

July/August 2008

Dear Parents & Students,

This summer has marked as a transition period for the East High School band program. As we have said our good-byes to Roger Ruch, it is time to meet your new Band Director. My name is Lorraine Huddy and I am a former student of East High School.

To tell you a little bit about myself, I graduated from East in 2002 and pursued a Bachelors of Music in Music Education at West Chester University. My primary instrument is the clarinet. At East and at West Chester I was drum major for a combined three years and performed in many of the top ensembles at the University including the Symphony Orchestra and the Wind Ensemble.

This past school year I was an elementary general music, choral, and band director in the Colonial School District in New Castle, DE and served as assistant marching band director of the William Penn “Marching Colonials” Band.

Please review the contents in this handbook and do not hesitate to come to me with your questions and concerns. The last page of this handbook is an agreement to be signed by the student and a parent. This page must be handed in with all paperwork at the beginning of band camp.

I am very excited to be back and eager to work with you all. I know we are going to have a successful season and an eventful school year.

All the best,

Ms. Lorraine E. Huddy, Band Director

Philosophy

The East High School Band Program philosophy is based on a sense of excellence, commitment, pride, and self-worth. Each individual that calls themselves a member of the “Viking Band” is an essential element to our unit as whole – consider yourself a Varsity starter from now on.

Every student is capable of greatness and when we combine our efforts and determination we can achieve anything we set our minds to. It is stressed that we realize the importance of teamwork, cooperation and dedication as we all need to work together to complete any tasks we come across. Without this sense of camaraderie, it is so easy to let bitterness and envy overcome our goals and our true potential.

Always strive for excellence, take pride in your organization and do your very best.

Member expectations

- Observe all policies set forth in this handbook.
- Reference this handbook.
- Ask questions if you are unsure of anything.
- Check the website and/or band board for important announcements daily.
- Follow the WCASD High School Code of Conduct at all times
- Honor all financial commitments & deadlines.
- Display good sportsmanship at all time (on & off the field)!
- Keep a sound mind & body – pledge to be drug free!

Calendar

See attached calendar for rehearsal/performance dates and times.

Cost of Participation

There is no fee for band camp or for joining the program. However, parents and students are responsible for paying for the following items:

- Marching shoes, \$32.00 (band & guard)
 - Shoes will be measured and ordered on Wednesday, August 20th. Please make your checks payable to: **East Band Boosters**
- Black socks, mid calf – NO ankle socks (all band members only)
- Instrument lyre – for holding stand music
- Black dress shorts (knee length) for alternate uniform & band camp demonstration (no athletic mesh or short shorts)

Attendance

As stated in the program philosophy, each member of the Viking Band is an essential element to our unit as a whole. Therefore, attendance to all rehearsals and performances

is mandatory. If it's on the calendar, you need to be there. In the future I will do my best to schedule rehearsals and performances as far in advance as possible. Please do your best to honor these commitments.

A. Rehearsals

- It is crucial for all students to come to rehearsals as much of this time is spent learning and reviewing music & drill. Practice makes progress and if you are not physically on the field or in the band room, you are not making progress with the rest of your team.
- In the event that you need to miss a rehearsal, you must fill out an *excused absence/lateness request form*. This form must be submitted at least ten (10) school days or two (2) FULL weeks in advance for it to be considered. A request does not guarantee approval.
- An **excused** absence may include any of the following:
 - Once in a lifetime events (wedding, funeral, etc)
 - A concert in Philadelphia is NOT considered a once in a lifetime event, even if it's The Kids on the Block.
 - Medical appointments/Sickness
 - Please do your best to schedule appointments on days when we do not have rehearsals or at other times of the day.
 - If you are not in school the day of a rehearsal because of sickness, you are not allowed to participate in any after school activities/evening performances.
 - Except for extenuating circumstances, excuses submitted after an absence will not be excused. If you know you are going to be absent, submit the request form.
- Examples of **unexcused** absences may include the following:
 - Employment – you have your schedule. Inform your employer now.
 - Homework – it is your responsibility to keep on top of your studies. You will not be able to participate if you are ineligible.
 - Transportation – find a ride, carpool!
 - Laziness

B. Performances

- Holes in our drill formations are just that – *big, empty holes!* Remember, you are a varsity starter and no one else is going to get off the bench to take your spot. We are a competitive organization. This group's success is dependent on our 100% attendance at every performance: parade, football game and cavalcade competition.

Parents: While we recognize the importance of discipline, we ask that you do not punish your child by forbidding them from attending a rehearsal or a performance. By doing this, you are essentially punishing the entire group and hindering our chances for group

success! Remember, holes in our drill are just big, empty holes that cannot be filled by anyone else. Please consider this before allowing your child to join the organization.

Behavior

Students are expected to act with respect and are to abide by the West Chester Area School District Code of Conduct at all times. Members of the Viking Marching Band represent East High School in and out of our community and in and out of uniform.

Students will receive the Code of Conduct in homeroom on the first day of school. You will also sign a form saying that you have received the Code of Conduct and a copy of that form will be sent to the band office.

Use of School Equipment

All instruments, flags and other equipment must be signed out by the proper staff member before being taken home. You are to use the equipment as if it were your own so please treat it with care. Some items are more susceptible to wear and tear so please alert a staff member if you notice damage to the equipment.

Lost and/or stolen equipment may incur a fee. This will be handled on a case by case basis.

Uniform Policies

Band uniforms are worn to give an identical appearance to all band members. Full uniform does not allow for individuals to dress in variation. All band members will be assigned a uniform that will consist of the following:

- Black dinkles (marching shoes)
- Black socks
- Black trouser pants
- Red band jacket
- White/gold detachable sash
- Shako (marching hat)
- Plume (will be given out prior to each performance)
- Black gloves
- Rain jacket
- Alternate uniform shirt & blue jeans

This uniform must be maintained at all times. You will also be issued a garment bag that is to be hung, not folded, when in storage. Uniform maintenance includes the following:

- Monthly dry cleaning (your uniform will smell after a while!)
- Ironing
- Cleaning/wiping off your dinkles before every performance

- Airing out the uniform after use (especially after rain)

- All hair must cleanly be tied up when wearing the Shako.
- All facial and ear piercings must be removed for every performance or covered with flesh colored tape or a band aid.
- There will be absolutely no gum chewing while in uniform.
- Do not use your garment bag to store anything else but the uniform itself. Please store your shoes in a separate bag.
- Take your uniform home, do not store it in the band room overnight/over the weekend.

Band front members will receive paperwork on their particular uniform & or costume from staff. Hair and makeup will be decided by staff member.

Rehearsal/Performance Etiquette

Rehearsals are a crucial time for learning/reviewing music and drill. Therefore proper etiquette is demanded at all times.

- The time set on the calendar is when you must be in your spot and rehearsal STARTS. That means you need to budget yourself enough time to get all your belongings together and get to the field or wherever rehearsal is being held.
- To be early is to be on time... to be on time is to be late. To be late is NOT AN OPTION.
- Pay attention at all times. Staff members will constantly be throwing information in your direction.
- Do not wait for someone to tell you to stop talking and don't make a bad habit out of it.
- Disrespect is not tolerated.
- Chewing gum or eating food during rehearsal is not allowed.
- Foul language, public displays of affection, and horse-play or sport-like activities (soccer, football, frisbee, etc) is not allowed during rehearsal or when in uniform (performances).
- Cell phones must be silent or turned off. Don't be THAT GUY!
- Rehearsal does not end until you are dismissed by the drum major.
- When observing another performing group, talking will not be permitted. Please give them the respect and courtesy you would ask for your own group.
- Do not run in uniform. It looks unprofessional and can be dangerous on pavement.
- While in the stands, sit as a group.
- Do not go anywhere alone. Take a buddy/chaperone and inform an adult/staff member of where you are going.

Transportation

Transportation to away football games and competitions are provided for by the school district via bus. Transportation for home football games, rehearsals, West Chester

Parades (Halloween, Christmas, Veteran's Day, etc) is to be provided by the student/parents. Carpooling is suggested and encouraged!

Fundraising

The Viking Band does many fundraisers to raise money for our budgetary needs. While the school district provides us with many items, some items covered by our Band Boosters include: show music, costumes, props, band gifts, leadership camp money, band camp snacks and evening activity, etc.

The Band Booster organization hosts many of these fundraisers. These include: the Cavalcade Home Show, car washes, pizza kits/food orders, The Spaghetti Dinner/Bingo Night and the Booster Mall/Candy Grams.

Students are expected to participate in fundraising activities. Money earned through fundraising will be entered into a student account and may be used for future trips. More information will be provided by the Band Boosters.

Parent Involvement

The Band Booster organization is a foundational structure to our band. Without it, the Viking Band would not be able to do many of the things that we are able to do (see above). The Boosters are led by an executive council and plan many activities and provide help with chaperoning and equipment handling. Your participation with the band is needed in many areas so please consider joining today!

See Band Booster letter.

Membership Agreement

By signing this agreement you are acknowledging that you have read through this handbook. You agree to abide by the policies set forth in this handbook concerning the Viking Band philosophy, membership expectations, cost of participation, attendance, behavior, equipment use, uniform maintenance, rehearsal/performance etiquette, transportation and fundraising. The director reserves the right to alter/change information in this handbook when needed or as a situation arises.

This form and the following items must be submitted to Ms. Huddy on the first day of Band Camp, August 18th, or as soon as possible:

- Membership agreement
- Emergency form
- Band shoe money (\$32, checks made payable to **East Band Boosters**)

We have read AND understand all requirements as put forth in the above document. Furthermore, we understand that membership in this ensemble is a commitment and a privilege.

_____ / _____ / _____		
Student signature	Printed Name	Date
_____ / _____ / _____		
Parent signature	Printed Name	Date