

**The Marching Band
Handbook
2013-2014**

Dear Students and Parents,

Welcome to the Armada Marching Band Program. We have a lot of exciting events, and we need your help to ensure everything runs smoothly. The following pages that constitute the Marching Band Handbook are designed to keep you informed about our procedures, guidelines, and expectations.

Sincerely,

Steven R. Loveday

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Directors, Staff, Student Leadership/Chain of Command

Director: Steven Loveday

Directors' Assistants: Keenan Thomason, Rachel Ulinski

Percussion instructor: Dave Pickett

Color guard Instructor: Stephanie DeMarco

Drill Coach/Woodwind Instructor: Rebecca Durbin

Senior Drum Major: Ryan Schmidt

Color guard captain: Dana Ulinski

Junior Drum Major: Bailey Ernst

*Seniors and section leaders should be approached first in the chain of command, before asking drum majors, instructors/staff, or the director. Following this chain of command will make band camp and the season run much more smoothly. It is the section leaders' job to get phone numbers and contact info to and from students. Make sure you have way to quickly contact everyone in your section and make sure that you provide them a way to quickly contact you.

*In regards to health concerns, personal issues, student conflicts, student/staff conflict, disciplinary issues, etc., please consult one of your cabin chaperones or the head chaperone immediately. These issues may be brought to the attention of the staff or director if necessary, but often times can be easily addressed by the chaperones. Chaperones will relay all necessary information to other students, staff, and directors when needed.

*Remember, the chain of command is a necessary suggestion, but in the end we are all on the same team and working together. Do not ever hesitate to speak to whomever you are comfortable with in the event of any issue. Do not hold anything back or hide anything that you feel is becoming an issue that is a detriment to yourself or the group as a whole. All communication can be held in confidence and there is no such thing as a bad question or observation. It is of the utmost importance that everyone is healthy, safe, and happy with the situation at hand and we are all here to help assure that.

Daily Band Camp Schedule

Pre-Camp

Sunday, July 28, 2:30-5:30PM (High school)

MANDATORY MEETING FOR ALL STAFF, CHAPERONES, AND STUDENTS AT 2:30pm in the Armada High School Auditorium and band room

Band Camp

Monday, July 29:

Meet at 7:00AM at the high school to check in and load the buses and equipment truck. We will depart for camp at 7:30AM. We will arrive at camp at approx. 8:45AM, move into cabins and begin rehearsal at approx. 9:00AM.

Monday, July 29 - Friday, August 2

Camp is all day, everyday. Students will stay in chaperoned male and female cabins. Each cabin will have 2 chaperones. Students will be fed 3 meals per day.

7:00AM Wake up

7:30AM Breakfast

8:15AM-11:30AM Practice

11:45AM Lunch everyday

1:00-4:30PM Practice

5:00PM Dinner

6:00-8:45PM Practice (water breaks provided)

9:00PM-10:45PM evening activities

11:00 PM Lights out

Friday, August 2nd, 6:00PM-7:00PM Practice (water breaks provided)

7:00PM Go back to cabins and begin to clean up and pack up belongings

7:30PM Final band camp performance for parents

8:00PM Get all equipment and belongings out of cabins and ready to load

9:00PM Load bus and depart for Armada High School

10:15PM Arrive at Armada High School.

General Rules

Clothing must be appropriate and tasteful, summer clothing. No sports bras. No spandex clothing. Shirts must be worn at all times.

Bathing suits should be acceptable and comfortable, or shorts or shirts should be worn over them.

No shirt, no shoes, no marching.

Inappropriate conduct and behavior is prohibited and will be dealt with accordingly.

No alcohol, tobacco, or drugs.

Boys aren't allowed in girl cabins and girls aren't allowed in boy cabins.

Boys aren't allowed on the girls side of camp and girls aren't allowed on the boys side of camp, unless there is rehearsal or a chaperoned activity taking place in such areas.

All school rules and consequences apply to all marching band activities.

If you do not follow the rules, you will be sent home at your parent's expense. No exceptions!

Travel Policy

We travel to events together and we return together. If a parent wishes to make other arrangements, it must be done in writing, IN ADVANCE. The only exception is at the conclusion of an event the parent must make personal contact with the director to verify that they are in attendance and will take responsibility for their child. Otherwise, students will ride the bus. School law states that simply signing a note allowing a student to go with someone else will not hold up in court. Driving yourself, a friend, non-immediate family member, boyfriend, girlfriend or neighbor is unacceptable. When in doubt, clear it with the director ahead of time.

A few more guidelines:

1. Only band members, staff, and appointed band boosters may sit in the band section, ride the bus or handle equipment
2. Bus conduct will be exemplary at all times.
3. The buses shall be kept clean.
4. **HELP TO UNLOAD THE EQUIPMENT TRUCK.** It is your responsibility to make sure that your instrument/equipment returns to the proper place. It is also expected that students **WILL** help other sections of the band with larger instruments (i.e. pit percussion).
5. For every event, the times of departure and arrival are on the itinerary in the band room and will be posted on the marching band website. **STUDENTS ARE RESPONSIBLE FOR NOTIFYING THEIR PARENTS OF THIS ARRIVAL TIME.** Competition times are often subject to last minute changes. Travel times will often vary depending on road conditions and bus drivers. Parents are expected to pick up their children within 15 minutes of the estimated arrival time. If the estimated time has changed, students will call on a cell phone with notification of a new arrival time. Please look for an updated schedule on the outside door of the school when dropping students off.
6. Students are not permitted to travel without having submitted an emergency form.

Uniform Policy

MARCHING BAND UNIFORM AGREEMENT

We, the undersigned, hereby acknowledge receipt of the following items:

Please write item number and size (or a check mark if no number is available) of the items you have received on the space below:

Coat: # _____ Size: _____

Pants: # _____ Size: _____

Shako: # _____ Size: _____

Garment Bag: _____

PLEASE LIST ANY CONCERNS YOU HAVE ABOUT THE CONDITION OF ANY OF THE ABOVE ISSUED UNIFORM ITEMS:

* The uniform should always be stored in a garment bag and hung up neatly on a hanger.*

We, the undersigned, accept responsibility for any loss or damage that may occur to the above listed uniform items, through negligence or misuse, while they are in our possession. We understand that responsibility for the uniform items means that if any part of the uniform is lost or damaged in any way, we will be responsible for the full cost for repairs or replacement while the uniform is in our possession. We agree to keep the items clean and in excellent condition. We agree to return the above items, dry cleaned (coat and pants) with a receipt and in the condition they were received, at the request of the band director or other school official.

(Student name - please print)

(Student signature)

(Parent signature)

(Date)

(Phone Number)

Instrument Policy

BAND INSTRUMENT USAGE AGREEMENT

We, the undersigned, hereby acknowledge receipt of the following items:

INSTRUMENT: _____

MAKE: _____ SERIAL NUMBER: _____

ACCESSORIES:

EXISTING DAMAGE:

We, the undersigned, accept responsibility for any loss or damage that may occur to the above listed equipment, through negligence or misuse, while it is in our possession. We agree to keep the equipment clean and to perform required daily maintenance. We agree to return the above equipment, clean and in good condition, at the request of the band director or other school official.

(Student name - please print)

(Student signature)

(Parent signature)

(Date)

(Phone Number)

Grading Policy

Grades will be based on a point system as specified below.

Participation

Class participation – 10 points per class period (30 points per period beginning two weeks before a mandatory performance)

Outside of school rehearsals – 50 points per rehearsal

Concert/General Performances – 100 points per performance

Festival Performances, competitions, and parades – 200 points per performance

Assessment (when appropriate)

Chair testing – 100 points

Quizzes – 20 points

Tests – 50 points

Marching band is counted as a full credit class on every student's transcript. A student's grade is determined by their prompt attendance at every rehearsal, performance, and band-related event.

This includes showing up on time to each and every rehearsal and arriving at the correct report time for every performance.

Remember the saying: "To be early is to be on time. To be on time is to be late. To be late is unacceptable." Points will be deducted if a student is late. All necessary materials for the rehearsal or event must be present, including uniform, instrument, music, drill, coordinate sheet, a pencil, etc. or points will be deducted.

Attendance Policy

All absences must be excused by the band director and all excuses are on a case-by-case basis. If a student has an emergency doctor/dental appointment, a note from a parent/guardian must be given to the director. It is the student's responsibility to make sure the director is notified and if notification occurs after the absence, the student's grade will still be affected. Regular, routine check-ups will not be excused as they should not be scheduled against the marching band calendar. Sometimes unavoidable conflicts occur. The marching band has a very good working relationship with the Administration, Athletic Department, and Faculty, and we are always willing to work together to compromise on conflicts. By signing the Marching Band Commitment Form, we are expecting that you have checked the attached calendar with your personal calendar, and will retain the calendar for future reference. Use the calendar well in advance to help *avoid* conflicts. Medical appointments should be scheduled at other times. The Band Department respects your time and will rarely change from this schedule that is issued months in advance. In return, please respect the Marching Band's rehearsal and performance times so you can be present at every rehearsal and performance from beginning to end. If a conflict arises, solutions can be worked out with plenty of ***advanced notice (at least two weeks notice)***. **If you have a vacation planned in the summer and cannot make a summer rehearsal, you can still be in marching band.** Simply let us know of your travel commitments in writing, in advance.

Drill Chart or Coordinate Sheet Policy

Every student will be given a drill chart at camp. This drill chart must remain with the student and intact for the entire season. It is highly recommended to put it in a small 3-ring binder for safe keeping and easy reference. If a student does not have drill at rehearsal, half of their daily participation points will be deducted. Each student will also receive a blank coordinate sheet form that they will fill out at band camp. This will be put in their folio with their music. It is especially helpful if changes are made at camp or during the season due to drill errors or added or missing students. If this is not completed, a test grade will be deducted. Each student must have coordinate sheet at all times if asked or half of their participation points for the day will be deducted.

Other Ensemble Information

Fundraising and student accounts

Fundraisers will be available to all music students. Each music student has a personal account with the music boosters. If you choose to participate in these fundraisers you will be able to earn money for that account. The money raised can be used for purchase of music supplies, private lessons, field trips, and other purchases related to school music. To access the money in their account, students must fill out a money voucher (on website) and submit it to the directors by putting it in the money box. All transactions will take place at the monthly music booster meetings. Students can save this money all the way through their senior year.

Instrument Related Supplies

Supplies related to your instrument are your responsibility. If there is something that you need, we

can order it for you, however you are responsible for paying for it. In order for us to order supplies for a student, the student must put it in writing.

Course content

All instruction in the instrumental music classes at the Armada High School will be based on the guidelines set forth by the *National Standards for Music Education*. All students should be able to accomplish the following upon graduation.

1. Singing, alone and with others, a varied repertoire of music.
2. Performing on instruments, alone and with others, a varied repertoire of music.
3. Improvising melodies, variations, and accompaniments.
4. Composing and arranging music within specified guidelines.
5. Reading and notating music.
6. Listening to, analyzing, and describing music.
7. Evaluating music and music performances.
8. Understanding relationships between music, the other arts, and disciplines outside the arts.
9. Understanding music in relation to history and culture.

You can also find any information that you need on our website.

www.armadaschoolsmusic.com

If you would like instant notifications, updates, and media you can also “like” our Facebook page. Just search for the Armada Music Boosters page.

Marching Band Commitment Form

By signing this form, it is understood that both parent and student have read it in its entirety, including the calendar. By signing this form, you are committing to your participation in the 2013-2014 Armada Marching Band.

Student Name _____

Marching Band Instrument/Guard _____

2013-2014 Year in School (circle one) 9 10 11 12

Street Address _____

City _____ Zip _____

Phone _____ Student Email _____

Parent/Guardian Names _____

Parent/Guardian Email _____

I have read through the Armada Marching Band info packet, and I understand that in registering for marching band I will agree to abide by the stated policies, as well as the rules that exist in the Armada High School Handbook.

Student Signature _____

Parent Signature _____

Please return no later than July 28, 2013.