

## **GRADING AND ROSTERS**

**All members of the Quaker Valley Marching Band are graded.**

Roster Names and Grading Details

Within the Marching Band there are two rosters of members:

**1. "Honors Band"**—Members in grades 9-12 who participate in both the Marching Band and Concert Band programs at the High School. For these members, Marching Band is a "co-curricular" add-on to their band class.

- Marching Band grades are part of these members' band class grades—which count toward GPA and will appear on transcripts.

**2. "Marching Band Only"**—Members in grades 8-12 who only participate in Marching Band on an "extra-curricular" basis and do not take a band class at the High School.

- For these members, Marching Band grades appear in PowerSchool as a way of tracking performance and standing in the group, but do not count toward GPA and do not appear on transcripts.
- **These members may be benched or removed from the Marching Band all together for the season if their Marching Band grade falls to a "C+" or lower.**

Grades for performances and rehearsals are given to all members based upon execution, preparedness, and conduct. This may include grades related to the:

- Knowledge/memorization of music
- Knowledge/memorization of drill
- Knowledge/memorization of other relevant marching concepts
- Care and maintenance of instruments, uniforms and lockers
- Punctuality and preparedness
- Respect for and adherence to handbook policies

### Benching

Benching is a rare but acceptable consequence for unacceptable behaviors and/or performance in both Marching Band and athletics. The Band Director has final say/discretion regarding whether benching is an acceptable consequence for a given situation and has final say/discretion regarding the duration and terms of the benching. If it is decided a member should be benched:

- Parents/guardians of the offending student(s) will be contacted by the Band Director to speak about the situation.
- The benched member is still expected to attend the scheduled event(s) for which they are benched in full uniform and do as the Band does, but will not be permitted to perform. At minimum this means no performance of the field show, pregame, or any formation marching to/from/during the event. The member will still receive full credit for the event.
- Benched members who do not show up to the event(s) for which they're benched will forfeit all credit for that/those event(s).

## ATTENDANCE POLICY

Member attendance at all rehearsals and performances is essential to our success. In Marching Band, *every individual member is always essential to the success of the entire group*. Therefore, ***all scheduled performances and rehearsals, including those that occur over the summer and those that take place on weekends, will be graded and are mandatory.***

**PRE-CAMP AND BAND CAMP ATTENDANCE:** Pre-camp and Band camp attendance are ***prerequisites for membership*** in the Marching Band. Dates for Pre-Camp and Band Camp are given months in advance and members are expected to plan summer activities around band camp and pre-camp practices as much as possible.

- **New Members:** Must attend no less than one full week of pre-camp and all of band camp to be eligible for membership. Up to **one** week of pre-camp is excusable *only if the absences are excusable*. **None of band camp is excusable.**
- **Returning Members:** Up to both weeks of pre-camp are excusable *only if the absences are excusable*. **None of band camp is excusable.**



**OTHER SUMMER PRACTICES AND REGULAR SEASON PRACTICE:** After pre-camp and band camp, a small number of regular practices and commitments take place prior to the start of the school year.

Regular rehearsals take place after school on Fridays once the school year starts (as well as Tuesdays for Colorguard), but extra rehearsals may be scheduled as necessary for special performances (such as weekend performances and parades), and/or whenever it is determined by the Band Director and Band Staff that extra rehearsal time is needed. **All of these rehearsals are also mandatory.**

**TARDINESS:** A member will be considered tardy if they are not **present and ready to work** at the specified scheduled report time. Tardiness will lead to a lower grade for that rehearsal or performance.

**SCHEDULE CHANGES:** In the event that a change is made to a scheduled performance or rehearsal, it is expected that members and their families will make a good-faith effort to adapt to the change. Leniency in the attendance policy is at the discretion of the Band Director depending upon the circumstances of the schedule change.

Schedule changes on short notice are to be *expected and anticipated* in the event of post-season football play. The attendance policy will not be adjusted for those events as most post-season play simply continues on Fridays.

**EXCUSED AND UNEXCUSED ABSENCES:** *In general*, absences that would legally excuse a member from a day of school will qualify as an excused absence, and absences that would not excuse a member from a day of school will not be excused. Members will forfeit full credit for any unexcused absence and may be benched at the discretion of the Band Director and/or Band Staff for repeated unexcused absence violations.

The following will be considered specific **excusable absences**:

- **Illness** that warrants a member missing school the day of or the day after the scheduled event. If you are well enough to attend school, you are well enough to attend Band.
  - *Example:* Attending school on a Tuesday, claiming illness to miss Tuesday night's practice, but then attending school again on Wednesday will be marked unexcused.
- **Exceptional Family Circumstances:** Emergency, funeral, wedding, etc.
- **Vacation**
  - *EXCEPTION:* Vacation is *not* excusable for Band Camp for any member; or for more than one week of Pre-Camp for new members. Any member who cannot attend Band Camp *and/or* any new member who cannot attend both Band Camp and one full week of Pre-Camp in its entirety cannot be in the Marching Band.
- **Extenuating circumstances with sports or special academic events that *directly conflict*.**
  - *Example:* Asking to leave a Friday night football game early because of an early Saturday morning commitment is not excusable.

- **Special/unmovable medical appointments**—circumstances of which will be discussed with the Band Director by a parent/guardian. *Routine non-emergency appointments such as dentist appointments, regular checkups, etc. should not be scheduled during a time they would conflict with Band.*

The following specific circumstances **are not excusable**:

- Work/Employment
- SAT's & ACT's
  - There are plenty of available dates to do this throughout the school year. *Do not schedule SAT's or ACT's on a day you have a Marching Band commitment.* Missing a Saturday commitment for SAT's or ACT's will result in an unexcused absence and forfeiting of credit for that event.
- Regular/routine sports practice
- Homework/classwork issues
- Birthday parties, picnics, etc.

Any other absences that fall outside of the examples listed will be at the discretion of the Band Director and Band Staff.

**HOW TO EXCUSE AN ABSENCE:** *ALL absences are excused by the member and a parent/guardian e-mailing the Band Director with a minimum of one-week prior notification* except in the case of sudden illness or emergency. Parents/guardians should be included on excusal request e-mails so that the Band Director can ensure the request is legitimate—but students are encouraged to take primary responsibility for communicating their absences.

While other members of the Band Staff are sometimes responsible for scheduling and running practices/rehearsals, the Band Director has sole responsibility of keeping record of attendance and making the determinations of whether absences will be excused.

- *Example: A Colorguard member is requesting to miss Colorguard practice next week for an excused reason. While the Colorguard instructor may be included on the e-mail as a courtesy, the Band Director must be included and has the final say on whether it's excused.*

While one week lead-time is required for an excusal request, members should place excusal requests for absences *as soon as they know a conflict exists*.

Requesting an excused absence does not entitle you to a guarantee it will be excused.

In the case of sudden illness or emergency, an e-mail from a parent/guardian verifying the reason for the absence should be submitted to the Band Director as soon as possible.

In the case of extended illness and/or injury that prevents attendance or participation in Band, a doctor's note should be provided as soon as possible to the school nurse.

# **BEHAVIOR POLICY**

The members of The “Pride of Quaker Valley” Marching Band are expected to treat other members, teachers, parents/guardians/chaperones and any other persons or property with the utmost respect. **Conduct, especially when wearing the uniform, is expected to be exemplary at all times.** The “Pride of Quaker Valley” is one of the school district’s most visible representations of our music program, our student body, our school and our community—and strives to represent the best of what all of those things have to offer.

**Conduct Unbecoming:** Band members are expected to follow all policies found the student handbooks of the Quaker Valley School District. In addition, examples of **Conduct Unbecoming a Band Member** that will negatively affect a member’s grade and/or lead to disciplinary action include:

- use of profanity/inappropriate language;
- inappropriate interactions with other members including but not limited to: fighting, bullying/cyberbullying, or tampering with another member’s uniform, instrument or other personal belongings;
- use, possession, transfer/sale, or remaining in the unauthorized presence of alcohol, tobacco or controlled substances;
- leaving the premises of the designated practice area without permission;
- leaving the premises of the football stands without permission;
- failure to clean up after oneself;
- failure to properly care for the uniform or other uniform violations;
- failure to properly care for one’s instrument;
- use of cell phone/other electronics without permission;

## **RULES AND GUIDELINES IN THE FOOTBALL STANDS**

1. **Upon arriving in the stands, members should situate themselves QUICKLY and SILENTLY** (the exception being member Officers who may give instructions during this time) and stand at attention when they’ve arrived in the area where they will sit. When all members are at attention and ready to be seated, the Drum Major will give instructions to remove hats and/or jackets before members may be at ease.
2. **All members are to always sit with their sections in the stands unless otherwise directed.**
  - Colorguard members who also play an instrument are expected to make a season-long commitment to either participating with the Colorguard or participating in their instrument section. Colorguard instrumentalists do not have the option to pick and choose when they play in the stands vs. when they dance with the Colorguard.

3. **THIRD QUARTER OF THE GAME**
- **The 3<sup>rd</sup> quarter of the game is not a break.** It is simply the designated time to use the restroom if necessary, and to have the provided snack and water. The Band does not get a “break” at a football game—we have a job to do!
  - Every member will receive water upon completion of the halftime show.
  - Members who do not need to use the restroom will receive a snack. Members who need to use the restroom at this time will receive their snack after they have returned from the restroom.
    - Members are not to pocket snacks or take more than their allotment.
    - Members are not to have drinks or snacks outside of what is provided.
    - Restroom trips should be as limited and as fast as possible.
    - When needing to use the restroom, members must travel with at least one other person at home games and/or must travel with a chaperone at away games and festivals if specified by the Band Director or Band Staff.
  - Officers will briefly greet representatives from the other band as early in the quarter as possible. Officers need to return to the stands by 3:00 left on the clock.
  - The stands must be completely free of all snacks, water and garbage by 2:00 left on the game clock. **It is unacceptable for us to contribute to adding to the custodian’s evening work—clean up after yourself, and do it in a timely and efficient manner.** We don’t leave messes for others to deal with—we leave everything as good or better as we found it.
  - Abuse of the 3<sup>rd</sup> quarter policy will eliminate snacks, visiting band greetings, etc.
4. **Cell phones and/or other electronic devices may not be used at any time (including the 3<sup>rd</sup> quarter) unless a member has expressed permission from the Band Director or other Band Staff member.**
5. **Uniforms are to be worn and worn properly at all times.** Hats and/or jackets are only removed if announced by the Band Director, Band Staff member, or Drum Major.
6. **Instrumentalists (except for Drumline) are to stand when they play. Colorguard members are to sit as a section and stand whenever the instrumentalists are playing.**
7. **Supporting our team and playing music in the stands to enhance the game are the most important functions of the band at the football game—even more so than the halftime show.**
- **You cannot do your job properly without paying attention to the game.** You do not have to be a football fan to develop a basic awareness of when something good happens for our team, when the ball is in play vs. out of play, etc. **Be engaged and pay attention.**
  - **We have an obligation to lead and set the tone for good sportsmanship and you are expected to take that seriously.**
    - All members are to immediately stand and come to *attention* when it is noticed that any player on the field has sustained an injury that requires the game to stop.
    - All members will stand at either attention or parade rest while another band is performing.

- There is no tolerance for booing, taunting or intimidating players, coaches, referees or spectators from either team under any circumstances.
  - Interactions toward and with our own student body, cheerleaders and football team should always be positive or neutral.
  - The Drum Major and/or Band Director will call the next tune to be ready after a song is played. It is *everyone's* responsibility to pay attention to what is called and get ready for the next opportunity to play.
  - The Drum Major and/or Band Director will stand in front of the band to start the next tune. Members in the stands must be *alert* and *watch and listen* for when the conductor is ready.
  - When playing, instrumentalists will maintain an awareness of when the conductor needs to stop the music.
  - All instrumentalists must have a clearly organized flipbook (winds) or binder (Drumline) containing their stands music with them at the game.
  - All instrumentalists are expected to practice and prepare their flipbook music.
8. **Family and friends of members are not permitted in the band stands at any time for any reason, unless they are approved chaperones for that evening.** A family member or friend who needs to see a band member during the game or festival should approach the Band Director or member of the Band Staff.
9. **Members are not permitted to leave the stands for any reason unless excused by the Band Director or member of the Band Staff—NOT a Captain, Drum Major or Chaperone!**

## **PERFORMANCE ELIGIBILITY**

Broadly, all members are expected to maintain academic eligibility in line with the policies of the QV Athletic Department. Benching is a rare but acceptable punishment for failure to meet eligibility requirements. See section on Grading for more about this.

Apart from academic eligibility, members must meet other expectations to be eligible to be a performing member of the organization in good standing. Expect that the Band Director, Band Staff, and/or student Officers may correct/address the following:

1. Wearing the uniform in an inappropriate manner.
2. An unkempt, stained or wrinkled uniform due to poor care.
3. Dirty/unpolished shoes.
4. Hair is not properly arranged relative to the hat.
5. Failure to remove all easily visible jewelry.
6. Inability to satisfactorily perform aspects of the drill, music or routine.
7. Behavior violations.
8. Not having instrument or instrument component(s), music, necessary uniform items, or another item needed to perform.
9. Gum/Food/Drink at inappropriate times.
10. Failure to complete and return medical forms or other requested information.
11. Unprepared due to absences/missed rehearsals prior to a performance.

## **TRAVEL/TRANSPORTATION POLICY**

8<sup>th</sup> grade members will be provided transportation from the Middle School to the High School for any practice or performance taking place immediately after regular school hours Monday-Friday.

Members are expected to travel with the Band to and from all Band activities.

In an event that both the Band Director and parent/guardian agree that it is necessary or sensible to drive a member to and/or from a band activity at an off-site venue where group transportation is provided, the following applies:

1. Prior written notification must be received and approved by the Band Director.
2. Members will only be permitted to leave with a parent/guardian or an adult authorized by a parent/guardian. The Band Director or Band Staff member **MUST** see the member leave with a designated adult.

In the event that the Band Director does not agree that alternate transportation is necessary, a failure to travel with the Band to a given event will result in a lowered grade for that event.

## **BUS RULES**

1. Members are to ride their assigned bus if buses are assigned.
2. No foul language or loud behavior will be tolerated on the bus. School-appropriate conversation only.
3. No PDA. Demonstrate self-control and be respectful of others.
4. No external speakers. Use headphones so that you do not disturb others.
5. Members are responsible for leaving the bus clean.
6. Do not bring valuables or non-phone electronics to performances (the buses cannot be locked). Cell phones are allowed to be in the possession of members, but may only be used on buses or when granted permission by the Band Director or other Band Staff member.

## **DROP-OFF/PICKUP, LEAVING PREMISES**

**It is a reasonable expectation that parents/guardians ensure that their member is dropped off or picked up in a timely manner. Likewise, scheduled rehearsals that are able to start on time will end on time, and every effort will be made to provide estimated event end times that are as accurate as possible to members and their families.**

**Where applicable, times for drop-off and pick-up are posted** on the band calendar on [www.qvsdmusic.com](http://www.qvsdmusic.com) and CutTime, are texted out via group text through Remind, and are posted on the band Twitter feed, @QVHSBandOrch. In addition, members are instructed to text or call parents/guardians upon the completion of an event for accurate and timely pickup times.

**Members will be counted as tardy if they are dropped off late to the specified arrival time and this may negatively affect their grade.**

**Members are not dismissed from the High School after the conclusion of an event until their uniform and equipment are properly stored and the music suite is cleaned and straightened.** Members who leave prior to fulfilling these responsibilities may have it negatively affect their grade.

**Members may not, at any time, leave the premises on their own inclination prior to the designated pickup time.** This includes but is not limited to walking/driving home, to another member's home, or to a store during designated rehearsal, meal or break times. Marching Band is an extension of the school day. Leaving the premises as described above is the equivalent of a member walking out of the school building while school is in session, and violates trust between students, teachers/staff and parents/guardians. It is a severe offense and offending members will be immediately benched.

**The Band Director and Band Staff are not responsible for tracking which members walk home, which members drive, which members carpool, etc.** After the designated pickup time, the Band Director and Band Staff are responsible for ensuring no members remain on the premises of the High School before they leave. Individual issues regarding how members leave the premises of the High School after the designated pickup time are within the realm of parent/guardian responsibility.

## **INSTRUMENTS AND EQUIPMENT**

1. **Instruments and equipment should always be handled with care and respect.** Loaned equipment that is lost, or damaged due to negligence will be made the financial responsibility of the responsible member/family.
2. **Members are responsible for loading and unloading their own equipment. All members are expected to help with loading and unloading.** The Drumline captain and Drumline are responsible for coordinating loading and unloading of the trailer.
3. **Within reason, members should not be handling instruments or equipment that does not belong to them.**

## **UNIFORMS AND ATTIRE**

*All band members will need the following items:*

1. All-black shorts or black QV shorts (purchase)
2. Long black socks that go well past the ankle (purchase)
3. Black marching shoes or Guard shoes (purchase)
4. Uniform Gloves (purchase)
5. Uniform garment bag (issued)
6. Band jacket and pants (issued)
7. Raincoat and raincoat bag (issued)
8. Hat and hat box (issued)
9. QV black uniform t-shirts (issued)
10. QV section shirts (optional: purchased if desired by section)

Guard members may be required to purchase extra personal items (leotards, jazz pants, leggings, etc.) as part of their uniform. This will be reviewed with members by the Colorguard instructor at the start of the season.

Officers and Staff will regularly review uniform expectations with members to teach you how to properly wear and care for your uniform. Repeated, negligent uniform violations will lower a member's Marching Band grade.

### **HAT**

*The hat is to be worn as follows:*

1. **Longer hairstyles must be uniform.** Member Officers with longer hair will facilitate decisions about uniform hairstyles that work with the hat.
2. **The brim of the hat should be pulled down to the eyebrows** and should be level or slightly angled to the ground with the front part of the brim being



lower than the back.

3. **The chin cord should be tightened** enough to prevent hats from blowing off in strong wind, but not so tight as to interfere with instrument playing.

*The hat is to be cared for as follows:*

1. **Treat the hat with care.** The synthetic material that covers the hat wears easily. If pulled too far, the cord locks can easily come off the ends of the cords and become lost.
2. **If the hat becomes wet**, do your best to dry it before placing it back in the hat box.
3. **The hat box is to be placed in the proper position** on the storage shelves.

## **JACKET AND PANTS**

*The jacket is to be worn and cared for as follows:*

1. **The jacket is to be fully zipped, and hooked shut at the collar with the baldric fastened in place** unless the Band Director, other Band Staff member or Drum Major has given permission to remove the jackets in warm weather. All members will do the same—either everyone will wear the jacket, or everyone will have the jacket removed.
2. **Always wear your QV black t-shirt, or your section shirt** under the jacket at the beginning of the season. If shirts are not uniform under the jackets, permission to remove jackets will not be given—even in warm weather.
3. **In cold weather**, any long-sleeved t-shirts, thermals, sweatshirts, under-armor, etc. are encouraged, as the uniform jacket will not be removed throughout the event. **Hooded sweatshirts, or any other shirt that protrudes or extends past the jacket are not permitted.**
4. **When hanging the jacket**, the collar should be clasped, zipper zipped and baldric fastened to prevent the jacket from falling off the hanger and to prevent wrinkling.

*The pants are to be worn and cared for as follows:*

1. **Pants should be adjusted** so that the bottoms of the pants are long enough to touch the tops of the shoes. The pants should not be long enough to drag on the ground, or short enough to expose the ankles.
2. While jackets are often removed in warm weather, **at no point should the pants be unzipped or shoulder straps taken off.**
3. **Shorts, long underwear, sweatpants or thermals may be worn under**

**the pants, in cold weather**, but they should not at all be visible when you move, stand still or mark time (tucking the bottom of these items into your socks is an easy solution). **Jeans are not permitted under the uniform under any circumstances.**

4. **When hanging the pants**, hold the pants at the cuffs to locate the creases--pull the legs of the pants through the hanger while keeping pressure on the fabric to keep the creases.

## **SHOES, SOCKS and UNIFORM GLOVES**

Links to purchase marching shoes and uniform gloves will be shared at the beginning of each season. *Shoes, socks and uniform gloves are to be worn and cared for as follows:*

1. **MEMBERS SHOULD PUT THEIR NAMES INSIDE THEIR SHOES.**
2. **No other shoes** but the specified marching shoes are acceptable for performances.
3. **Shoes must be clean** before every performance.
4. **Plain black socks that *fully cover the ankles*** must be worn with the uniform.
5. **Uniform Gloves**
  - Colorguard members wear uniform guard gloves whenever specified by the Colorguard instructor.
  - All Winds wear uniform instrumentalist gloves. Clarinetists must cut the fingertips off of their gloves. Flautists may or may not cut off the fingertips from their gloves based on personal preference.
  - Drumline members do not wear uniform gloves.

*It is suggested that marching shoes, extra black socks and marching gloves be stored in a plastic bag to be placed inside the uniform garment bag or instrument locker.*

## **RAINCOATS & GARMENT BAGS**

1. Members will be issued a raincoat, raincoat bag and garment bag. **Garment bags should be left unzipped** at the end of the evening for uniform inspection and to allow uniforms to air out.
2. **If the raincoat becomes wet**, do your best to remove excess water, hang it and allow it to dry completely before placing back in the raincoat bag. Typically, wet raincoats from a Friday or Saturday event will be left out in the band room until the following Monday morning to dry.
3. **Raincoats are not brought to every event**—it is announced when raincoats are needed. As with the uniform jacket, all band members will do the same—either everyone will wear the raincoat, or everyone will have it removed.

## **OTHER UNIFORM INFORMATION**

1. **Uniforms never go home** except for these exceptions:

\*Uniforms go home before the annual Sewickley Santa Parade—it is our only uniformed performance for which a trip to the high school is unnecessary.

\*Occasional accidents occur that result in soiling the uniform. While this is understandable, members who soil their uniform beyond what can be cleaned with a cloth and water may be asked to take their uniform for dry-cleaning. ***It is expected that each member take ownership over the care and cleanliness of their uniform.***

\*Specific requests about borrowing the uniform (ex. for senior pictures).

2. **When uniforms that were allowed to go home are not returned or turned in** for dry cleaning by the specified return date, the member will be billed for dry cleaning if the uniform would have otherwise been sent for dry cleaning.
3. **Members have access to their uniform assignment numbers.** It is suggested they commit these numbers to memory or take a picture of their numbers to prevent uniforms from getting mixed up.
4. **Periodic uniform checks may occur as a grade**—members will forfeit credit for uniforms that are unkempt due to poor care.
5. **Members are not permitted to eat or drink in uniform other than the refreshments that are provided and/or when permission is granted. Parents/guardians and/or friends should not be passing drinks or snacks to band members at games or other events.**
6. **Members are assigned a uniform at the beginning of the season and are expected to return the uniform in the same good condition as when it was received.** Any uniform piece damaged due to negligence and beyond expected wear will be replaced at the member's expense.
7. **Tasteful sunglasses** with all-metal or all-black frames that do not distract from and/or clash with the uniform may be worn in the stands and in parades, but not during field performances.
8. **When the weather is expected to be very cold**, such as in post-season play, at the discretion of the Band Director the following personal accessories may be permitted—all in black or QV colors only:
  - Gloves
  - Handwarmers that go inside gloves or shoes
  - Ear muffs
  - Scarves
  - Any other recommendation at the discretion of Band Director and Staff based on expected weather.
  - Colorguard members have more leniency with winter gear due to the nature of their uniforms. The Colorguard instructor and Colorguard captain will give guidance on this as needed.

9. **Jewelry must not distract from the uniform.** The Band Staff may ask for jewelry that is clearly distinguishable (ex. large hoop earrings, bracelets) to be removed.
10. **Glitter and/or glitter makeup is not permitted.** These items make a mess everywhere you bring them, and cause damage to the uniforms.
11. **Special uniform additions** (such as wearing pink for Breast Cancer Awareness in October) **must be cleared with the Band Director/Staff ahead of time.** You may not change or alter the uniform on your own inclination.

## **PRACTICE ATTIRE FOR OUTDOOR REHEARSALS**

1. **DRESS FOR THE WEATHER.** In order to do so, **you** must CHECK THE WEATHER FORECAST.
2. **Have rain gear.** Rehearsal can and will take place in the rain within reason.
3. **Wear socks and OLD tennis shoes (new tennis shoes will increase the likelihood of getting blisters when marching) or your marching shoes.** Sandals, flip-flops, crocs, boots, etc. are not permitted and will result in a lowered grade for that rehearsal. Barefoot marching is not permitted and is a safety hazard.
4. The Marching Band's practice schedule rarely coincides with severely cold weather. **If it's cold, dress warmly and in layers. In hot weather:**
  - **Use common sense:** Wear lightweight, light-colored clothing. Avoid sweatshirts, hoodies and long pants. While Marching Band is not a "sport," it is an athletic activity that takes place outside in the heat for extended periods of time—**clothes that you would wear to gym class would be most appropriate.**
  - **Hydrate.** Have a refillable water bottle with you. Hydration breaks in rehearsal **are not optional** and are specifically timed with the help of a registered nurse to ensure dehydration will not occur.
  - Use **sunscreen**, and UV lip balm/chap-stick.
  - Use sunglasses and a hat.
  - Wearing spandex shorts under regular shorts can prevent skin irritation while sweating.

## **MEDICAL AND OTHER FORMS**

Marching Band is a physical activity and also involves travel to areas away from school. ALL members must have a completed QVMB Medical Form on file before they will be permitted to participate.

Hard copies of the medical forms as well as the electronic submission of the Preferred Contact Information/Contract forms must be completed and turned in to the Band Director before members will be allowed to participate in any band events.

## **STAFF DISCRETION**

Any policy or issue not covered by this handbook and/or reasonable flexibility for specific policies/issues will be determined at the discretion of the Band Director and Band Staff.