

Capital City High School Bands 2023-2024 Program Handbook



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CAPITAL CITY HIGH SCHOOL

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Dear Capital City Band Students,

On behalf of the entire school community, I am thrilled to welcome you to another exciting year in our high school band program! Whether you are returning members or new recruits, I want to extend a warm greeting and express my enthusiasm for the musical journey we are about to embark upon together.

Our band program has always been a source of pride for our school, and I have no doubt that this year will be no exception. Your dedication, talent, and passion for music continue to amaze me, and I am confident that we will achieve great things together.

Throughout the upcoming year, we will have numerous opportunities to showcase our talents, participate in competitions, and bring the joy of music to our school and community. I encourage you to embrace these opportunities and challenge yourselves to reach new heights as musicians.

As band students, you are not only ambassadors of our school but also role models for your peers. I urge you to maintain the highest standards of discipline, commitment, and teamwork. By doing so, you will not only enhance your musical abilities but also develop valuable skills that will serve you well in all aspects of life.

I also want to recognize our band staff's incredible dedication and expertise, whose tireless efforts and guidance have played a significant role in shaping our program. They are here to support and inspire you, so do not hesitate to seek their guidance and advice whenever needed.

In closing, I am eagerly looking forward to the upcoming year and the incredible music we will create together. Band has been such a big part of my leadership journey. I had the honor of attending the University of Missouri on an instrumental music scholarship. My roots in band have helped to instill work ethic, dedication and passion that have helped me in so many areas of my life. I look forward to supporting you in your endeavors and couldn't be prouder to be your principal. The band is not merely a group of individuals but a close-knit family, bound by our shared love for music.

Once again, welcome to the high school band program! Together, let us make beautiful music and create lasting memories.

Sincerely,
Beth Houf
Proud Principal, Capital City High School
#GoCavsGo

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***(Detach, sign and return by July 22nd)*

Expectations

1. BE PROFESSIONAL. This is the most important expectation in the band program. It encompasses everything we do during rehearsal, individual practice, and performance. This includes supporting each other's musical training and holding yourself to a standard of excellence in the community at all times.
2. RESPECT YOUR INSTRUMENT/EQUIPMENT. Keeping your instrument in good working order is paramount to creating good sounds. Failure to properly maintain your instrument completely nullifies any attempts to create the best possible sounds. If you are using a school-owned instrument, treat it as though it were your own. Keep your instrument clean and polished, put it properly in its case, store the case appropriately, and have all necessary repairs made in a timely manner. Only items necessary for band class (instruments, music, pencil) are to be placed in student band lockers.
3. RESPECT YOUR FACILITY. This is your school. Capital City is extremely fortunate to have a state-of-the-art music facility. All students, parents, and staff are expected to pick up after themselves and store equipment in the proper location. Storage areas in the band room will be used for instruments and band equipment only. Personal items such as clothing, books, and other class materials, will not be stored in your band locker outside of class or rehearsal time. The only items permitted in a rehearsal setting are those required for rehearsal. Instrument cases, other school materials, and all other miscellaneous items must be in the instrument locker room during rehearsal.
4. RESPECT ONE ANOTHER. Showing respect for one another at all times is critical to our growth and success. During rehearsals and performances, do not worry about anyone other than yourself. Showing respect for each other, your instrument, each other's instrument, and each other's personal property is a priority.
5. LEARN YOUR MUSIC/WORK. Students are expected to prepare notes and rhythms during personal practice time outside of class. Failure to do so hinders our growth and success.

The following are examples of what it means to be professional:

- Be **ON TIME**. "To be on time is to be late. To be early is to be on time."
- Be prepared for rehearsal. This includes having the proper materials and being in a productive headspace.
- Remain verbally quiet during rehearsal. This allows those being addressed by staff to focus on improvement.
- 99% of the time, a reply of "Yes" or "No" is more than adequate.
- Practice at home....NOT DURING REHEARSALS. Ensemble rehearsal is not the time to learn music.
- Always mind what you say when representing the band. Profanity is NOT tolerated.
- Extend respect to those outside the band. Leave a positive impression in the mind of others about the band and the school.
- **Kindness can have the most profound impact of all.**

Performance Attendance Policy

Performances are REQUIRED for all curricular and extracurricular activities. Excused absences for a concert will be handled on a case-by-case basis. These must be established at least two weeks before the performance in question and can be granted or denied at the discretion of the ensemble's director. Extenuating circumstances existing within the two-week period will be handled via director discretion. A make-up assignment will be provided for excused absences. Failure to complete and turn in the make-up assignment on time will result in an unexcused absence.

For curricular courses, each unexcused absence from a performance will result in a zero for that event's performance grade.

For non-curricular courses, unexcused absences may result in a student's inability to perform in future performances. Chronic unexcused absences may result in removal from the ensemble.

Examples of excused absences:

- Funerals for a family member
- Illness/injuries
- Activities/athletics sponsored by Capital City High School (accepted with communication from the student, coach/sponsor after attempts to work around scheduling conflict.)

Examples of unexcused absences: (Without prior communication)

- Work
- Vacations
- Homework
- Non-Immediate family weddings
- Family outings
- Being "grounded"
- Non School-Sponsored Athletics Games/Practices
- "I couldn't find a ride" (If transportation is an issue, please let us know so that we can find help find a ride for you)

CCHS Band/Athletics/Activities Conflict Resolution

The following policies are guidelines as it is nearly impossible to cover all conflicts with a blanket solution. Conflicts will be handled situationally with communication between coaches, sponsors, students, and parents/guardians. **It is the responsibility of the student to identify all conflicts in their schedule and communicate them to the appropriate parties.** This should be done with adequate advance notice so a resolution can be reached.

- An overlapping band practice and team practice will utilize a 50/50 split time.
- A game/meet/competition takes precedence over a band practice.
- Attempts will always be made to minimize the amount of time students miss from each activity.
- **Band is an equal commitment to ANY sport. Band members are expected to approach their membership in the band program with equal dedication and professionalism to that of their membership on any school sports team.**

PLEASE NOTE:

Parents/Guardians may be responsible for providing transportation between activities when two events occur on the same day.

Unacceptable Excuse Matrix

Excuse	Response
"I had to work."	Make early arrangements with your employer.
"I couldn't get a ride."	Be responsible. Check with your section leader or other band member.
"I didn't know we had to be here."	Be responsible. You've been given advance notice. (Remind, Google Classroom, In-Class Announcements)
"My parents are leaving town."	Clear your schedule in advance. The calendar for the full year is available in May.
"I had to do homework."	Every student has homework. Budget your time accordingly. Look/plan ahead.
"I had an appointment."	Please do not schedule appointments or meetings during a band activity.

Expectations/Attendance: Summarized

1. COMMUNICATE

2. SHOW UP

3. TRY

4. STICK TO DEADLINES

Social Media/Media Policies

Social Media

While using any form of a social media outlet, please adhere to the following policies. These guidelines are designed to help our program maintain a professional and positive public image. It also helps to maintain a collegial atmosphere throughout rehearsals.

Keep in mind whatever is said on the internet is permanently and irreversibly available for anyone to view worldwide for the remainder of human history. This includes everything an individual deletes and posts privately.

- Band members and adults connected to the Capital City Bands should not make statements that could be misunderstood as official policy of the band program.
- Making comments promoting poor sportsmanship will not be tolerated.
- Racist, sexist, homophobic, anti-religious and any other inflammatory content directed toward any individual or organization will not be tolerated.
- Sexually explicit comments directed toward any individual or organization will not be tolerated.

PLEASE NOTE:

Any member of the Capital City Bands organization found to be in violation of these expectations will be referred to the school administration for disciplinary action.

Traditional Media

Your child will frequently have pictures taken by newsgroups, our booster organization and professional photographers during their band experience. Some pictures taken by parents and/or our booster organization may be used as a way of lawfully promoting the program via our website, official social media platforms, publicity, illustration and advertising. **We will do everything in our power to follow the school district's FERPA guidelines for students who are not to be photographed.**

Travel/Bus Guidelines

Traveling to performances inside and outside of the Capital City High School community is a privilege all band members will experience. This is not a privilege to be abused. Each band member must realize their personal behavior is a direct reflection on the band program at *all* times. All Capital City High School band members will follow all band, school, county, state, and federal laws while on trips.

Busing will be provided for required performances. Transportation may need to be provided by students/parents for events such as, but not limited to, solo and ensemble, all-district/all-state band, miscellaneous fundraising efforts, and minor performances. **Advance notice will be provided when busing is not available for an event.**

Students must have their PRIVIT profile updated and all forms completed to travel with the band program.

Acceptable bus Carry-On items: (All items must fit in your seat)

- | | | |
|--|----------------------|----------------------|
| • Necessary band items for performance | • Pillow | • Video Game Systems |
| • Snacks/booster-provided meal | • Extra clothing | • PC's/Laptops |
| | • Headphones/earbuds | |
| | • Bottled water | |

School Instrument Rental

School instruments are offered to band members to use free of charge. However, the band program pays \$75.00 annually to place each school-owned instrument on a maintenance protection plan. **Donations toward this annual protection plan are always appreciated and accepted from the students using these instruments.** We view this as an investment in the future of our program, so that these instruments remain in good working order for future band members.

All equipment owned by the school and borrowed by the student are the student's responsibility. Loss or damage to the equipment due to neglect and/or carelessness beyond normal wear and tear will be repaired or replaced at the student's expense.

1. What represents neglect/carelessness beyond normal wear and tear?
 - a. Signs of neglect and /or carelessness are obvious to the trained eye. The band directors and our primary instrument repair vendor will make all final decisions regarding what is deemed excessive damage.
 - b. Neglect of an instrument may result in the student being denied usage of ANY and ALL band equipment for a length of time determined by the band staff.
2. Instruments must be latched in their case and stored properly when not in use.
3. Any lost items from your instrument (such as mouthpieces, ligatures, percussion equipment, etc.) will be replaced at the expense of the student renting the instrument.
4. The only person permitted to play a school-owned instrument is the student renting said instrument. This includes percussion equipment.
5. Use of school-owned equipment is restricted to Capital City High School band activities and cannot be used for rock bands or other special activities without consent from a Capital City High school band director. Violation of this policy will automatically result in the student being denied usage of ANY and ALL band equipment for a length of time determined by the band staff.
6. Certain school-owned brass instruments MUST be handled with gloves at all times by students. This is for the preservation and longevity of the instrument's lifespan.

Instruments That Require Gloves

- Marching Mellophone
- Marching Baritone/Euphonium
- Marching Sousaphone

Individually Owned Instruments

Instrument Care

Individually-owned instruments should be in good working condition at all times. Musicians *cannot* make high-quality sounds on their instrument if it is not well maintained. Any damage or normal wear and tear should be tended to as soon as possible.

Liability

The school does not insure any privately owned equipment against loss, theft, and/or damage. We advise you to take out insurance on your instrument through a personal insurance organization in the event of loss/theft while the instrument is in use or stored at school. Be sure to keep a record of the make and serial number of your instrument and keep it in a safe place.

CURRICULAR COURSE **INFORMATION**

MARCHING BAND
CONCERT BAND
JAZZ ENSEMBLE

Curricular Course Schedules

Marching Band

- Meets M-F during first term
- Daily meetings occur continuously over Zero Hour and First Hour class periods (1.5 credits earned)
- Students should report to CCHS no later than 7:30am each day
- Rehearsals begin precisely at 7:45am (Students are expected to be on the field w/all required materials)

Concert Band

- Meets M-F during second, third and fourth terms
- Daily meetings take place during First Hour class period (8:40-9:21)
- Students should report to CCHS early enough to begin rehearsals precisely at 8:40am

Jazz Ensemble

- Meets M-F during second and third terms
- Daily meetings occur during Zero Hour class period (7:30-8:30)

Marching Band - Materials

1. Instrument in good working condition
2. Adequate supply of accessories (reeds, valve oil, slide cream, slide grease etc.)
3. Cast Member Binder - To be provided on first day of fundamentals camp (Includes the following)
 - a. Inside the Circle Marching Band Method or other warm ups
 - b. Individual Show Music
 - c. Show Music Practice Sheet
 - d. Pre-Game Music
 - e. Football Pep Music
 - f. Any additional supplemental materials that the band staff provides during the season
4. Drill Charts (leadership) and/ or Individual Dot Sheets
5. Flip-folder with show music for on-field rehearsal
6. Lyre to hold flip-folder for pregame performances
7. Water Jug

Concert Band - Materials

1. Instrument in good working condition
2. Adequate supply of accessories (reeds, valve oil, slide cream, slide grease etc.)
3. Folder/Binder specifically for band materials
4. *Foundations for Superior Performance* method book
 - a. By Jeff King and Richard Williams (Neil A. Kjos Music Company)
5. Published band literature
6. Supplemental materials from band staff

Jazz Ensemble - Materials

1. Instrument in good working condition
2. Adequate supply of accessories (reeds, valve oil, slide cream, slide grease etc.)
3. Folder/Binder specifically for band materials
4. Published jazz charts
5. Supplemental materials from band staff

Percussion Section - Materials

Marching band sticks and mallets will be purchased each year by the band program using funds from our annual Drumline Car Wash fundraiser. Should a student need additional implements for marching band, they will be responsible for purchasing them. Students should provide their own basic implements for concert band.

Marching Band (Battery)

- FS-TR Tom Rarick Snare Sticks 2 Pair
- IP-1 General Snare Sticks 1 Pair
- TS-PR Paul Rennick Tenor Sticks 1 Pair
- FBX Bass Drum Mallets (#1-5) 1 Pair each

Marching Band (Front Ensemble)

- FS150 Soft Marimba Mallets 1 Pair
- FS250 Hard Marimba Mallets 1 Pair
- FS350 Very Hard Marimba Mallets 1 Pair
- FS550 Xylophone Mallets 1 Pair
- FS650 Hard Concert Bell Mallets 1 Pair
- RFS320 Soft Vibraphone Mallets 1 Pair
- RFS420 Hard Vibraphone Mallets 1 Pair

Concert Band

- *Foundations for Superior Performance* method book by Jeff King and Richard Williams
- Innovative Percussion FP-2 Intermediate Pack or equivalent (individual implements listed below)
- SB-3 Fundamental Stick Bag 1 Bag
- IP-LD Hickory Concert Snare Sticks 1 Pair
- F2 Hard Marimba Mallets 1 Pair
- F9 Xylophone Mallets 1 Pair
- GT-3 General Medium Timpani Mallets 1 Pair

Ordering Information

Please see Mr. Williams for the best way to order your necessary percussion equipment.

Performance Attire

Marching Band Uniform Guidelines

Wearing our ensemble's uniform comes with a sense of pride, excellence and the tradition that we are actively creating. For these reasons, we must treat our uniforms with respect. Please do YOUR PART to keep our uniforms in great shape.

- When in public, students are to be in full uniform. This includes coats being fastened properly and wearing or holding shakos (hats) in the correct manner.
 - Any alteration to this policy will be made on a case-by-case basis at the sole discretion of the band director. Alterations are typically made based on weather.
- Students must **ALWAYS** travel in pairs.
- Jewelry is not permitted while wearing the uniform. Please leave expensive items and/or family keepsakes at home for safekeeping.
- Fingernail polish, make-up and hair color should be of professional appearance. Extreme trends should be avoided during marching season.
- Charges will be assessed to student accounts through HS Office for lost and/or damaged uniform parts.
- Color guard uniform guidelines may vary year-to-year depending on each season's uniform. The color guard director(s) will determine these guidelines with approval by the band director.
- **All performing cast members will be asked to purchase appropriate footwear to go with their marching uniform.** The Pride of Capital City proudly wears *Super DrillMasters* marching shoes which retail for approximately \$40 per pair.

Marching Band - What to wear UNDER your uniform

- Lightweight, short sleeve t-shirt. Form-fitting compression shirts are best.
- Athletic shorts
- Long, black socks
- Students will also be assigned a dri-fit style shirt as part of the uniform. In some years this may be the standard black w/CCHS logo OR it may be a shirt design specific to the competition show theme.

Concert Band/Jazz Ensemble

All ensembles will dress professionally and appropriately for all performances. If you are unable to wear the proper attire for any reason, please communicate that to the band staff in plenty of time before a performance. If we know ahead of time, we will likely be able to help you procure the clothing items you need to look your best while performing.

****Starting with the 2022-2023 school year, we will be using three prescribed attire options from Southeastern Performance Apparel. (All options will be solid black in color, and will range in price from \$65-\$80.)**

Examples of these options are available on the next page.

Performance Attire Cont'd.

OPTION 1	OPTION 2	OPTION 3
		
Tuxedo w/vest and black dress shirt. (Silver ties provided by music department for performances)	V-neck, full-length crepe dress w/princess skirt.	Blouse top with low-rise dress pant.

Required Footwear Options:

- Black Dress Shoes
- Black Socks (long dress socks)
- Moderate heels or ballet flats

If you need clarification or have questions concerning attire, please check with a director PRIOR to the day of a performance.

Grading Policy

-For ALL curricular band courses-

Bi-Weekly Individual Playing Assessments	60%
Written Coursework/Marching & Jazz Rehearsals & Performances	30%
Final Exams/End of Semester Concerts	10%

Bi-weekly Playing Assessments

Playing assessments will be administered on a predetermined, bi-weekly schedule throughout the school year exclusively via Google Classroom and are to be *performed on the student's primary concert instrument*. Students will submit a video recording of them playing each assessment via Google Classroom. Students may utilize band room practice rooms during Cavalier Time to record if they are unable to do so at home.

Grading Policy Cont'd.

Students Participating in All-District/State Band (Fall) or District/State Solo & Ensemble Festival (Spring)

Students electing to participate in All-District or All-State level events will be permitted to submit work from their preparation for these events in fulfillment of their bi-weekly playing assessments. This is in an effort to avoid “punishing” students for taking on extra musical responsibilities that will benefit the program and their own growth.

Written Assessments

Each playing assessment will be paired with a content-aligned written assessment to be administered either via Google Classroom or on paper during class time. Students will be encouraged to re-take all assessments until mastery on the given content is achieved.

Marching Band/Jazz Performances

More often than not students in marching band and jazz band will perform the same content-based material multiple times. In this process, they learn to implement feedback from adjudicators and continuously improve their performance. As such, these performances are regarded as formative assessments and fall into the continuous coursework portion of the grading policy.

Final Exams/End of Semester Concerts

Band students may be expected to complete a comprehensive written final exam at the end of each semester during finals week. End of semester concerts generally take place at the end of a content unit and most often, the material is only performed once. As such these concerts are regarded as a final exam for each content unit in the grading policy.

Instrument Locker/Storage Room and Locks

Students will be assigned a designated locker for their classroom materials. For the safety and security of all band equipment, instruments assigned to a band locker must be in their assigned locker and LOCKED when not in use. Instruments must also be secured in their appropriate case and closed when not in use. Students using unassigned lockers, sharing lockers, or “pretending” to lock lockers may lose their instrument locker room privileges for the remainder of the school year. The contents of each locker should be limited to the equipment necessary for class.

Locks are purchased by the school and must be handled with care. Lost, stolen and/or damaged locks will be replaced by the student assigned to that lock. Replacement locks will cost \$15. This cost covers the new lock and shipping costs. Unpaid replacement costs will be billed to the student’s account through the CCHS office. To prevent theft and damage by others, keep your lock LOCKED at all times, even when using your instrument.

Technology Checklist

The next several pages include instructions and other information on how to use the software suites we utilize to administer our program. Some of the processes can be quite lengthy so we have provided this checklist for you to track your progress on completing them. **Students and parents may complete these tasks at “Plumes and Pants” marching band registration day. (July 22nd)** Should you need more time to have a physical completed, please communicate with a director as soon as possible.

- ☐ Join **all** Google Classroom(s) pertaining to your student.
- ☐ Join Remind text lists for your student’s classes.
- ☐ Complete parent & student profiles in Charms Office Assistant.
- ☐ Attain a completed physical, complete **all ten** forms/tasks in PRIVIT.

Google Classroom

Students will have regular assessments to be completed through Google Classroom for all classes. In addition to assignments, Google Classroom is often used to disseminate information and important documents.

Currently only those with an email address on the jcschools.us network will be able to join Google Classroom. As such, we encourage parents to check often with their children to say apprised of assignments and info.

Join at <http://classroom.google.com>

Course Description	Class Code
Marching Band/Concert Band	erqpqts
Jazz Band	065eln6
Color Guard	3e2qd4o

Remind

Remind is a safe mass-text messaging system for educators. We often use Remind to communicate quickly with all students and parents in our program. You will receive messages and updates directly to your phone via SMS messages or push notifications on the Remind app. You may also choose to receive email notifications each time a message is sent.

Join by texting the correct class code to 81010, then follow prompts

Course Description	Class Code (Be sure to include @ symbol)
ALL Band Students	@cchsbandmo
ALL Band Parents/Guardians	@ccbandfams
Percussion Students/Families	@cavdrums

The BAND App

BAND is a group communication used by leaders worldwide to communicate safely with members of their organization. In the Capital City Band Program we utilize the BAND app for communications with the numerous student sub groups within our organization.

Join by scanning the QR Code for your group and following the prompts on your device.

Student Leadership Team	Color Guard	Jazz Band
		

Charms Office Assistant

Charms is the all-encompassing administrative program we use to keep track of band uniform assignments.



How to access parent/student information in Charms

- Log on to www.charmsoffice.com, and click “ENTER / LOG IN” in the upper right corner.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your student’s program account using the following School Code:
CapitalCityBand
- This will bring up the main “Public” page. This will allow you to look at the “public” calendar for your organization, event list, and handouts and other “publicly shared” files, as well as a few other options.
- The first time you go here, enter your child’s ID NUMBER (**Same as Infinite Campus Student ID**) into the **Student Area Password** field. You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. You may also be directed to create both a unique Username and Password for the student. There are also mechanisms to recover/reset a lost Username/Password – when you create your new password, create a “hint” as well.
- Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account. What appears here is partially up to the Account Administrator or Head Director.
- Two areas in which you can help the director/administrator maintain his/her records:
 - **Update Personal Information** – if the director has allowed it, you may help make changes to your and your child’s student information page (such as updating phone numbers / cell carriers and email addresses if they change) to help them communicate with you more effectively. You may also be able to indicate which parent volunteer/resource groups you would like to participate in, if this feature is activated. Click **Update Info** to save changes.
 - **If your program has set up online credit card payments, you can make credit card payments for fees, trips and deposits to your student’s account.** Click **Finances** -- if credit card payment is activated, you will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments.
- You may also see links to enter **Practice Logs**, view **Grades**, and use the **Recording Studio** if the teacher has enabled these options.
- The **Calendar** may list events, rehearsals, and volunteer/RSVP opportunities.
- Most importantly, the parent page assists both you and the teacher to communicate with each other. Stay up to date on what’s going on with your student!
- You can also download the Charms App to your smartphone – search your App Store for “Charms Parent/Student Portal” (or “Charms Blue”). It’s the way to stay in touch on the go!

PRIVIT Physical/Health Info Manager

PRIVIT is a health information program utilized by all athletics and activities organizations in the Jefferson City School District. You will use the student/parent interface to complete all forms required by the CCHS Activities Office in order for your child to participate in band.



Welcome To Privit Profile For Capital City High School

This document provides Privit Profile instructions to parents at Capital City High School. Your account can be setup/accessed, information completed, and your e-signature applied using your mobile device, laptop, tablet or any device connected to the internet. Below are the general steps to complete the required items within your student's Privit Profile. **Please note: All forms must be completed and on file in order to participate in athletics. If you need assistance, please contact Privit's Help Center at: 844-234-4357.**

Go to the Privit site for Capital City HS: <https://capitalcitycavaliers.e-ppe.com/>

If you have set up an account last year for Jefferson City HS, you can log in using the same account: simply enter the Parent's/Guardian's email address and the password. If you do not remember your email address and/or password, click **Login** and then the **Forgot Password?** feature or contact the Privit Help Center at 844-234-4357.

or

If you are new to Privit, click REGISTER to register for a new Parent/Guardian account.

Then, from your Parent Guardian home screen, follow these steps:

1. From your Parent Guardian home screen use the ADD MEMBER button to add your athlete(s) to your account If new to Privit (or if you have a new athlete to add to your existing account) If your athlete(s) are already on your account from a previous year, you may skip this step and go to Step 3.
 - Click **Add Member** on the left side of the page.
 - Enter your student athlete's first name (and last name if different), date of birth, and gender.
 - Ignore Enable Login and then click **Add Member**. You will now see your student athlete's name listed on the Home page.
 - You should **not** click on JOINED TEAMS or complete any forms on your Parent/Guardian homepage. All forms will be completed on your athlete's homepage.
2. Next join your athlete to the team(s) and activities he/she intends to go out for.
 - Click on the Athlete's name to the left of the page (underneath the Parent/Guardian's name) to go to the Athlete's homepage.
 - Then click on the blue Joined Teams tab and join your athlete(s) to the Appropriate Team(s) and/or Activities.
3. Complete or Update the Personal Details form.
 - On the Athlete's home page, click on the blue Personal Details tab and complete or update with any changes all the fields with a red asterisk (*). After finishing the first page, click NEXT to move to the following section.
 - When you have finished answering the form sections to 100% click **Save and Exit**.



4. Complete the remaining forms for the student athlete.

- Click **Start** in the blue field to the right of the first form, **Pre-Participation History Form**. Complete all the fields with a red asterisk (*). When you have finished answering this form, click **Submit**.
- A pop up will appear to review or sign the document. Click the blue **Sign** button, then:
 - ⇒ If you **have not previously created** your e- signature, select the blue **Create New Signature** button. With your cursor on a computer or with your finger from a tablet/mobile device, create your signature or initials then click the blue **Save** tab. You will see your signature displayed. Select the grey **Done** tab underneath. You will then want to create your athlete's signature in the same fashion.
 - When both signatures have been created, click on the word **Home** near the top left of the screen to return to your athlete's homepage.
 - Then from within the athlete's homepage click the **X Parent/Guardian click here to sign** within the **Pre-Participation History Form** tab.
 - Your signature will appear. Check the acknowledgement box under your signature, and then click the button next to the text stating "**Do you wish to sign this document on behalf of your athlete**". Your athlete's signature will then appear. Click the box to acknowledge the athlete signature, and click the **SIGN DOCUMENT** Button. You will then see the completed and signed document in your athlete's **Manage Documents** screen. Click on the word **Home** toward the upper left side of the screen to return to your athlete's home screen. You may then move to step 6.
 - ⇒ If you **have previously created your e-signature**, your signature will appear, you can check the acknowledgement box and then click to sign the document. If you have also **previously created your athlete's** e-signature, click the button next to the text stating "**Do you wish to sign this document on behalf of your athlete**". Your athlete's signature will then appear. Click the box to acknowledge, and click to Sign Document. You will then see the completed and signed document in your athlete's **Manage Documents** screen. Click on the word **Home** toward the upper left side of the screen to return to your athlete's homes screen. You may then move to step 6.

Please note: once you have created a parent e-signature and athlete e-signature, you will not be required to repeat this process. You will be able to apply this parent e-signature anywhere a parent e-signature is required

5. From your athlete's home screen, complete each of the following remaining forms, starting with the Parent Permission Form, and apply your Parent/Guardian e-signature and your Athlete's e-signature (where required):

- Parent Permission Form (**Parent/Guardian e-signature required**)
- Student Agreement Form (**Athlete e-signature required**)



- MSHSAA Concussion Materials Form ([Parent/Guardian and Athlete e-signature required](#))
- Parent Information Video ([Parent/Guardian e-signature required](#))
- Participation Policy ([Parent/Guardian and Athlete e-signature required](#))

6. You will then need to print the forms for your athlete to take to the doctor for the physical exam.

- A copy of the forms you need print can be found by clicking the blue **Print Documents** tab toward the bottom of your athlete's home page.
- Click [Download](#) next to the **Blank MSHSAA Physical Form** to download and then print the form.
- Then click [PRINT](#) next to the completed **Pre-Participation History** Form to download and print this form as well.
- Bring both the completed **Pre-Participation History Form** and the **Blank MSHSAA Physical Form** to the student's required physical.
- When the **MSHSAA Physical Form** has been completed and signed by the doctor, please upload **this form only** into your student athlete's account by following **step 8**, below

8. How to upload the completed and signed MSHSAA Physical Form: before uploading, you will need to either take a photo of the completed form with your smartphone/tablet or scan the completed form into your computer*.

If you will be taking a picture with smartphone or tablet to upload, please **open the internet browser** (Safari on the iPhone) and type in or go to the school's Privit website:

<https://capitalcitycavaliers.e-ppe.com/>

⇒ Then **login to your account**.

- Click **Manage Documents** from the student athlete's home screen. Next, click **Upload Document** near the top right.
- Click **Choose File** then select "camera" and take a picture (then click "Use Picture" to upload it) or select "photo album" to select a photo of the document from the photo album (and then click "Use Picture" to upload it).
- From the drop-down next to Document Type, select **Completed Physical Form** (Also there is an optional ability to add a comment.)
- Click **Upload**.
- You should be directed back to the student athlete's **Manage Documents** page. You should see the uploaded document and any other documents that have been submitted.
- For further assistance on Uploading Documents, please click [here](#).

⇒ If you will be uploading a scanned image (in a .pdf) of the document from your computer:

- Click **Manage Documents** from the student athlete's home screen. Next, click **Upload Document** near the top right.
- Click **Choose File** to search and select the document from your computer.



- From the drop-down next to Document Type, select **Completed Physical Form**. (Also there is an optional ability to add a comment.)
- Click **Upload**.
- You should be directed back to the student athlete's **Manage Documents** page. You should see the uploaded document and any other documents that have been submitted.



Important:** Once the required e-signatures have been applied to the necessary forms, the signed document will become available automatically for the appropriate staff member for review and approval. The **Completion Status** bar should turn green and indicate **Submission Complete**. If the status bar is still orange and indicating **Submission Incomplete**, hover your cursor to see what still needs to be completed. A staff member at the school will update the “Pending” or “Needs Update” **Clearance Status**, the status is not automatically updated



Privit Profile App: Privit offers a mobile app for the Parent/Guardian and the student athlete. It's free to download for both Apple iOS devices and Android devices. Download for iOS from the Apple Store and for Android from Google Play.

If you need assistance, please contact the Privit Help Center at 844-234-4357

Free Student Physicals



2023 Sports Physicals

**May 31, 2023
6:00 - 8:00 p.m.**

Jefferson City High School
609 Union Street

**June 27, 2023
5:30 - 8:00 p.m.**

Capital City High School
1650 Cavalier Drive

Pre-registration and parental consent required.

Register online at www.crmc.org/events
or email sharbour@crmc.org.

Height/Weight • Blood Pressure • General Exam
Range of Motion/Flexibility

Please wear athletic attire to the exam.

ALL JCSD student-athletes are welcome at either event,
regardless of school affiliation.

Donations are encouraged to help support JCSD Athletics.



Sam B. Cook
HEALTHPLEX
Capital Region Medical Center

Better. Every day.



www.crmc.org

Ensemble Performance Guide

See below for an outline of all required performances for each curricular ensemble. Additional required performances may be added as the year progresses. Advanced notice will be provided for additions to these lists.

Marching Band

- | | |
|----------------------------|-------------------------------|
| • Home Football Games | Late-August/September/October |
| • Marching Competitions | Late-September/October |
| • Homecoming Parade | September/October |
| • Jaycees Christmas Parade | Early December |

Concert Band

- | | |
|-------------------------------|---------------------------|
| • CDMMEA District Auditions | Early-October (Optional) |
| • CDMMEA District Band | Early-November (Optional) |
| • All-State Band Auditions | Early-December (Optional) |
| • Winter Concert | December |
| • MSHSAA Preview Concert | Early-March |
| • MSHSAA Large Group Festival | Mid-March |
| • District Solo & Ensemble | Early-April (Optional) |
| • State Solo & Ensemble | Late-April (Optional) |
| • Spring Concert | May |
| • Graduation | May |

Jazz Ensemble

- | | |
|-------------------------------|------------------------------------|
| • Pep Band Basketball Games | November/December/January/February |
| • Jazz Festivals/Competitions | February/March |
| • Java N' Jazz | March |

Capital City High School Band Calendar 2023-2024

May	16	**INCOMING FRESHMAN PARENT INFO MEETING**	6:30PM - CC BAND RM
	30	Summer Session #1	
June	6	Summer Session #2	6:30-8:30pm
	13	<i>Band Boosters Monthly Meeting (Open to ALL families)</i>	6:00pm - CC Band Rm
	13	Summer Session #3	6:30-8:30pm
	20	Summer Session #4	6:30-8:30pm
	27	Summer Session #5	6:30-8:30pm
July	3-7	MSHSAA Dead Week (No practices)	
	10-13	Color Guard Choreography Camp	6-9pm(Mon)/4-9pm
	11	<i>Band Boosters Monthly Meeting (Open to ALL families)</i>	6:00pm - CC Band Rm
	11	Summer Session #6	6:30-8:30pm
	18	Summer Session #7	6:30-8:30pm
	18-20	Color Guard Mini-Camp	9:00am-1:00pm
	22	Plumes & Pants Marching Band Registration (Open House)	10:00am-2:00pm
	17-21	Marching Percussion Pre-Season Camp	8:00am-1:00pm
	24-28	Full Marching Band Fundamentals Camp	9:00am-1:00pm
August	(Jul 31)-4	Full Marching Band Competitive Program Camp	2:00-10:00pm
	4	Marching Band Show Parent Preview Night @ CCHS	TBD
	8	<i>Band Boosters Monthly Meeting (Open to ALL families)</i>	6:00pm - CC Band Rm
	8	Full Marching Band Rehearsal (Tues.)	6:30-9:00pm
	9	Full Marching Band Rehearsal (Wed.)	6:30-9:00pm
	15	Full Marching Band Rehearsal (Tues.)	6:30-9:00pm
	16	Full Marching Band Rehearsal (Wed.)	6:30-9:00pm
	21	First Day of School	All Day
	22	Full Marching Band Rehearsal	6:30-9:00pm
	29	Full Marching Band Rehearsal	6:30-9:00pm
September	1	Home Football Game (Labor Day Weekend)	7:00pm
	5	Full Marching Band Rehearsal	6:30-9:00pm
	12	<i>Band Boosters Monthly Meeting (Open to ALL families)</i>	6:00pm - CC Band Rm
	12	Full Marching Band Rehearsal	6:30-9:00pm
	15	Home Football Game	7:00pm
	16	Palen Marching Band Exhibition/Clinic - Nixa HS	All Day
	19	Full Marching Band Rehearsal	6:30-9:00pm
	26	Full Marching Band Rehearsal	6:30-9:00pm
	30	Rock Bridge Marching Festival	All Day
October	3	Full Marching Band Rehearsal	6:30-9:00pm
	5	Homecoming Parade/Pep Rally	TBD
	6	Home Football Game (Homecoming)	All Day
	10	<i>Band Boosters Monthly Meeting (Open to ALL families)</i>	6:00pm - CC Band Rm
	10	CDMMEA District Band Auditions - @ Rolla	4:00pm
	11	Full Marching Band Rehearsal (Wed.)	6:30-9:00pm
	13	Home Football Game	7:00pm

	14	Mizzou Champion of Champions Marching Competition	All Day
	17	Full Marching Band Rehearsal	6:30-9:00pm
	21	MO State Marching Association 4A/5A Competition - Battle HS	All Day
	24	Full Marching Band Rehearsal	6:30-9:00pm
	27/28	Bands of America St. Louis Super Regional Championships	TBD
November	4	<i>CDMMEA District Concert Band Clinic/Performance</i>	<i>All Day - Waynesville HS</i>
	14	<i>Band Boosters Monthly Meeting (Open to ALL families)</i>	<i>6:00pm - CC Band Rm</i>
	30	JC Mayor's Christmas Tree Lighting	TBD
December	2	Jefferson City Jaycees Holiday Parade	4:30pm
	2	<i>All-State Band Auditions - @ Hickman</i>	<i>TBD</i>
	5	Holiday Showcase Rehearsal	4:00-6:00pm
	9	Holiday Showcase Rehearsal	10:00am
	9	Capital City Holiday Showcase w/choir & orchestra	5:30pm
	12	<i>Band Boosters Monthly Meeting (Open to ALL families)</i>	<i>6:00pm - CC Band Rm</i>

****PLEASE NOTE:**

This schedule is for planning purposes and is tentative and subject to small adjustments.

RE: Summer Sessions

- **All marching band members must attend a minimum of 5 of the 7 Summer sessions listed on the calendar.**
- **Families may choose any 5 that work with their family vacation/travel plans for the Summer.**

There are a couple of additional items that will be in the final version of this calendar that we simply cannot anticipate right now. They are listed below.

- Marching Band Media Day
- 8 Basketball games for Pep Band members (Dec/Jan/Feb)

****January-May calendar will be published the first week of school****

CCHS Band Varsity Letter Application: 2023-2024

(To be completed by ALL band students in April of each school year)

NAME: _____

YEAR: | 9th | 10th | 11th | 12th

T-SHIRT SIZE (Unisex): _____

Requirements for lettering in Band at CCHS

Students must:

- meet the BASELINE CRITERIA listed below
- accumulate **30 POINTS** throughout the school year

BASELINE CRITERIA	INITIAL HERE
I have participated in band for two full semesters this school year.	
I have received a B or higher for each grading period this school year.	
I have no unexcused absences from any performances for ensembles that I have participated in.	

Mark each activity/accomplishment that applies to you. Provide your point total at the end.

- ___ (10 pts) Member of Student Leadership Team
- ___ (5 pts) Auditioned for All-District Band (Concert or Jazz)
- ___ (5 pts) Was a CDMMEA All-District Band Member (Concert or Jazz)
- ___ (5 pts) Auditioned for Missouri All-State Band (Concert or Jazz)
- ___ (10 pts) Was a Missouri All-State Band Member (Concert or Jazz)
- ___ (5 pts) Participated in District Solo and Ensemble Festival
- ___ (5 pts) Participated in State Solo and Ensemble Festival
- ___ (15 pts) Participated in Jazz Band for 2nd & 3rd term
- ___ (3 pts per game) Participated in Pep Band (Jazz Band members not eligible for these points)
- ___ (10 pts) Regular Private Lessons on your instrument
- ___ (15 pts) Perfect Attendance at ALL graded/required performances
- ___ (3 pts ea.) Volunteer/Community Service work for CCHS Bands (director's discretion):
 - Event/Work: _____
 - Event/Work: _____

_____ **TOTAL POINTS**

I acknowledge that the information provided above is correct.

Signature

Date

Band Boosters Contact Information

We are fortunate to have a very active and productive band booster organization that helps facilitate the success of our program through numerous different avenues. The organization is an official 501(c)(3) Nonprofit Organization. The boosters are always looking for awesome band parents to get involved in supporting our staff and students. If you'd like to help you, please reach out in one of the following ways.




Executive Board

President	Landon Jones	landon.jones@missouri.edu
Vice President	Erin LaFlamme	erin.laflamme@jcschools.us
Treasurer	Tena Sapp	tenasapp@hotmail.com
Secretary	Melissa Vineyard	melissavineyard@gmail.com

Committee Chairs

Uniforms	Melissa Vineyard	melissavineyard@gmail.com
Hospitality	Kortney Haynes	kortneyhaynes1@gmail.com
Technology	Landon Jones	landon.jones@missouri.edu
Props/Pit Crew	Eddie/Heather Schoeneberg	
Volunteers/Chaperones	Erin LaFlamme	erin.laflamme@jcschools.us
Corporate Sponsorships	Landon Jones	landon.jones@missouri.edu

Social Media Channels

Facebook	Twitter	Instagram
		
CapitalCityBandBoosters	@CapCityBands	capcitybands

Handbook Receipt Confirmation

Upon completion of the band handbook, students and parents should complete this form, DETACH and return to a band staff member **no later than July 22nd.**

Student Name (please print):_____

- ☐ I acknowledge that I have read the Capital City High School Band Handbook in its entirety and understand the expectations and operating procedures expected of me as a member of the program. In signing, I agree to conduct myself in accordance with the guidelines outlined and will, to the best of my ability, uphold the standards of the Capital City Bands.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____