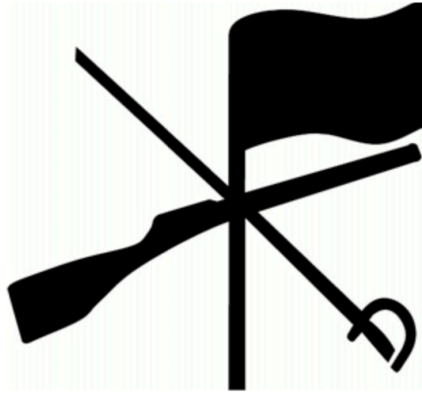


Jamestown



Winter Guard

**JAMESTOWN HIGH SCHOOL
WINTER GUARD HANDBOOK**

2023-2024



Jamestown High School Winter Guard

350 East Second Street / Jamestown, New York 14701

Kaitlyn Marsh

(716) 338-7715

kaitlyn.e.marsh@jpsny.org

Dear Parents and Students,

The 2023-2024 winter guard season is here and the process of creating our shows is well under way! We will be fielding 3 guards this year:

Express-Scholastic A Class

Expressions-RA Class

Caboose-Cadet Class

Participation in scheduled rehearsals IS REQUIRED of all students who are a part of the guard. All students are expected to report ON TIME and be ready to go! You will be unable to enter the school until 15 minutes prior to rehearsal so please plan accordingly.

The typical weekly schedule will be as follows:

Express@Persell **Tuesday & Thursday 6:00PM-9:00PM**
Some Saturdays and full camp weekends

Expressions@Persell **Monday & Wednesday 6:00PM-8:30PM**
Some Saturdays (at Washington)

Caboose@Washington **Monday & Thursday from 6:00PM-8:00PM**
Some Saturdays

On basketball game or wrestling match days, our practices will be pushed back by 30 minutes.

Please note that we do practice over holiday breaks, February break, and April break. Please plan accordingly.

We will make every effort to adhere to the pre-determined schedule. However, due to a variety of circumstances we may need to add/cancel practices or change times on occasion. If such a circumstance exists we will give as much notice as possible.

The staff is looking forward to a successful season and working with all of you.

Sincerely,

The Winter Guard Staff- Kaitlyn Marsh, Marc Lentsch, Marla Kearns, Emily Whitney, Bre Merwick, Alice Moffatt, Kendra Nickerson, and Steven Dewey

REHEARSAL EXPECTATIONS

1) You must be at every practice. If you aren't there other students cannot do their job properly. If you are sick or going to be late **you must CALL the following person:**

Express: Mrs Marsh 716-338-7715

Expressions: Emily Whitney 716-640-5668

Caboose: Bre Merwick 716-708-7122

DO NOT LEAVE A MESSAGE WITH OTHER GUARD MEMBERS!! Please do not text or leave messages on Facebook. You should be in your warmup block with the floor down by the time rehearsal starts. An instructor will be there 15 minutes before practice starts to open the gym.

***If you are in school, you MUST be at rehearsal. If absences start to pile up (excused or unexcused) you may be asked to sit out of a show, to become an alternate, or to leave the program.**

The following are considered excused absences from a practice. As much advance notice as possible is appreciated. We must be informed of an absence BEFORE it occurs from the parent/guardian.

1. Death or severe injury to a family member.
2. Illness of the student
3. Winter Guard Staff will evaluate all other circumstances at the time they occur.

Multiple unexcused absences may result in removal from the program.

2) Attire: Students must wear an appropriate shirt and either shorts/tights, or leggings/sweatpants. Please refrain from wearing anything baggy—we need to see your body lines for dancing purposes. **NO JEANS!** Make sure you are covered. If you have improper attire, you will be sent home.

3) What to Bring: Each member is responsible to bring all of their equipment in the same condition it was given to them in. Each member must bring a large water bottle/jug with them. We will ask members to bring a lunch on long practices.

4) Building Rules: We are only allowed in the gym and locker rooms. Please do not wander into the cafeteria or other places in the school. Food and drink (except water) must remain in the hallway and the gym should be picked up at the end of each rehearsal.

5) Closed Practices: Practices are closed to friends and family members. This includes alumni. As much as we all like to see them they may not attend practices. Please refrain from making comments or passing judgments on students or staff.

6) Cell Phones: Students may have a cell phone with them at practice. However, the phone should be put away for the entire practice including any breaks we may take. Cell phones can be taken out when the floor is put away.

7) Health: Please eat, sleep, and keep yourself healthy. We appreciate dedication to the group but if the instructors believe a student is sick or contagious they will be sent home.

GUARD DUES-ACTIVITY FEE

There is a cost to be in Winter Guard. The dues will cover everything members will need throughout the season (except any undergarments needed under uniform and personal make-up) including staff support, instruction, drill, choreography, equipment, uniforms, etc. This may be paid up front or on the payment schedule.

Express: \$500
Expressions: \$200
Caboose: \$150

Payment Schedule:

Express Payment Schedule	
November 14th	\$100
December 12th	\$100
January 9th	\$100
February 6th	\$100
March 5th	\$100

Expressions Payment Schedule	
November 15th	\$50
December 13th	\$50
January 10th	\$50
February 7th	\$50

Caboose Payment Schedule	
November 16th	\$50
December 14th	\$50
January 11th	\$50

All money MUST be turned in by March 14th.

There are 2 ways to pay:

1. Cash or Check: Send cash or a check to practice with your student. Cash/check must be in an envelope labeled with the member's name and what the payment is for. All checks must be made out to **Jamestown Band and Chorus Association**. There will be a \$15 fee for all bounced checks.
2. Paypal: Go to our website www.jhsmarchingband.com, and click on the Winter Guard tab. Find "Make a Winter Guard Payment". Find the appropriate payment you want to make and fill out the information. This will direct you to your PayPal account. There is a small convenience fee for this method.

This is the suggested payment plan to be followed (unless you want to pay more up front). If these payments will be late you MUST communicate this with your child's director. No one should be unable to participate because of finances. We only run into problems when there is no communication!

FUNDRAISERS

Our organization cannot function without fundraising. THERE ARE MANDATORY FUNDRAISERS! EVERYONE MUST DO THEIR JOB AND PARTICIPATE OR DUES WILL BE INCREASED.

Express Required Fundraisers					
Fundraiser	Dates	Must Sell	Cost Per Item	Total Due	Profit Per Extra Sold
Candy Bars	November-March	2 boxes (60 per box)	\$1 per bar	\$120	\$24 per box
Calendar Sponsors	December 5-December 28	January schedule	\$1xdate	\$219	-
Super Bowl Squares	January 16-February 6	15 squares	\$10 per square	\$150	\$5 per square

Expressions Required Fundraisers					
Fundraiser	Dates	Must Sell	Cost Per Item	Total Due	Profit Per Extra Sold
Candy Bars	November-March	2 boxes (60 per box)	\$1 per bar	\$120	\$24 per box
Calendar Sponsors	December 4-December 28	January schedule	\$1xdate	\$213	-
Super Bowl Squares	January 15-February 5	10 squares	\$10 per square	\$100	\$5 per square

Caboose Required Fundraisers					
Fundraiser	Dates	Must Sell	Cost Per Item	Total Due	Profit Per Extra Sold
Candy Bars	November-March	2 boxes (60 per box)	\$1 per bar	\$120	\$24 per box
Calendar Sponsors	December 4-December 29	January schedule	\$1xdate	\$186	-
Super Bowl Squares	January 15-February 5	5 squares	\$10 per square	\$50	\$5 per square

Candy Bars: The first fundraiser will be selling World’s Finest Chocolate Candy Bars. Everyone must sell 2 boxes in order to pay for your jacket. There is an opt out option for \$24 per box. There are 60 candy bars in a box and they are sold for \$1 each. If a member would like to sell more to help cover their Guard Dues, they can: \$24 per box sold will go towards dues. **PLEASE DO NOT SEND CHANGE!!!**

Calendar Sponsors: Each member will find someone to sponsor them each day we have guard in January (practices and shows). The price to sponsor a guard member for the practice/show is equal to the date of that day. Examples: If someone wants to sponsor you for January 3rd, they would pay \$3, to sponsor you for January 23rd they would pay \$23.

Super Bowl Squares: We will once again be doing Super Bowl Pools. Express will need to sell 15 squares at \$10 a square, Expressions will sell 10 squares at \$10 a square, and Caboose will sell 5 squares at \$10 a square. I will get square numbers with more information to members closer to the Super Bowl. If a member wants to sell extra squares to help cover their dues, they can: \$5 per square will go towards dues. IF MEMBERS ARE GOING TO OPT OUT, THEY MUST TELL ME BY JANUARY 1ST!

Optional-Ads for Home Show Program Book: As a way to help cover the cost of dues, members can ask businesses to put an advertisement in our program at our home show. The cost is \$25 for ¼ page, \$50 for ½ page, \$75 for ¾ page, and \$100 for a full page. The entire amount the business gives comes off of the members dues. Family members can also put ads in for their member! Forms will be given out closer to our home show (March 30th).

If a student earns more than the total Guard Dues amount, extra money will be considered a donation to the program (no refunds). Any fundraising money not turned in will be added to the Guard Dues fee and must be turned in before March 14th.

FUNDRAISERS SUBJECT TO CHANGE IF NECESSARY.

GUARD NOTES

Every week I will send out Guard Notes on Remind and post them to our website www.jhsmarchingband.com. Find the Winter Guard tab at the top, and select Guard Notes. These are extremely important because they contain all the information regarding practices, competitions, dues, fundraisers, etc. Please make sure you are looking at these each week!

PARENT PREVIEW-PARENT MEETING

We will have a preview show for families and friends on January 20th at 7:00pm at JHS where each guard will perform their shows. Prior to the show, there will be a mandatory parent meeting at 6:00pm in the JHS auditorium!! When the parent meeting is over we will move to the gym to watch the guards perform. Extended family and friends are invited to come to the preview show.

JAMESTOWN HOME SHOW

We are lucky enough to host a show in Jamestown in the McElrath Gym at JHS on Saturday, March 30th. This is a huge opportunity for the community to support our program and for families to be able to come watch! As exciting as this is, it is also a lot of hard work. We MUST have all of our families willing to chip in to make this show a success. Volunteering for this event can be as involved as chairing the whole event to just volunteering the day of to work the concession stand. I am also looking for donations for this event (food/drink for concessions, basket raffles, etc). If you have any contacts at a company who may be willing to donate these items or money towards them, please let me know!

MEDICAL

Winter Guard is an extremely physical activity. Students are strongly encouraged to have a physical examination before participation. All students must have a completed medical history and emergency medical release form on file before they will be permitted on trips.

Students that have any medical conditions (i.e. heart, breathing, or joint problems), that would restrict their ability to safely participate in all aspects of the guard program will be required to have a physical and provide a doctor's release before they can be included in rehearsals or performances.

BEHAVIOR POLICY

Winter Guard members are expected to follow all Jamestown Public School policies regarding appropriate student behavior and code of conduct. Violation of the following will be handled through existing school policy: romantic relationships, skipping class, destruction of school property, disrespect, drugs, alcohol, fighting, gambling, hazing, knives or weapons, profanity, sexual harassment, smokeless tobacco, smoking, vaping and stealing. In the event existing school policy does not cover a negative student behavior, the guard directors and staff will evaluate behavior and appropriate disciplinary action will be determined based upon the severity of the incident and its impact on the guard. Based upon the severity of the incident, appropriate school officials will be notified. **Discipline may include a parent meeting with the student and directors and/or removing a student from one or more performances, exclusion from trips or dismissal from the program. If a student's conduct during a guard function or at school results in the student receiving OSS, that student may be removed from Winter Guard for up to one full calendar year.**

TRAVEL AND TRANSPORTATION

Students are expected to travel with the guard TO AND FROM all activities. Allowing students to travel to or from events with parents opens too many possibilities for error. As the safety of students is our primary concern we cannot allow them alternate travel opportunities.

SPECIAL TRIPS

One of the privileges of being in the Jamestown High School Winter Guard revolves around our travel opportunities. While many organizations dream about taking trips together we are in a position to make these dreams come true. It serves as positive testimony to the work ethic of our guard members and is one of the privileges we enjoy as a group.

We are enjoying the fruits of the labor seeded by your older peers. Our future guards are counting on you to pass on that same heritage so they will have a similar kind of learning opportunity during their high school careers.

In a travel situation, there are occasions where immediate disciplinary action would inhibit the ability of the directors to provide a safe and profitable experience for the entire group.

PERFORMANCE POLICY

1. Students should wear the uniform properly at all times
2. The uniform should look in good condition and well-kept at all times
3. Students must remove all jewelry for performances. If this is not possible you need to get it approved by an instructor first.
4. Students should know their routine inside and out. Students may be asked to sit out of a performance for not knowing their drill or routine.
5. Students are responsible for their own equipment. It must be present and in good condition.
6. Cell phones may be on while on the bus but must be turned off upon arrival and may only be turned back on when the student is done performing. If a student uses a cell phone at a competition before performance it will be confiscated and must be picked up by the parents.
7. While at competitions students must be in a group of 3 AT ALL TIMES. Any student found without a group of 3 for any reason will be assigned a chaperone.
8. Contact while at competitions is limited to students and chaperones that leave with us on the bus. Parents/siblings/grandparents/friends may congratulate someone after a performance briefly but should not be waiting by the rooms, eating with the students in the concession stand, or sitting with the guard in the stands.
9. All members are expected to positively represent Jamestown throughout the entire trip. We will not tolerate inappropriate behavior at all.

REMIND

I use the Remind App for important announcements very frequently. The codes are below:

Express: @express24

Expressions: @expre24

Caboose: @caboose24

Please join these and turn notifications ON. This is the easiest way to communicate with everyone and the way I will use most often. You can join by downloading the free app and entering the code (make sure notifications are turned ON), or by texting the code (with @ symbol) to the number 81010. Every member must join or have a parent join. Feel free to message me through Remind to ask any questions. **THESE CLASSES MUST BE JOINED ASAP!!**

CHARMS INSTRUCTIONS

Charms is a program that allows all student and family information to be kept in a secure database. This system houses all financial information for each student. Parents and students can log in at any time to check the current status of their account. I try to update financial information as frequently as possible. If something does not look right either wait a few days and check again or email Mrs. Marsh.

THIS MUST BE UPDATED BY MONDAY, NOVEMBER 20TH!

To access financial statements follow these steps:

- 1) Scan QR code or open website:
www.charmsoffice.com
- 2) Click **LOGIN** (upper right corner)
- 3) Click **PARENT/STUDENTS/MEMBERS** tab

- a. Enter School Code: **jamestownhsband**
- b. Click on "Enter Parent Area"

- 4) **Enter Student Password**
(The alpha/numeric code listed on the next page)

Returning members' passwords SHOULD be your PowerSchool password. If not and you don't remember what you used click on "Forgot Password" and follow the steps to reset it.

Once logged in new members must **change your password**. I will not have a record of this. **USE YOUR POWERSCHOOL PASSWORD!**

- 5) You will now see the Home Screen.
Click **UPDATE INFO** - Make sure the name looks good and save.

From here you can also add any additional information you'd like, but nothing else is required, as all personal contact information will be entered into FamilyID.

- 6) Back at the Home screen you will see a **FINANCES** button which displays your current statement:

*Remember your login so you can check on your financial status at any time throughout the season!

I had to enter an email for each student in order to add them. Please change this when you log in!

Student Name	Password	Student Name	Password
Alanna Carlson	p70k38v2	Alex Parks	m29r75f7
Alexandra Oste	o90r104x6	Amaya Thompson	f16o73k6
Annalise Bundy	d37g19d4	Ava Peru Gustafson	k50j55u1
Declan Johnson	w73e94p8	Dominic Sanchez	b73i85h9
Emma Linkous	w71p25v5	Giana Stokes	r62x98v3
Izabella Eddy	j63x32v1	Izzy Strickland	h33c110t2
Jaelynn Dorsey	p70k12f9	Jaxson Woods	d100t50n8
Josephine Sipior	o85x15h3	Karissa Ramos	f67u28t6
Lauren Engquist	n47h68o6	Leah Vandermark	c26h38t1
Leianne Sherwood	h32c101j5	Lindsey Hunter	c86j98x9
Madeline Sipior	o108d61k3	Madelyn Wilkins	k47w36t2
Madison Kurtz	q77v21b3	Natalie Milliman	v98q40i2
Nevaeh Sanabria	f58i71k9	Naviae Rahin	p34o101f2
Nora Storms	i90v70c9	Rebekka Heller	h47j55k3
Serenity Figueroa	p27v31r7	Sidney Eddy	j15q59n5
Sophie Evan	p54k98c8	Tajiah McBride	b42b36o5
Teaghan Jones	j92n88g4	Temperance Colter	j40o101m4
Trista Dunlap	j63q81v2		

**Note

0 is the number zero

o is the letter

I did not reset any passwords for those students who were in Marching Band this year. You should use the same password.

FAMILY ID INSTRUCTIONS

Family ID is a secure registration platform that provides you with an easy, user-friendly way to register for our program. When you register through Family ID, the system keeps track of your information in your FamilyID profile. **You enter your information only once for each family member for multiple uses and multiple programs. In the case of an emergency, this is where we'll find your contact information. Make sure it is complete and accurate!**

THIS MUST BE DONE BY MONDAY, NOVEMBER 20TH!

<https://students.arbitersports.com/jamestown-high-school-band-and-guard/2023-2024-jamestown-high-school-winter-guard>

New Users:

1. Visit www.familyid.com/signup
2. After you sign up for an account, check your inbox for an Activation Email from FamilyID. You'll need to click the link in that email to activate your account.
3. Once you have activated your account, search for "2023-2024 Jamestown High School Winter Guard".
4. Under Programs you will see a link to "Register Now". Complete all the information requested and click the blue SUBMIT button. After selecting submit, the registration will be complete. You will receive a completion email from FamilyID confirming your registration.

Already Have An Account:

1. Click on the Current Season Registration on your school's FamilyID Landing Page
<https://students.arbitersports.com/jamestown-high-school-band-and-guard>
2. Login using the email address and password you created previously (do not create a new account).
3. Choose "2023-2024 Jamestown High School Winter Guard Registration".
4. Click on "Add Participant Below or Click to Select" and pick your child's name.
5. Update health and demographic information, if necessary.
6. Read through and sign all agreements, contracts, and forms.
7. Save and Submit.

At any time, you may login at www.familyid.com to update your information!