

K.M.S. Prep Guard Handbook

2019-2020



Mission Statement:

The Karns Middle School Prep Guard program provides an opportunity for students to participate in an ensemble that represents their school, grow as individuals and team members, learn performance skills, gain self-confidence and self-esteem, and have fun.

Vision Statement:

During the 2019-2020 winter season, the Karns Middle School Prep Guard will create and perform a program that rewards students for their training and development of performance qualities.

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RULES:

1. Put the needs of the ensemble ahead of your own whenever possible
2. Come to rehearsals with a growth mindset (ex: “I can’t!” instead say “I can’t yet!”)
3. Be responsible for your own actions
4. Always use good manners (please, thank you, etc.)
5. Be an encourager instead of someone who tears others apart
6. Treat others as you want to be treated
7. Always have a positive attitude
8. Be respectful to all
9. If you don’t have anything nice to say, don’t say anything at all
10. Have an open mind and willingness to learn something new

General Etiquette

1. Unkind words, harsh words, and/or profanity of any kind, **WILL NOT BE TOLERATED!** You are a role model and you never know who is listening.
2. You are a representative of the Karns community, ETPAA circuit and our school. You are responsible for your behavior and actions in all places and situations. Remember to use “TheKarnsWay.” If you are unsure of this policy, ask and we will be happy to provide you the details.
3. Each member and/or parent is expected to be positive to all performers at all competitions. Never give unsolicited, constructive or negative feedback.
 - a. Remember: You may be talking about someone’s family member and this is not how we want to represent ourselves.

MEMBERS: We will provide each guard member with their own handbook. (The information in their handbook is the same as the parent handbook).

POLICIES & PROCEDURES

Attendance Policy:

Each member plays an integral role in the success of the winter guard program. All other activities and/or appointments must be scheduled around rehearsals, competition dates and scheduled events. Social plans, dental/doctor/optometry appointments, jobs, group project meetings, homework, and other appointments or commitments of this nature cannot interfere with rehearsals and/or competitions.

1. **Attendance at every rehearsal and competitions is MANDATORY.**
Each member is to be in their assigned rehearsal spot no later than 3:50. All equipment is properly folded and set.
2. Any absence may result in exclusion from the upcoming performance. Excessive absenteeism (4 or more) will result in removal from the winter guard program **without refund of fees.**
3. Communication is key. You must notify Mrs. Allen (april.allen@knoxschools.org) for all absences. If you are out due to illness or injury, you **MUST** provide medical documentation prior to returning to full guard activities.
4. Excused Absence Policy
 - a. Absences will be evaluated on a case-by-case basis. If a student accumulates more than four absences (for any reason), they will be removed from the ensemble **without refund of fees.**
 - b. An absence is excused if **both** of the following criteria are met:
 - i. The member's parent or guardian notifies an instructor **two weeks** in advance of the absence, or the member's parent or guardian notifies the instructor of a sudden, serious family emergency or illness.
 - ii. The absence is **not** related to any of the following events or activities: social plans, dental/doctor/optometry appointments, jobs, studying, and other appointments or commitments of this nature. Generally, if it can be scheduled in advance, you must schedule around rehearsals and competitions.
 - c. Illness is an excused absence.
 - i. If you attend school, **you must attend rehearsal.** We cannot stress enough how important it is for you to attend all rehearsals and competitions.
 - ii. If you do not attend school, you may not come to rehearsal. **You are still required to notify Mrs. Allen of your absence from school and/or rehearsal.**
 - iii. The staff understands that extended absences due to illness may occur. If this is the case, the staff may choose to count your extended absence as one (1) absence, if you are not attending school during your illness.

- iv. If you see a medical professional for an illness or injury, you must bring a medical note to Mrs. Allen letting the staff know you are cleared to return to regular rehearsal. If your injury requires you to have a restriction/rest, you are still required to attend each rehearsal/competition. We will make the appropriate accommodations.
- v. Upon the release from the doctor for an injury, the staff will need proper medical documentation stating you are clear to rehearse, compete and/or perform without any restrictions.

Unexcused Absences

- d. All other absences not addressed in the Excused Absence Policy are unexcused.
 - e. Two (2) unexcused absences will result in an email or phone call to the member's parents/guardians to discuss the reason for the unexcused absences and to give notice that the member has been put on probation.
 - f. Should a member on probation incur an additional unexcused absence, totaling three (3), the member's ability to remain in the winter guard will be at the discretion of the staff.
5. Partial Attendance
- a. If a member has an unavoidable conflict with a rehearsal, we ask each member to attend a portion of the rehearsal, before or after the conflicting event.
 - b. Attending part of rehearsal will allow the member to avoid having an absence altogether, provided that the member is able to attend a significant portion of the scheduled rehearsal. If a member comes in late, they will need to attend more than an hour and a half to not be counted as an unexcused absence. If the member must leave during a rehearsal, we ask that they stay the time frame listed above. You must notify Mrs. Allen if your member will be late or must leave early.
 - c. Refer to the section above regarding MANDATORY attendance for all rehearsals and competitions.

Other After School Events:

If our school hosts a dance, basketball game or any other event during a required rehearsal, clinic or competition, your member is to attend the rehearsal. If your member chooses to not attend the rehearsal, this will count as an unexcused absence.

Rehearsal Wear:

- Ankle length, solid black leggings
- Crew neck, solid black t-shirts
- Socks and good running tennis shoes for cardio
- Hair must be pulled out of face and up in a tight ponytail or bun (bangs pinned back if long)
- Deodorant is a must
- Rehearsal wear is to be washed on a regular basis

Important Notes:

- NO leggings with mesh, holes, rips, cut-outs, logos, decals, pockets or bright color anything
- NO tank tops, drop shoulders, spaghetti straps, low-cut front or back neckline, rips, holes, decals, logos, hoodies, pockets or bright color anything
- NO shorts allowed of any kind; this includes wearing leggings under the shorts
- NO turners, foot thongs, or jazz shoes allowed at rehearsals or competitions
- NO socks will be worn after cardio is completed. Socks are the #1 reason for members to fall and get hurt

Rehearsal Policies & Procedures:

1. Each member is to arrive in full rehearsal attire no later than 3:50.
2. All equipment will be in set positions, folded properly and ready for rehearsal
3. Cardio is a big part of a performance. We will be providing each member proper technique on how to increase their cardio ability. (Zumba, running, cardio-based exercises)
4. **NO GUM allowed at rehearsals**
5. Cell phones will not be allowed at rehearsals. We have a secure area in our guard room that each member that will be assigned. Cell phones will be in a locked room during rehearsals. If any emergency arises, please contact Mrs. Allen (contact information will be provided later)
6. NO SPINNING of any equipment while directors, instructors, teammates or guests are talking
7. NO TALKING when instructions are given. If you talk, you might miss important information. Be respectful to everyone!
8. During rehearsals, the instructors will tell you to RELAX. You are not allowed to move until this word is said. This teaches you how to hold still and complete the performance.

Performance Policies & Procedures:

1. This competition season, we will be attending all listed competitions to help educate our members in the sport of competitive guard. We understand that this may be different than in the past but feel this will help our members all around.
2. You may not go anywhere alone while at a competition venue. You must always use the buddy system. The buddy system is for the protection of each member on the team. We will assign buddies for each competition and provide each member with their buddy(s).
3. Performance etiquette is a must. Your behavior and attitude are the first thing that people will see. Remember, “THEKARNSWAY”

Redirection:

Our Prep Guard is a fast-paced sport and needs all members to stay on task. We understand that “stuff” happens during the day at school or at home and it does come to rehearsals. If a situation i.e.; talking while instructions are given, spinning at inappropriate times, or other distracting moments, we will provide verbal redirection to each member. If this behavior continues or gets worse, we will run 1 lap around the performance floor to refocus our attention.

Our policy this season is; they do, we do! (meaning: if we ask a member to perform a technique, conditioning, exercising or other sport related task, the instructors will also participate in that task).

Technique:

Technique is the application of methods to demonstrate skills. A Winter Guard only has good technique if we all strive for and achieve the technique as a unit. We, as the instructional staff, will provide each member various tools (i.e.: conditioning, flexibility, hands on instructions, technique videos from instructors, member homework to reinforce what has been taught and other methods to provide confidence building).

Equipment and Maintenance:

Equipment must be stored and cared for correctly. Equipment should never be lent out, left out, or unattended for any reason. Only Winter Guard members are permitted to practice with the equipment that they have been assigned to. If any equipment that has been loaned out and becomes damaged beyond repair, you will be responsible for the replacement cost of that equipment. This includes poles, dowels, silks, rifles, etc. We will have an equipment sign out sheet that will be kept on file and both member and parent must sign. NO Exceptions!

No member should ever allow another person to spin their equipment.

This is a safety concern!

Uniform Policy:

To complete the look and feel of the program, members will purchase a uniform (this cost is included in the participation fee). This uniform must be treated with the utmost respect. While in any Karns related gear, including your costume, you are considered a representative of the Karns Community and Karns Middle School Prep Guard.

You must be on your best behavior!

1. While in your costume or in guard gear (shirts, jackets, etc.). Each member will act like young ladies and gentlemen, always have good manners and demonstrate “The Karns Way!”
2. Your costume is to be worn as a complete set. You may not wear one piece of the costume while waiting on retreat. You must change into street clothes and then change back into your costume to participate in retreat.
3. **No eating** while in your costume! Change before you eat.
4. **No form of PDA** (public display of affection) will be allowed while you are in your costume or at any onsite or offsite rehearsals/clinics and camps.
5. Washing costumes – this year we have a small group of adults who will oversee washing the team’s costumes once a week. Costumes do not go home until the end of the season.

Physical Eligibility:

All students must have a current physical on file in order to participate in any part of guard. This physical is to be completed **BEFORE** a student can attend the auditions, October 28 through November 1.

Academic Eligibility:

Grades are important and must be kept up in order to compete at any competition. If a member’s grade fall in any class, below a D, we will speak with that member to offer help in bringing up their grades (tutoring opportunities available at the school). If the member does not bring these grades up to passing, then they will sit out for that competition. They will be required to attend that competition, in full costume, sitting on the edge of the floor supporting their team. We will give each member multiple opportunities to increase their school grades and offer support as much as possible.

Receiving In School or Out of School suspension. These acts misrepresent the group, so **LET IT BE KNOWN** that members receiving these disciplines may be removed from the group at the director’s discretion. **This includes those assisting in a support role.** If any student is dismissed from the ensemble for the above reason, there is no refund of fees.

This is an afterschool sport and each member is responsible for their own grades and actions for all rehearsals, competitions, clinics and at home practices.

Staff:

The staff's overall goal is to instruct students in the development of physical skills and positive attitudes for success in the winter guard program and in their lives. In order to facilitate an open relationship amongst staff, parents/guardians and members, we have included this section which outlines the staff's responsibilities.

- The staff's duties include:
 - a. General Supervision
 - i. Administer the winter guard program
 - ii. Plan and run rehearsals to prepare for upcoming competitions
 - iii. Plan and run the audition process for each season
 - iv. Ensure students adhere to the behavior code as described in handbook
 - v. Enforce the discipline policy, as outlined in the handbook
 - vi. Assign chore chart responsibilities to each member at the beginning of each week. The assigned duties are to be completed after each practice and performances
 - b. Technical Program & Show
 - i. Establish clear goals at the beginning of each season, for both individual members and the winter guard as a whole
 - ii. Develop a technical for the program that provides the tools needed to achieve the current show's vocabulary
 - iii. Design a show at an appropriate level for maximum achievement
 - iv. Order uniforms and equipment for each season
 - v. Write work, including flag, rifle, and movement, as required to fill the current season's show and in line with the winter guard's ability level
 - vi. Ensure that the vocabulary and work in the show is in line with the current technical program
 - vii. Constantly develop a technical program and the show vocabulary to allow the membership to achieve excellence at their current competitive level and within their abilities
 - c. Administrative Tasks:
 - i. Prepare and publish the current season's handbook
 - ii. Confirm that all members have turned-in a current, signed handbook & agreement
 - iii. Confirm that all members have a physical on file and an emergency medical form signed by parent
 - iv. Communicate rehearsal and performance schedules to members and parents
 - v. Oversee that the correct forms for all after-school group activities are submitted

EDUCATIONAL TOOLS

The 2019-2020 season, we will be offering additional tools for each member to access educational platforms for technique that has been taught during rehearsals. Here is a list of the platforms One platform we will be using this season is:

- **YouTube** – we have a **private account** that will be used for our instructors to upload technique videos. This will be, to help our members perfect the technique that has been taught. This platform is **NOT** for social media conversations. * See Knox County policy on Social Media (Comments will be turned off)
- **Google Forms** – we will be using Google Forms (Google Drive) for each member to upload their homework videos, each week. We will be emailing the Google Form link to the email address you provided. These videos will be reviewed by the instructors, weekly and on Mondays, we will , to provide feedback to each member. (Directions will be provided each week)
- **Email** – we have a **NEW** email address for all things guard related. The new email address is: KarnsMiddleSchoolGuard@gmail.com Feel free to contact us via email with any questions you may have.

FINANCIAL OBLIGATIONS:

The 2019-2020 financial obligations for each member are \$400 (subject to change). This cost covers costumes, flags, rifles, performance floor, props, equipment maintenance, instructor fees, circuit registration, show registration, and other miscellaneous costs.

A payment plan will be available to anyone who wishes to use it. Please make checks out to "KMS Winter Guard" and write Winter Guard fee and members name in memo line. They can be given to Mrs. Allen.

Incidental Purchases:

We, as an ensemble, require each member to purchase the following items for the competition season. These items are required to keep each member uniformed.

- Hair, makeup and other personal items are part of the competition season and we will communicate the colors/style of each in a timely manner. (we will provide a list of items that help each member throughout the season)
- Practice poles and silks will be a necessity this year for your member to be able to practice routines at home. More information to come.
- Money for concessions or snacks brought from home (clinics and competitions).
- Family members will be required to pay to attend competitions. Each competition has a set price for admissions. (price varies from 8.00 to 12.00 per person)

PAYMENT PLANS ARE AVAILABLE! PLEASE CONTACT MRS. ALLEN IF YOU ARE EXPERIENCING FINANCIAL DIFFICULTY IN PAYING FOR THE SEASON.

Fundraising Opportunities:

More information to come

SCHEDULE:

The schedule for rehearsals must be flexible to accommodate for gym time, instructor availability, and student availability. The most accurate schedule will be on the website, www.kmsband.org. A more in-depth schedule will be released later.

We will be holding KMS Prep Guard auditions the week of Oct. 28th through Nov. 1st – if you would like to be considered for this year’s team, you must attend all audition days.

Auditions will be from 4 to 6pm, location Karns Middle School.

PHYSICALS ARE REQUIRED TO PARTICIPATE IN AUDITIONS.

We will notify each member that have made the Prep team by posting the auditioning member’s number at the front door of the school late Sunday afternoon, November 3rd. The new members will also be announced on Monday, at school, during morning announcements.

Our practices will be on Monday, Tuesday and Thursday from 4 to 7pm. **Our first rehearsal will be Tuesday, November 12th from 4 to 7pm.** We have provided a detailed schedule of each rehearsal, events and competition schedule through the end of the season. The competition schedule is subject to change and locations have not been determined.

REHEARSAL, EVENTS AND COMPETITION SCHEDULES ARE NOT FINAL AND SUBJECT TO CHANGE!

Contacting Staff Members:

We have different ways you can reach the coaches and/or the instructional staff. Email is the best way; however, we are using the Remind app, Charms and the kmsband.org website. (more information later)

Mrs. Allen (KMS Coordinator/Sponsor): april.allen@knoxschools.org

Ms. Mikky Rose (KMS Instructor): allenmakayla132@gmail.com

KARNS MIDDLE SCHOOL WINTER GUARD AGREEMENT: 2019/2020 season

Parent/Guardian Agreement

I have read and understand the information presented in the Karns Middle School Prep Guard Handbook for the 2019-2020 season. By signing below, I agree to support the guidelines listed herein. I acknowledge that if my student does not follow these guidelines, he or she will be subject appropriate disciplinary action, which may include being removed from the team. I also agree to pay the full cost outlined in the Financial Obligations section of the handbook as determined by the Karns Middle School Prep Guard Instructional Staff.

Student Name:

Print Parent/Guardian Name:

Signature:

Date:

Special Notes: If you do not return a signed copy of this form with your parent/guardian's signature, you will not be allowed to participate in rehearsal.

All papers are due by **October 25, 2019** – return to Mrs. Allen

Required Paperwork to submit:

Checklist:

Students are required to submit:

- Signed signature page of the Member handbook
- Bullying policy
- Complete all homework assigned by instructors – We will address this later and provide platform we will use (media opt-out forms will be referenced and if it applies to your member, alternatives will be discussed)

Parents are required to submit:

- Insurance statement – signed and dated
- Profile page
- Medical emergency sheet
- Personal insurance card
- Civility code – signed and dated
- Bully policy – signed and dated
- YouTube Account – signed and dated
- Handbook signature page
- Student physical forms completed before first day of auditions

All signed papers due by October 25, 2019 – Return to Mrs. Allen

