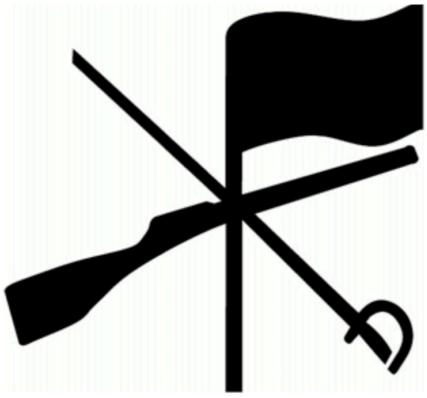
Jamestown



Winter Guard

JAMESTOWN HIGH SCHOOL
WINTER GUARD HANDBOOK

2026-2027

Jamestown High School Winter Guard

350 East Second Street / Jamestown, New York 14701

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Dear Parents and Students,

The 2026-2027 winter guard season is here and the process of creating our shows is well under way! We will be fielding 2 guards this year:

Express-Scholastic A 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, but should be there at least 10 minutes early to get the floor and speaker out.

The typical weekly schedule will be as follows:

Express	**Tuesday & Thursday 6:00PM-9:00PM** **Some Saturdays**
Caboose	**Monday & Wednesday from 6:00PM-8:00PM** **Some Saturdays**

All practices are at Persell. On basketball game or wrestling match days, our practices will be pushed back by 30 minutes. Please refer to the calendar!

Please note that we do practice over holiday breaks, February Break, and Spring Break. This year Championships is right at the end of Spring Break so we must practice during the week leading up to that. Please plan accordingly as attendance is required.

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 in the Guard Notes and on Talking Points.

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, Kendra Nickerson, Claudia Neu, and Ashley Abbey

REHEARSAL EXPECTIONS

1) Attendance: You must be at every practice. If you aren't there, other students cannot do their job properly. 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. **TO BE EARLY IS ON TIME!!**

If you are sick or going to be late **you must CALL the following person:**

Express: Mrs. Marsh 716-338-7715

Caboose: Emily Whitney 716-640-5668

DO NOT LEAVE A MESSAGE WITH OTHER GUARD MEMBERS!! Please do not send a message via text/Talking Points.

***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.**

***If you miss a practice the week of a show, you may not be able to perform that weekend depending on what you missed and if you can get caught up. If this is the case, you are still expected to attend practice that morning and travel to and from the show with us as part of the team.**

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 or too long—we need to see your body lines for dancing purposes. NO JEANS! Make sure you are covered. If you have improper attire, someone will need to bring you something appropriate.

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 snack/lunch/dinner 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.

5) Closed Practices: Practices are closed to friends and family members. Run throughs of our show at the end of practices are often posted on our Facebook pages for you to check out.

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. If you need to reach your child during practice, please call their instructor.

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

Unfortunately, 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, competition entry fees, etc. This may be paid up front or on the payment schedule. All payments are non-refundable.

Express: $400
Caboose: $100

NEW MEMBERS: Team Jacket: $50 (can sell 1 box of candy to pay for this!)

Payment Schedule:

Express Payment Schedule	
November 19th	**$100**
December 15th	**$100**
January 12th	**$100**
February 9th	**$100**

Caboose Payment Schedule	
November 18th	**$50**
December 14th	**$50**

All money MUST be turned in by February 28th. Members who have not paid by this time may be required to sit out of competitions until payments are made.

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. **Please write separate checks for dues and each fundraiser.**

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—you can fundraise! We only run into problems when there is no communication!

FUNDRAISERS

Our organization cannot function without fundraising. THESE ARE MANDATORY FUNDRAISERS! EVEN IF YOU FAIL TO SELL THE FUNDRAISER, YOU ARE STILL RESPONSIBLE FOR THE FUNDS. FUNDRAISERS SUBJECT TO CHANGE IF NECESSARY.

Express Required Fundraisers					
Fundraiser	**Dates**	**Must Sell**	**Cost Per Item**	**Total Due**	**Profit Per Extra Sold**
Lottery Tickets	November10-November 24	10 tickets	$10	$100	$4 per ticket
Super Bowl Squares	January 5-January 28	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**
Lottery Tickets	November9-November 23	10 tickets	$10	$100	$4 per ticket
Super Bowl Squares	January 4-January 27	5 squares	$10 per square	$50	$5 per square

Daily Lotto Tickets: Tickets are $10 each and guard members are required to sell 10 tickets. Every ticket has a 3 digit number on it and are good for both December and January. Every night we will check the NYS Daily Lotto Evening Draw number and if someone has that number ticket, they will be mailed a check. It is very important that names/addresses are correct and written neatly. If a member wants to sell extra tickets to help cover their dues, they can: $4 per extra ticket sold goes towards dues.

Super Bowl Squares: Squares are $10 each—Express will sell 10 squares and Caboose will sell 5. 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 DECEMBER 20TH!!**

Optional-Candy Bars for Dues: We are using Hershey candy again this year. There are 52 candy bars in a box and they are sold for $2 each. If a member would like to sell these to help cover their Guard Dues, they can: $50 per box sold will go towards dues. **PLEASE DO NOT SEND CHANGE!!!**

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 with the dues you pay!

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 February 28th.

GUARD NOTES

Every week I will send out Guard Notes on Talking Points 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 SATURDAY, January 23rd at 5:00pm at JHS where each guard will perform their show. Prior to the show, there will be a **mandatory parent meeting at 4:00pm** 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 27th. 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, bullying 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 ISS/OSS or multiple detentions, that student may be removed from Winter Guard for up to one full calendar year.

CODE OF CONDUCT

1) Members of the Winter Guard are expected to represent the organization in the best way possible **AT ALL TIMES, in and out of rehearsal & school.** Infractions of our code of conduct include, but are not limited to, ***use of foul and inappropriate language, negative interactions with other students, bullying, and cyber bullying***. The director and school principal will investigate and evaluate any instances of alleged misconduct and appropriate consequences will be handed out. If the instance proves to go against the code of conduct the involved person(s) may be suspended or removed from the organization.

   Bullying of any kind **will not be tolerated**. Students that engage in this type of behavior, whether directly or indirectly, will be subject to the consequences set forth in this handbook. Consequences can include, but are not limited to, conferences with parents and school administrators and suspension from events or performances. Severe instances may result in removal from the organization.

2) The Jamestown Public Schools recognize that the use of certain substances such as tobacco, including chewing tobacco and snuff, alcohol, and marijuana and other drugs is a significant health problem and illegal for adolescents. This can have negative effects on behavior, learning, and the total development of each individual, which includes one's physical and mental abilities. **Therefore, it is the philosophy of the Jamestown Public School District to forbid any student participating in the Jamestown Winter Guard to use, possess, sell, or otherwise distribute these substances, or related paraphernalia. This code is in effect each marching season - *24 hours per day, seven days a week, on and off school property*.**

   During the season of practice, a participating Winter Guard member shall not:

   1. use, possess, or sell tobacco (which includes chewing tobacco and snuff)
   2. use, possess, or sell marijuana (which includes all forms and paraphernalia)
   3. use, possess, or sell a beverage containing alcohol
   4. use, possess, or sell a controlled substance
   5. remain in the unauthorized presence of alcohol, tobacco, or other controlled substances

Witness credibility in this process is highly valued. Reports of alleged violations coming from the individuals listed below having personally witnessed the violation will be investigated.

(a) Any district employee
(b) Any law enforcement officer* or agency*

In such cases Mrs. Marsh will take immediate action, removing the student from all guard activities. Parents will be notified verbally upon such action.

If a student or other person not mentioned above who witnessed the incident brings accusations against a student, the situation will be addressed in the following manner:

(a) During the period of an alleged violation and the subsequent investigation, the Winter Guard member will continue to participate as a full member of the band.

(b) These reports will be considered by the Winter Guard director, staff members and school principal, if necessary.

(c) They will determine if the alleged violation has validity and take appropriate action.

****Any other issues will be dealt with at the discretion of the director and staff. If a student received ISS/OSS at school, that can affect the student's position in the guard. This can include sitting out of a performance, having to be with a chaperone for the whole trip, or removal from the guard program.**

TRAVEL AND TRANSPORTATION

Students are expected to travel with the guard TO AND FROM all competitions. 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.

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 put away upon arrival and may only be taken back out when the student is done performing. If a student uses a cell phone at a competition before performance it will be confiscated until we arrive home from the trip.
7. While at competitions students must be in a group of 3 (of our members) 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 or bad sportsmanship at all.

FACEBOOK PAGES

We have Facebook pages for each guard where we post videos of work, practices, and shows. Please request to join them! Only members and parents will be approved.

Express: Express Winter Guard
Caboose: Caboose Winter Guard

WEBSITE

We have a website that houses all the information you need including Guard Notes each week, calendars, handbook, online payment method, and more! The link is

www.jhsmarchingband.com

There is a Winter Guard tab at the top right!

TALKING POINTS

I will be using Talking Points this year. You will be automatically registered for this just like for your child's classes. PLEASE be sure that notifications are TURNED ON because this will be a quick way to communicate important things (such as practice cancellations)!

ARBITER SPORTS/FAMILY ID INSTRUCTIONS

Arbiter Sports/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 THURSDAY, NOVEMBER 12TH!

https://students.arbitersports.com/jamestown-high-school-band-and-guard/2026-2027-jamestown-winter-guard

New Users:

1. Visit https://hello.students.arbitersports.com/
2. After you sign up for an account, check your inbox for an Activation Email from Arbitersports or FamilyID. You'll need to clink the link in that email to activate your account.
3. Once you have activated your account, search for "2026-2027 Jamestown 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 "2026-2027 Jamestown 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 to update your information!

SUPPORT: If you need assistance with registration, please locate the "Help" option on the webpage.