

# Charlton County High School Auxiliaries



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## **PURPOSE**

The purpose of the CCHS Auxiliary is two-fold: to entertain audiences as an auxiliary unit and to boost the morale and spirit of the school. The purpose shall also be to develop skills (baton twirling, dance, flag twirling), character, leadership, and individual responsibility in each member. It is the CCHS Auxiliary purpose to represent their high school in a manner which may reflect credit upon the school and community, as well as upon the members of this organization.

## **TRYOUT QUALIFICATIONS AND REQUIREMENTS**

- A. Membership in the CCHS Auxiliary shall be restricted to Charlton County High School students of freshmen, sophomore, junior or senior classes.
- B. All Hopefuls must attend the tryout clinic unless the director has given prior permission.
- C. Hopefuls may be expected to perform a specific required routine and skill sets. Judging is based on: showmanship, skill ability, and knowledge of routine.
- D. A panel of judges will score the Hopefuls. Selection of the line members may be based on the sum of the scores of the judges.
- E. There may be no set number of auxiliaries. Membership depends on the scores of the candidates at tryouts. Members must score an 80 to qualify for a position.
- F. Auxiliary members must tryout every year. Positions are not guaranteed each year.
- G. Majorette, Color Guard and Dance Line Tryouts are open to everyone grades 9-12.

## **MEMBERSHIP**

- A. Members are always striving for perfection through teamwork. They should
  - a. Be punctual
  - b. Encourage one another
  - c. Be prepared during practice, not play
  - d. Not whine or complain
  - e. Respect the directors and officers, their authority and the decisions they make
  - f. Not gossip about other team members
  - g. Smile, even if they don't feel like it
  - h. Place the team and its needs above their own
  - i. ACT – as in drama! That's showmanship
- B. The term membership is recognized as the time immediately following tryouts through the last day of school of the following year.
- C. Members should participated in all activities in which the organization is involved.
- D. All members are require to attend band camp and or any summer camps. **Those who cannot attend these camps should not try out.**
- E. Members and their families must attend all meetings designated as mandatory by the director.
- F. Members are required to pass all classes at all times, or they may be temporarily suspended from the team. See ACADEMIC SUPSPENSION.
- G. Members may be part of outside activities; however, **CCHS auxiliaries must come first among activities.** Exceptions may be made with prior approval of the director.
- H. All members are expected to fundraise their "fair share" of team expenses unless parents choose to pay the cost out of pocket.
- I. A member may letter in the CCHS Auxiliary if he/she meets the following qualifications:
  - a. The member must have at least two (2) full years on the team without disciplinary suspension or dismissal.
  - b. The member must have been an exemplary member of the team, who follows the Handbook and its rules and regulations.

- J. Resigning from the team (quitting)
  - a. Resignation is defined as a choice made by the member that she no longer desires to participate in the CCHS Auxiliary.
  - b. A member's resignation will be accepted only all financial obligations are met. (All school property must be returned in good condition or paid for in full)
  - c. **Any member who chooses to quit or is dismissed from the team at any time must wait one calendar year to tryout again for the team.**
  - d. Members who quit the team may not receive money back, but may receive the items they have paid for, regardless of when they resign the team.

***MANNERS AND CONDUCT***

- A. All CCHS Auxiliary are responsible for following the CCHS Student Handbook and the Student Code of Conduct. Failure to follow these guidelines may be grounds for suspension or dismissal.
- B. No personal problems should be brought into practice. Leave your problems at the door.
- C. **Manners should be used at all times to adults, officers, and other line members. Mutual respect and politeness among members is expected.**
- D. Disrespect toward teachers or administrators will not be tolerated.
- E. Members should not be guilty of attracting undesirable attention to his/her behavior by swearing, smoking, drinking, or engaging in intimacies in public with a member of the opposite sex.
- F. Violation of any of the above may result in suspension or dismissal.

***PARENTS' RESPONSIBILITIES***

- A. When a student becomes a member of the CCHS Auxiliaries, her entire family becomes involved as supporters, spectators, and helpers. Being a member of the CCHS Auxiliaries makes demands upon the family involved in terms of time, money, and emotional involvement, but we hope you will find it a rewarding and enriching experience for all of you.
- B. Each member may experience triumphs and disappointments. The love and support of family is very important. Celebrate triumphs because the student has worked hard to earn them. Offer consolation during disappointments, but remember that learning to deal with frustration and pressures are a part of the maturing process. Your positive attitude may influence your child's reactions to the experiences. Please address any concerns or suggestions to the director. Many problems arise from simple misunderstanding, and there are always improvements to be made, so communication is the only way to affect the solution.
- C. There are a number of ways parents can be involved in the CCHS Auxiliaries: Fundraisers, clinics, CCHS Band booster member. Just ask the sponsor and we can use you!
- D. Parents must be willing to meet all financial obligations involved in having their child as a CCHS Auxiliary member, either through fundraising or out of pocket. Parents are requested to make camp/uniform payments according to the guidelines. See UNIFORM PAYMENTS for more information.
- E. Parents must give their permission for their child to fulfill all the responsibilities of being a member of the CCHS Auxiliaries before she may be an official member.
- F. Parents must contact the sponsor if their child is going to be absent from school and practice that day, otherwise the absence may be marked unexcused. See ABSENCES AND TARDIES for more information.
- G. Parents are responsible for arranging transportation to and from all activities, except when transportation is provided by the school district and the director.
- H. Parents must sign the PARENT/MEMBER HANDBOOK CONTRACT. A copy can be found at the back of this handbook.

## **OFFICERS**

CCHS Auxiliary officers are expected to be determined, have high standards, and to maintain pride in self and in the organization. An officer must learn everything expected of the team, cooperate with the sponsor, band director and with the other officers; maintain a sense of responsibility for the organization and wear the CCHS Auxiliary uniform with pride. Each officer must always be a good representative of the team and be the finest example of the ideal CCHS Auxiliary demonstrated by her attitude, scholarship and citizenship.

### **A. OFFICER TRYOUTS**

- a. Each auxiliary unit must have **MORE THAN** three (3) members to have a team captain.
- b. An officer candidate must have been a CCHS Auxiliary for one year before she may audition.
- c. The sponsor may determine the number of officer positions and her decision is final.
- d. Officer audition procedures may vary from year to year, but may include a mandatory routine, teaching rookie practices, teacher evaluations, sponsor evaluations, and team evaluations.

### **B. OFFICER JOB DESCRIPTIONS**

- a. The **CAPTAIN** is responsible to the sponsor and director for the performance of the team.
- b. Duties of the Captain:
  - i. To set a good example for Charlton County High School and the CCHS Auxiliary Team.
  - ii. To support the decisions made by the sponsor and director and realize that the decisions made are in the best interest of the team.
  - iii. To learn everything that is expected of an officer, the Handbook, and rules, all choreography, and drill spots.
  - iv. To help the CCHS Auxiliary cooperate with each other and with the sponsor and director.
  - v. To attend all CCHS Auxiliary activities, camps, clinics, contests, parties, etc. held throughout the year.
  - vi. To hold inspections, check for tardiness, demerits, and absences.
  - vii. To understand that demerits may be imposed on an officer who fails to give any demerits when needed.
  - viii. To assume any and all duties as specified by the sponsor and director.
  - ix. To understand that officers have other practices outside team practices. These practices are usually held after regular practice is over.
  - x. To organize and keep the prop room clean,
  - xi. To perform as soloists or in ensembles at dance camp and competitions, as requested by the director.

### **C. MISCELLANEOUS**

- a. The director may remove an officer from her position if that officer does not uphold her position and/or responsibilities.
- b. Officers must try out for all routines, just as line members do.

## **SISTERS**

1. The CCHS Auxiliary will have a tradition of having the veteran members taking the rookies under their wings to help make the transition to the team and to Charlton County High School.
2. We encourage the motto: "handmade = heartfelt," meaning time-spent, homemade gifts are the ones that are treasured.
3. Sisters give small tokens to encourage each other throughout the season.
4. If a member doesn't support her Sister, she may earn demerits.

### **FUNDRAISING**

- A. The director may provide multiple fundraisers to help members offset the cost of auxiliary membership.
- B. Each member is required to fundraiser her “fair share” of the team expenses: Such expenses pay for items such as travel, costume, entry fees, props, senior night flowers and gifts, videos, and activities.
- C. Each member is required to participate in any and all fundraisers of the Charlton County Band Boosters

### **UNIFORM PAYMENTS**

- A. Uniform payments are due according to the schedule set by the sponsor and director. Late payments may be assessed a \$10 fee.
- B. Checks should be made out to CCHS Auxiliaries.
- C. If a check is returned for insufficient funds. It is the team member’s family’s responsibility to incur the bank charges and to pay by cash or money order.
  - a. The organization has the right to ask for cash or money order payments in the future.

### **ROUTINE EVALUATIONS**

- A. Not all auxiliaries may perform in all routines.
- B. The director will evaluate auxiliaries for participation in a given routine based on: knowledge or routine, showmanship, technique, and overall impression.
- C. A member unable to meet the standards set for that performance may not perform in that particular routine, but he/she must attend the performance in uniform and assume her responsibility as usual.
- D. Those who will not perform will stand as alternates for that routine.
- E. Any member who missed a routine evaluation will be eliminated from that particular performance.

### **PRACTICE RESPONSIBILITIES**

- A. All practices are mandatory. The team will not be successful if it does not practice as one unit.
- B. Members are to arrive on time to practice and stay until dismissed by the director. This means in place, wearing designated attire and ready for instruction.
- C. Members are REQUIRED to have a water jug or bottle, filled, at all outdoor practices.
- D. It is each member’s responsibility to notify the director of her absence from school and from practice in advance or it is considered unexcused. See ABSENCES AND TARDIES for more information.
- E. Written excuses must be given to the director the first day a member returns to practice following an absence.
- F. Extra practices may be called and all members are required to attend.
- G. If a member may be late to practice, it is HER responsibility to get her props first. She may receive demerits for not having her props for practice and may be asked to leave the practice area.

### **BAND CAMP**

- A. Summer camp is mandatory. If a member cannot attend band camp, she may lose her place on the team.
- B. Members are expected to learn all routines and drill positions taught during this time and to perform the accurately as often as the band runs through the show.

### **ABSENCES AND TARDIES**

- A. Absences from practice
  - a. Students must be at school all day to attend practices.
  - b. Two or more unexcused absences from school will result in removal from the team.

- c. If a member is going to be absent from school for any reason, the member her parent/guardian must **CALL THE AUXILIARY COORDINATOR** and leave a phone message.
    - i. If no message is left, and the member is not at practice, the member may be benched one performance.
    - ii. If no message is left a second time, the member may be suspended for two performances.
    - iii. The third time the member does not leave a message, the member may be dismissed from the team.
  - d. If a member checks out from school, she must notify the director.
    - i. If no message is left, and the member is not at practice, the member may be benched one performance.
    - ii. If no message is left a second time the member may be suspended for two performances.
    - iii. The third time the member does not leave a message, the member may be dismissed from the team.
- B. Absences from performance
- a. Members are expected to be at all performances unless they are suspended.
  - b. Absences from a performance must be reported in writing at least one week in advance or the absence may be considered unexcused (except in the case of extreme illness or death in the family)
- C. Excused absences
- a. Excused absences from practice include verified and documented personal illness or death in the family.
  - b. Notes must be brought within two (2) days of the member's return, or that absence may be marked unexcused.
- D. Ill, but didn't check out of school
- a. If a member is ill but did not check out of school, she is still expected to attend practice. The director may make exceptions due to special circumstances.
  - b. If a member leaves campus without informing the director, the absence may be considered unexcused.
- E. Tardy to practices/performances
- a. Members should receive teacher help when needed, preferably getting help in the morning, if at all possible. If the member can only receive help in the afternoon:
    - i. The member should tell a **captain or the auxiliary coordinator** where she is and at what time she will be at practice.
    - ii. When the member returns to practice, she must give the director a signed excused note from the teacher.
    - iii. During marching season, members must go to the band room first to get their equipment, otherwise they may earn demerits

**PERFORMANCES AND PREFORMANCE APPEARANCE**

PERFORMANCES

- A. All performances are mandatory. The director must be notified in writing and in advance for an absence to be excused.
- B. In order to be able to perform that day, a member must have been at school the entire school day, according to school policy.

- C. Members are expected to have all the personal items needed to get ready: brushes, makeup, tissues, extra pins, mirror, etc., in their possession. It is not fair to others if one member is constantly borrowing these items from his/her teammates.
- D. Attendance at the last practice before any performance (including, but not limited to: pep rally, parade, halftime performance, etc.) is mandatory.

#### FOOTBALL SEASON

- a. Members must remember their responsibilities: first, to perform/entertain with the band during halftime and in the stands, and second, to support the football program by cheering and dancing when appropriate.
  - i. Extra conditioning may be issued for "Talking excessively" to other members instead of performing.
  - ii. Extra conditioning may be issued for socializing with those in the student section, or with anyone outside the band section.
  - iii. Members who engage in unsportsmanlike conduct may be pulled from the block to sit with the director. Extra conditioning may be issued.
  - iv. **CELL PHONE USAGE IS NOT ALLOWED** in the stands during a game, except during third quarter.
- b. Members are required to sit as a unit.
- c. Third Quarter Breaks
  - i. In the event the band is given a third quarter break, members must be back in their section of the stands at the appropriate time, ready to perform.
    - 1. Members who do not return at the designated time may be issued extra conditioning or lose third quarter at the next game.
    - 2. Members may not eat before or after the third quarter break.
- d. Transportation
  - i. Team members must use provided transportation to performances.
  - ii. Only parental permission **IN WRITTEN FORM**, presented to the director at least one day prior to the event may release a member to ride home with someone from the game.
  - iii. Members should follow all bus transportation regulations and rules.
  - iv. Parents are asked to be prompt in picking up members after events and performances.

#### PERFORMANCE APPEARANCE

- A. Inspection will be held prior to any activity/performance. At this time, the member should be completely ready and remain ready for the activity/performance. This includes hair and make-up.
- B. No CCHS Auxiliary member who fails inspection may perform at that event.
  - a. Only uniform jewelry may be worn. If a member has a new ear piercing, she must cover it with a bandage. This is for new holes only.
- C. Members must wear the appropriate undergarments under their uniforms: including bra and tights.
- D. NO visible tattoos at all in any CCHS Auxiliary uniform.
- E. Uniforms should be kept spotlessly clean at all times and kept in good repair.
- F. In cold weather, wind suits issued by directors will be allowed to be worn. Black hats and gloves are also acceptable.

### **UNIFORMS AND EQUIPMENT**

- A. CCHS Auxiliary members are expected to buy their necessary team clothing as required.
- B. All financial obligations regarding uniforms must be cleared by the date set by the director. If a balance remains by the first game, that member may be ineligible to perform that particular performance and may remain ineligible for all performances until the balance is cleared.
- C. Uniforms are to be kept clean, in good condition, and fit properly before each performance.
- D. All uniforms are to be worn by team members only.
- E. Uniforms should not be worn to any other event or place other than a CCHS Auxiliary function, unless prior approval is given.
- F. Each member may be issued various costumes for performances throughout the year. The member assumes full responsibility for the care of these items. The uniform is to be spotless at all times and hung up properly.
  - a. The member is expected to launder the uniform according to care instructions periodically.
  - b. Members who ruin or alter Booster-owned items will be responsible for replacing the item with a new one.
- G. Each member may be issued various props and equipment for use throughout the year. The member assumes full responsibility for the care of these items.
- H. Prior to the end of the year, all props and equipment issued must be returned in good condition or the member may be charged.

### **DISCIPLINE & DEMERIT SYSTEM**

Demerits may be assigned at any school or CCHS Auxiliary function or activity on or off campus. CCHS Auxiliary are always CCHS Auxiliary. This means each member must conduct herself as one at ALL TIMES: 24 hours a day, weekdays, evenings, weekends, summer and all vacations. Demerits do not start over – the term for earning demerits may be the same as the member’s term of membership.

<u>INFRACTION</u>	<u>DEMERITS</u>
Chewing gum/candy at practice/performance	EC*
Not in correct practice wear	EC
Tardy to practice/performance (unexcused)	EC
Leaving practice early for unexcused reason	EC
Talking without permission during practice/performances	EC
Failure to support your Sister	2
Failure to bring equipment to practice/performance	2
Engaging in team gossip or promoting disunity	2
Improper treatment of props	2
Tardy to events/performances	2
Public displays of affection	5
Failure to obey commands/make techniques changes/ not participating full-out/negative attitude	5
Improper behavior at practice/performance	5
Failure to pass inspection	5
Unexcused absence from practice	5
Profanity (at any time, in or out of uniform)	5
Abuse of authority by an officer	5
Failure to give demerits when demerits were earned	5
Unexcused absence from performance	7
Insubordination	Variable
Violation of school rules	Variable

\*EC = extra condition – sit ups, push-ups, laps, etc.

## ***SUSPENSION AND DISMISSAL***

### **A. ACADEMIC SUSPENSION**

If a member fails two classes in the semester prior to the season, they will not be able to participate.

### **B. DISCIPLINARY SUSPENSION**

- a. Accruing 10 or more demerits may result in a member's suspension from the team for two weeks. Suspension means the member may not come to the performance, and may not come anywhere near the band section/team at any time for the duration of the suspension. Doing so may result in further serious disciplinary action.

### **C. DISMISSAL**

- a. Dismissal means the member may be excused from her place on the team due to:
  - i. Violations of team standards of conduct, grades, and/or performance.
  - ii. Violations of the CCHS STUDENT HANDBOOK when the violation results in:
    1. Referrals to in-school suspension (ISS)
    2. Placement in out-of-school suspension (OSS)
    3. Placement in the Alternative School.
- b. Earning 15 or more demerits means the member may be dismissed from the team. A member who is dismissed may not try out for the team again until one calendar year has passed.

### **D. APPEALS PROCESS**

- a. The order in which a team member or his/her family should follow concerning appealing a discipline decision should be
  - i. The CCHS Auxiliary Handbook
  - ii. The unit sponsor
  - iii. The CCHS Auxiliary Director
  - iv. The Band Director
  - v. The Principal

## ***AWARDS/END OF THE YEAR BANQUET***

There is a Band Banquet at the end of every year, where CCHS Auxiliary members may receive special awards and recognition for their contributions during the year. It is a special event, and auxiliary members and their families are invited to attend.

## ***HANDBOOK CHANGES***

- A. The Auxiliary Handbook is subject to change at any time due to Charlton County High School rule changes, or with approval from the administration.
- B. If necessary, the director may alter rules in the constitution according to the situation.
- C. The director may add articles to the constitution as needed.
- D. The director may enforce other rules, as they become necessary, during the school year for the benefit of the organization.

**ESTIMATED EXPENSES**

(These are estimated expenses and prices are subject to change.)

- A. MAJORETTE (\$810)
  - a. Uniform (\$450)
  - b. Pep Rally Uniform (\$50)
  - c. Shoes (\$45)
  - d. Wind suit (\$100)
  - e. Batons (\$30 each)
  - f. Equipment Bag (\$25)
  - g. Poms (\$30)
  - h. Earrings (\$15)
  - i. Hair Piece (\$40)
  - j. Choreography (\$25)
- B. DANCE LINE (\$560)
  - a. Uniform (\$230)
  - b. Pep Rally Uniform (\$50)
  - c. Shoes (\$45)
  - d. Wind suit (\$100)
  - e. Equipment Bag (\$25)
  - f. Poms (\$30)
  - g. Earrings (\$15)
  - h. Hair Piece (\$40)
  - i. Choreography (\$25)
- C. COLOR GUARD (\$610)
  - a. Uniform (\$230)
  - b. Pep Rally Uniform (\$50)
  - c. Shoes (\$40)
  - d. Gloves (\$25)
  - e. Wind Suit (\$100)
  - f. Equipment Bag (\$25)
  - g. Poms (\$30)
  - h. Earrings (\$15)
  - i. Hair Piece (\$40)
  - j. Flag bag (\$30)
  - k. Choreography (\$25)

**FAIR SHARE**

Each member of the CCHS Auxiliary will be expected to pay fair share to help cover expenses for the marching season. This amount is set by the Band Boosters. Each auxiliary member will be expected to follow the payment schedule set by the Band Boosters. If a balance remains after the due date, that member may be ineligible to perform that particular performance and may remain ineligible for all performances until the balance is cleared.



**CCHS AUXILIARY PLEDGE**

The following is to be read, signed and returned by all CCHS Auxiliary members and their parent(s):

I will conduct myself in such a manner as to be a credit to the organization, school, and community at all times. I will know and abide by the CCHS Auxiliary Handbook. I promise to uphold the traditions and may do everything in my power to promote CCHS Auxiliary activities and interests. I will be joyous, courageous, courteous, truthful, considerate, and just: loyal and sincere in friendship; willing to forgive and forget; willing to sacrifice personal pleasures for the betterment of the team; quick to appreciate what is done for me; respectful to my parents, teachers, and elders, that I may become a fine and worthy young person.

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CCHS Auxiliary Member Signature

Date

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Parent/Guardian Signature

Date

**CCHS AUXILIARY PARENT/MEMBER HANDBOOK CONTRACT**

Your daughter has been selected as a member of the Charlton County High School Auxiliary Team. The CCHS Auxiliary organization is a very demanding job requiring time, skill, and leadership. It is very important to have your support in this endeavor.

We ask that CCHS Auxiliary parents support the team, the sponsor, the director, and the Band Booster by participating in events and activities. Such activities have a direct effect on your daughter’s enjoyment of her auxiliary responsibilities.

We do realize that we may be asked to help with the booster club fundraisers and other activities vital to making the team a success.

**We have read the Handbook and agree to abide by all of the rules and regulations.**

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Parent/Guardian Signature

Date

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CCHS Auxiliary Member Signature

Date