

**Lancaster High School**  
**Instrumental Music Department**



**Handbook**

**2010-2011**

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## I. PURPOSE

The purpose of this handbook is to state the policies and procedures of the Lancaster High School Instrumental Music Department for members in the various activities in the Department. While every effort is made to anticipate circumstances with regard to performing and traveling within a large active group, open lines of **communication** between student and directors, as well as parent and directors, are needed to anticipate some difficult situations and help resolve them **before** they become a problem. As one of the most traveled activities in the school district, students are **expected** to act as ambassadors **AT ALL TIMES**, doing their best to represent their performing ensemble, their school, and the community of Lancaster. All members are expected to follow the guidelines, policies, and procedures established by the LCS Board of Education, Lancaster High School, and the Instrumental Music Department.

## II. ATTENDANCE AND GRADING

### A. Rehearsals/Performances

**Attendance at ALL rehearsals and performances is mandatory**; however, conflicts do arise. Absences will be excused in the event of the following:

1. Family emergency
2. Death in the family
3. Personal illness that causes the student to miss school (must be accompanied by a doctor's note)
4. Wedding of immediate family member
5. Other emergency circumstances that **must** be pre-approved by the director(s).

<p><b>IF AN EMERGENCY ARISES, YOU MUST MAKE <u>EVERY</u> EFFORT TO CALL THE BAND OFFICE AT 681-7523.</b></p>
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Notification of absence must be made **TWO WEEKS IN ADVANCE, in writing from the parents** and clearly explain the **circumstances** regarding the absence. ***Because a note is written does not necessarily mean that the absence will be excused.*** If a note is not received two weeks in advance the absence will be unexcused.

**\*\*An unexcused rehearsal will result in disciplinary action at the discretion of the director. Circumstances regarding the situation will determine the action taken. A combination of disciplinary actions could be possible. Disciplinary action may consist of but is not limited to:**

- **Marching band**: loss of 3<sup>rd</sup> quarter privileges; drop of letter grade through loss of points.
- **Concert Ensembles**: drop of letter grade through loss of points.

**\*\*An unexcused performance could result in the loss of performing with any of the instrumental music groups. Circumstances regarding the situation will determine the action taken. A combination of disciplinary actions could be possible. Disciplinary action may consist of, but is not limited to:**

- **Marching band**: student may not perform at a game, contest, or other performance (but will be required to attend these events in the appropriate dress), possibility of rewards being held, reduction of a letter grade through loss of points.
- **Concert Ensembles**: loss of points resulting in a poor grade, and possibility of awards being held.

**\*Students who are unexcused two or more times will meet with the directors and principal to discuss other measures such as expulsion from band.**

**\*Students who are excused from a performance must see the director for the required make-up assignment.**

### B. School Absence

A student must be in school half of the school day (11 a.m. on a regular-length day) to participate in an **extra-curricular** (*Pep Band, Percussion Ensemble, Swinging Gales*) practice or event. This requirement may be waived by the directors or the Building Principal for excused absences. In addition, students may be required to attend **curricular** (*All concert bands 9-12, Marching Band*) events (such as adjudicated events or concert performances), despite absences from school. Any time a member is required to miss class to attend an event or performance, the student must consult with the teacher to obtain assigned work.

### C. Grades

Grades will be based on a point system. Points will be awarded for the following:

1. Attendance at rehearsals and performances
2. Daily participation/attitude (attendance at school is a must for these points)
3. Playing tests
4. Any applicable written quizzes or assignments
5. Required or extra credit concert attendance
6. Private lessons will receive extra credit and points at the end of the nine weeks
7. Memorization of music (marching band only)
8. Knowledge and performance of drill and marching fundamentals (marching band only)

**All grades are subject to the final discretion of the directors.**

**SPECIAL NOTE:** *Members of any of the musical ensembles at LHS must take **special care** about appointments with a doctor. Although it is not possible to predict an emergency situation, it is possible to **schedule routine check-ups with care**. If a visit **MUST** be scheduled during practice (**avoid this conflict**), keep a visit to the doctor on a Monday or Tuesday. Do not schedule appointments (**especially orthodontist appointments where adjustments will be made**) close to a concert date, on a dress rehearsal date, or performance dates.*

### D. Credit

All members of the LHS Concert and Symphonic Bands will receive 1 credit. Members of the Symphonic Band will be expected to participate in Solo and Ensemble and to meet for additional rehearsals and/or sectionals. In addition, **all** members of the “Band of Gold” will receive another ¼ credit for their successful participation.

## III. TRANSPORTATION

*All students involved in any of the ensembles at LHS* are expected to ride a provided school bus or chartered transportation to and from any and all events. Students are responsible for their conduct and are expected to abide by the rules of the Lancaster City Schools, the bus driver, and the chaperones. Chaperones are responsible for enforcing the bus driver’s rules on the bus – students are to follow their instructions.

### A. Bus Conduct

1. Absolutely no smoking, drugs, profanity, or alcohol.
2. Maintain silence at railroad crossings.
3. Use moderation in singing and talking.
4. Hands, arms, etc. must be inside the bus at all times.
5. Stay in your seats while the bus is moving.
6. By law, the drivers are in control of the bus.
7. A chaperone will be on your bus. Requests from chaperones are expected to be followed.
8. Do not board or load equipment on the bus until you are asked to do so.
9. Stay on the bus until you are requested to unload.
10. Don’t ask to change from assigned buses and/or seats.
11. Always hang clothes properly on the bus.
12. Be on time.
13. Depending on the situation (as determined by the director), you are subject to being left behind if you miss a departure time. It is your responsibility to be on the bus at the designated time, both leaving and returning to school. If a member is left behind, parents will be notified as soon as possible. Violations of this matter may result in suspension from future travels.
14. Do not yell out the window.
15. When arriving back at school, leave the bus as you found it – clean, with the windows up.
16. Don’t forget to thank the bus driver and chaperones for their assistance in making the trip safe and enjoyable.
17. Ipods and MP3 players must have headphones.

**\*\*Band members may not be excused from riding the bus home from an event unless a parent provides a written note assuming the responsibility for you. The director or designated staff member must also see you leave with your parent. All notes must be given to the director in advance of the trip (at least two days). Notes provided the day of the trip WILL NOT be accepted.**

#### IV. EQUIPMENT, INSTRUMENT, AND MUSIC

##### A. Personal Equipment

The following guidelines should be followed:

1. Instruments placed on the bus or equipment truck should be properly cased and handled by the musician who plays it. **When your instrument is being transported by the equipment truck or bus it is the student's responsibility to get it off the truck both coming and going.**
2. All woodwind instruments should be cleaned out after each rehearsal and performance.
3. Pack your mouthpiece securely in your case.
4. Make sure that your instrument case and folder is properly identified.
5. Brass instruments should be cleaned frequently.
6. Never leave your instrument laying out anywhere unattended.
7. Woodwind players are expected to have three good working reeds at all times. They should be rotated on a weekly to daily basis depending on the amount of playing you do.

##### B. School-Owned Equipment

Students are responsible for the general care of school instruments, including oiling valves, slides, and swabbing the instrument. Repairs are NOT the responsibility of the student unless due to student neglect. These instruments and equipment range in value from \$400 to \$14,200, so they should be treated with the utmost care. If all instruments are properly maintained and used, their replacement does not become necessary.

**\*Instruments must be signed out and an instrument agreement form filled out.**

**\*Instrument storage room, tuba room, and percussion room need to be kept in an orderly fashion.**

If the instrument loan form is not handed out, or not returned, the signature on the personal agreement portion of this handbook will act in place of the instrument loan agreement form.

##### C. Music

A typical musical arrangement costs the band more than \$75. As a result, students will be charged for lost music. If it is the only original part, the student will rewrite the part by hand.

##### D. Rehearsal and Performance Expectations

1. Bring your music and instrument, in proper playing condition, to each rehearsal. Proper playing condition includes an instrument that works, good reeds, and valves that move properly. **(Your director may have reeds and oils that you can purchase in the band office).** Students are not permitted to get up during rehearsals to fix instrument problems.
2. Upon arrival to the rehearsal room, promptly get your instrument, pencil, music, and report to the pre-assigned area. You are encouraged to **warm-up properly** before the rehearsal starts.
3. Music and instrument must remain in your assigned bin if not taken home. ***Your instrument must be in its case with the lid shut and latches secured.***
4. When the director steps on the podium, **talking must stop immediately. Talking is not permitted during rehearsal.** The same rule applies to anyone addressing the group.
5. **No gum, jam sessions, horsing around, blasting of instruments, or playing another person's instrument will be permitted.**
6. During school time, **passes are required for tardiness.** Detentions will be issued if a pass is not presented. **Please do not ask to go anywhere once the period has started unless it is an emergency.** Only directors can sign your passbook.
7. No food or drinks in the band room.
8. The band room will remain neat and orderly.

9. Respect your peers, band parents, other band members, and staff members.
10. Disciplinary actions will be taken for non-compliance of any of the above listed procedures and those procedures listed on the LCS Board of Education approved code of conduct. Action may include **but is not limited to:** 1) Warning, 2) Lowered participation grade, 3) phone call to parent, 4) Detention, 5) Removal from rehearsal, 6) Parent, teacher, student, administrator conference, 7) Behavior contract, and 8) Removal from band with possible grade of “withdraw-failing.”

## **V. SYMPHONIC AND CONCERT BAND**

Entrance to these groups is by audition. The audition requirements will be passed out before the audition. Present members of the Symphonic Band may not be asked to re-audition.

In November, students will be asked to audition for chair placement of their current ensemble. The audition requirements will be passed out before the audition. Chair position is based on quality of the audition. Section leaders are chosen on the basis of audition and may call for sectionals during concert band season.

Opportunities to challenge within your section and within the same band will be available certain times of the year. You and the person you are challenging will be asked to play a section from the selected piece of music. In the event of a tie, both members will stay in the same order.

**\*All students are expected to take their instruments and music home on a regular basis to practice (weekends and weekdays).**

**\*Students who consistently do not take their instruments and music home to practice will have their grade lowered.** For grading procedures, refer to the GRADES section on page 2.

## **VI. “BAND OF GOLD”**

All members of the band program in grades 9-12 **MUST** belong to the “Band of Gold” unless they meet one of the following requirements:

1. **Member of a fall sport** which prohibits participation
2. **Medical excuse** which prohibits participation
3. **Other excuse approved by the director and committee** which prohibits participation. **These excuses are subject to the discretion of the directors** and a committee including but not limited to a high school principal and guidance counselor.

For all “Band of Gold” members in grades 9-12, the marching season begins in late June and concludes in mid-November. Members of the marching band (including seniors) are expected to perform at the Memorial Day Parade in May. The marching band requires full commitment from its members; students are advised to limit other activities during the fall. Members must attend band camp during the summer or they will be placed on alternate status.

During the school year, practices will be held Monday through Thursday from 3:00 – 5:00 p.m. with sectional practice during Tuesday’s practice. Sectionals for percussion and field commanders are on Tuesday evenings from 6:30 to 8:30 p.m. Videos from the previous weekend’s performance will be viewed at the first part of Monday’s rehearsal.

Students are responsible for the memorization of music/routines/marching and maneuvering. Any student who willfully neglects his/her responsibility to the band will be subject to disciplinary action from any of the directors. Students who do not pass “memory checks” will be subject to loss of points and a loss of 3<sup>rd</sup> quarter privileges. In extreme situations, loss of performance privileges and/or expulsion from the marching band could be possible.

### **A. Section/Squad Leaders**

Band of Gold members in grades 10-12 can fill out an application and interview with the band director(s) for the positions of section or squad leader. Leaders will be chosen not only on class standing but also on their ability to benefit the entire band. Guard Captains will be chosen by the directors.

***\*Section leaders are responsible for teaching of music, drill, marching fundamentals, and holding sectionals.***

***\*Squad leaders are responsible for teaching of drill, holding drill sectionals, marching fundamentals, and uniform inspection.***

**B. Alternate Status**

The Band of Gold uses an alternate system. A set block size will be selected for the band. Members without a position for the block will be alternates and are expected to attend all practices, functions, and performances of the band. The alternate will be expected to “shadow” or follow a member of the band during regular rehearsal.

**C. Band Camp**

1. **Schedule:** Dates of band camp are August 1-6, 2010. Band camp will conclude on Friday evening. Parents are invited and encouraged to attend a performance by the band of the competition show beginning at 7:00 p.m. on Friday night.

2. **Address and Location:**

“Band Member’s Name”

Lancaster High School Band

University of Rio Grande

Rio Grande, OH 45674

Phone (740) 245-5353 (EMERGENCY ONLY)

**DIRECTIONS:** The University is located between Jackson and Gallipolis on US Route 35. Leave Lancaster via Route 22 to Circleville. In Circleville, take US Route 23 South to Chillicothe. Just outside of Chillicothe, take US Route 35 to Gallipolis. Signs will get you to campus off of US 35. Allow approximately 1 hour 45 minutes.

3. **Cost and Fee Schedule:** The cost of band camp cost is \$175. Families with multiple band students will pay \$100 per student for any additional band students within the same family. **Checks should be made payable to the “Lancaster Band Boosters”.**

Mail payments to:  
Lancaster Band Boosters – Attention: Treasurer  
1312 Granville Pike  
Lancaster, OH 43130

Consult the published payment schedule for the Band of Gold fees. Make all payments by check (to the Lancaster Band Boosters) or by fundraising transfer (forms available at the back of this handbook). **Please note in the Memo section what the check is for and the name of the student!!** (see sample below)

YOUR NAME: _____	Date: _____	Check No: _____
PAY TO: <b>Lancaster Band Boosters</b>	\$	<b>Amount</b>
THE ORDER OF _____		DOLLARS
<b>For: Your child’s name and reason for check (band camp, uniform, etc.)</b>	SIGN: _____	<b>SAMPLE</b>

4. **Transportation**

Students are required to travel by bus to band camp. Students may ride home with their parent if the permission form is turned in to the director(s) one week before leaving for camp.

**\*\*Medical forms are to be turned in to the director(s) before leaving for camp.**

**\*\*Prescription medications will be turned in to medical staff before leaving for camp.**

## 5. What to bring to band camp

This list is not complete or final. Each student will have preferences and might need to bring something not listed. When in doubt, ASK.

Your Instrument	Swimsuit
All marching band music	Raincoat
Extra reeds (woodwinds), valve oil	Something to put your room key on (lanyard)
Sticks (percussion)	Folding music stand with six clothespins
Slide cream (brass)	All of your paperwork – Emergency Med/Immunization Form
Laundry bag (if you desire)	*Alarm clock
Pillow	Bed linens or sleeping bag
Spending money (not much)	*Hair dryer, curling iron, etc.
Sleepwear	MP3 player, Ipod, etc.
Light clothing for six days	Water jug, Thermos, or water bottle
Toothbrush and toothpaste	Hat
2 Sharpened pencils	<b>Summer Uniform (shirt, shorts, shoes, socks)</b>
Sunscreen	Towels and washcloth
Soap, Deodorant, and Shampoo	Sunglasses

### **\*CHECK WITH YOUR ROOMMATES AND SHARE THESE ITEMS**

## 6. Meals

All meals will be cafeteria style and will be served in the Student Center. Wrist bands will be used for entrance to the dining hall. **ALL BAND MEMBERS MUST ATTEND ALL MEALS.** Our first meal will be dinner on Sunday and our last meal will be dinner on Friday. Good manners and respect for others will be observed at each and every meal.

## 7. General Rules

- a. The following is a list of rules and expectations for the group as a whole. The directors reserve the right to make decisions for the benefit of everyone should a situation arise.
- b. No smoking, alcoholic beverages, or fireworks.
- c. No stimulants or depressants of any kinds. Medications will be distributed by our own medical person.
- d. No one may leave the University for any reason without direct approval from the directors. Anyone caught out of the assigned area will be disciplined or sent home.
- e. All students will be present for all activities.
- f. The use of shaving cream, powder, Vaseline, mousse, etc. in an inappropriate manner will not be tolerated.
- g. Music that is played at a level that intrudes upon the privacy of others will be confiscated and returned at the conclusion of camp. This DOES include music that a reasonable person might consider crude or vulgar.
- h. Respect for the camping facilities must be of the highest level.
- i. All Lancaster School policies, procedures, and standards for student behavior apply to band camp – **INCLUDING SCHOOL DRESS-CODE APPROPRIATE CLOTHING.**
- j. The gentlemen's rooms are OFF LIMITS to the ladies, and the ladies' rooms are OFF LIMITS to the gentlemen.
- k. Do not open windows of air-conditioned rooms, or place tape on the windows.
- l. Do not run in the halls.
- m. You are responsible for keeping the halls and restrooms free of debris.
- n. Do not play your instrument in the dorm room.
- o. Lights out at 11:30 each night.
- p. **Visitors will NOT be permitted without previous authorization from the director.**

## **8. University Policy**

The University of Rio Grande cannot be held responsible for personal injury or lost, stolen, or damaged personal property. Lock your room during the day and use common sense throughout the week. The Band Boosters are financially accountable for missing and damaged University property – YOU will be held responsible for property abused or misused, so use common sense in the treatment of University property.

## **9. Rehearsals and Sectionals**

- a. Being early is on time – **being on time is being late.**
- b. Shoes (with strings tied) must be worn!
- c. Socks must be worn at all times
- d. Students must bring a water bottle.
- e. Students must dress in the proper attire for all marching and playing rehearsals.
- f. Hats are recommended
- g. Sun block is **REQUIRED.**
- h. Each band member is responsible for taking his own equipment to and from each rehearsal and sectional (this includes a music stand with clothespins, and a pencil).
- i. Chewing gum and candy are **NOT** permitted during any of the rehearsals.

## **D. MARCHING PERCUSSION SECTION**

Members of the percussion section will be asked to audition for positions each year. This audition will include a prepared solo, cadences, and sight-reading. Placement will be based on ability as well as the needs of the section. Final decisions will be at the full discretion of the percussion instructor.

### **RULES AND REGULATIONS:**

1. Cooperation and dedication are needed to make this year's Percussion Section of superior quality. At times there will be as many parts written as there are percussionists; therefore, the above qualities are essential to have the section operate as effectively and efficiently as possible. This also means that each individual must spend the proper amount of time on their parts to perform them at a high skill level. Those individuals who have not achieved the desired skill level on their instrument will not perform (alternate status) until they can play their parts at an acceptable skill level.
2. An envelope will be given to you to contain your copies of the cadences and music. Keep all of your music in this envelope.
3. A minimum of two pair of sticks that are properly prepared for performances will be required of all snare drummers. These sticks are First MS1N. Triple players will need to have three sets of sticks: a) Hard – DC-10 Rob Carson by Pro mark, b) Medium Hard, and c) Soft. All degrees of hardness will be used during the performance of the contest show. The hard mallets are the responsibility of each player with the initial set of each of the other degrees of hardness being provided by the school. There must be a spare stick of each hardness in the triple players' pouch and they must be properly prepared for each performance. **ALL SNARE DRUM, TRIPLE, AND BASS DRUM MALLETS AND STICKS MUST BE PREPARED FOR PERFORMANCE PRIOR TO THE REPORT TIME.**
4. Mallet players must have two pair of Encore 81B and they are available from Mr. Gerken.
5. Stalls will be available for you in the percussion room for you to store sticks, mallets, and instruments. All equipment and materials stored in the percussion are your responsibility.
6. In any performance situation, anything dropped must remain on the ground. **DO NOT** pick up anything, including sticks and instruments. Also, if the above does occur, pretend to play your part as though nothing happened. Snare drummers and triple players must carry spare prepared sticks with them at all performances.
7. Covers are required on all drums for outdoor rehearsals. You will not be permitted to take your instrument outside unless your instrument is properly covered. Also, before each performance, each individual will be required to clean their instrument. This is especially true of cymbals, which must be cleaned to a blinding glare. **ALL INSTRUMENTS MUST BE CLEANED PRIOR TO REPORT TIME, NOT AFTER.**

8. Be prompt for rehearsals, sectionals, and performances. This means you arrive a few minutes early to have your instrument out, cleaned, and ready to play. **If difficulties arise, please call the Music Office at 681-7523.** Infractions in this area will be strictly enforced as well as those in other areas.
9. Students must have the proper equipment when they are on the field at all times. Sometimes this will mean that you must bring your hat. In addition, if more than one rehearsal per week is missed due to improper equipment or lack of covers, the individual will be disciplined appropriately and may be removed from one performance at the choice of the director. Also, if a student misses two excused absences in one week, the director has the right to deny that individual the privilege of performing at that week's activity. Also, **IF THE STUDENT HAS A SERIES OF MINOR RULE INFRACTIONS, THE DIRECTOR MAY REMOVE THAT INDIVIDUAL FROM PERFORMANCE(S) AS THEY DEEM NECESSARY.**
10. When school starts, sections will be held approximately once a week. These are mandatory. Absences from these will result in not being allowed to perform for each of these offenses (for unexcused absences only). The performance that you will be held from will be decided by the director. **NOTE: WORK IS NOT AN EXCUSABLE ABSENCE.** Sectionals will be held Tuesday evenings from 6:30-8:30 p.m.
11. Breakage of any percussion equipment is to be reported to the director as soon as possible. This also pertains to lost or stolen equipment.
12. Snare drums are to be put in cases with the batter head up. Also, when in a hot climate, put all drums in the shade when possible. This will eliminate the stretching of heads. **ALSO, DO NOT LAY YOUR DRUMS OR INSTRUMENTS ON GRAVEL, CONCRETE, OR HARD PAVEMENT.**
13. Each student is responsible for their own summer marching uniform. These are to be purchased through the Band Boosters.
14. Each student is financially responsible for his/her instrument(s). This means fines will be levied for dents and/or scratches that are due to negligence. \*Also, fees for drum heads, mallets, and equipment will be levied to individuals who break said equipment that is not covered or is in excess of the allowances stated below:

Snare Drums	1 "Falam" Batter Head and 1 Snare Head*
Triples	1 – 6", 8", 10", 12", and 14" Heads*
	1 Pair of Medium Hard and Soft Mallets*
Bass Drums	2 Heads and 1 Pair of Hard and Soft Mallets*
Keyboards	Bars and Contest Show Mallets (Normal wear and tear)
Cymbals	1 Pair of Cymbal Straps
Timpani	1 Pair of Mallets for each hardness and 1 head per Drum*

\*These will be issued in late August or early September

15. Practice Percussion Hats are to be kept on hooks under the trophy shelf in the percussion room or in a locker. Cracked hats will be replaced at the expense of the user.
16. If "Pink Slips", Interim Reports or grades of "D" or "F" are received on report card(s), the director is to be notified immediately. **I CERTAINLY HOPE THAT NO ONE WILL ALLOW THEMSELVES TO BE FOUND IN THIS PREDICAMENT.**
17. Each student must abide by the "Band of Gold" Rules and Regulations and the Lancaster High School Student Handbook.
18. If there is confusion over any of these rules, the director should be consulted for clarification.

**THESE RULES ARE NOT MADE TO BE DICTATORIAL, BUT RATHER TO HELP US RUN AN EFFICIENT AND EFFECTIVE PERCUSSION SECTION, ONE THAT IS MANDATORY TO THE FUTURE GROWTH OF THE LANCASTER HIGH SCHOOL PERCUSSION SECTION AND THE LANCASTER HIGH SCHOOL "BAND OF GOLD"**

## **E. Guard**

Students interested in guard will audition in the spring. Successfully auditioning and being selected for the guard does not guarantee that a member will perform with the band at all functions. Members must meet minimum standards in order to perform with the band.

Equipment is provided to students, and care of equipment is the responsibility of the student. If members are negligent in handling of equipment, you will be charged for its replacement cost. Students who have previously played an instrument are expected to participate in concert or symphonic band after the conclusion of marching band season. All members may participate in Winter Guard after the marching season.

Students will be responsible for the following costs of becoming a member auxiliary. This will include the following: band camp (\$175), pay-to-play fee (\$100), one pair of dance shoes (approximately \$27), summer uniform (band shirt, skort/shorts, socks - \$40).

Guard members will be issued a contest uniform. If the uniform is lost or damaged in any way, it is the responsibility of the Guard member to pay to replace the uniform.

## **F. Field Commanders**

**Field Commanders must have two years of marching band experience.** Auditions for Field Commander will be held in the spring of each year. Students will complete an application, prepare and audition, and be interviewed by a panel of judges. Because of the importance of the field commander, the director reserves the right to make the decision based on the judging panel and what they feel is best for the Band of Gold. The field commander will be responsible for the added cost of this position that will include the following: camp, shoes, uniform parts, and equipment. Field Commanders must have two years of marching band experience to audition.

## **VII. PERCUSSION ENSEMBLE**

The Lancaster High School Percussion Ensemble is a select group that starts rehearsing at the end of marching season. Rehearsals are normally on Monday and Wednesday from 3-5 p.m. but can intensify depending upon their performance obligations.

Membership is attained through audition in the spring of the previous school year and membership in a major band/performing group (marching band and/or either concert band). Percussionists will be required to audition on snare drum and mallets. Extra credit will be given to those that successfully audition on timpani and drum set. Students auditioning on snare drum and mallets will be asked to perform a prepared solo and sight-read. Timpani auditions will include a prepared solo and demonstration of tuning ability while students auditioning on drum set should show ability to “keep time” and solo in various styles. In general, since the group is very oriented towards mallet playing, the audition in this specific area will be emphasized and weighted accordingly. Pianist and Bass Keyboardist auditions will consist of a prepared solo and sight-reading.

The Percussion Ensemble sometimes goes on trips that may require the student to be excused to miss a few days of school. As a result, their grades will be a consideration for membership. During the school year, members with poor grades may be suspended or expelled from the group.

The number of students in this group will be determined by the following: demonstrated abilities and skills in the audition, attitude, grades, and the number of seniors that will graduate the following year.

## **VIII. SWINGING GALES JAZZ ENSEMBLE**

The Swinging Gales Jazz Ensemble is an after school extra-curricular activity of selected instruments. Auditions will occur before Thanksgiving. Former members will be given priority but will not be automatically accepted. A typical jazz ensemble is five saxes, four trumpets, four trombones, piano, guitar, bass guitar, auxiliary percussion, and drum set, but is subject to change. Members are expected to rehearse after school on scheduled days from 3:00 – 4:30 p.m. The Swinging Gales may participate in a tour of the Lancaster City Schools, other performances outside of school, and local jazz festivals. All attendance policies are still applicable.

## **IX. PEP BAND**

The Pep Band is for those members who wish to play at home basketball games. Students will be **selected by the director** on the basis of **seniority AND playing ability**.

If a **member is unable to attend** a game, **HE/SHE MUST find a replacement**. The absence should be excused, and the replacement should be found as soon as possible and **MUST be approved by the director in advance**. Students are expected to wear a Lancaster school-themed shirt.

## **X. UNIFORMS**

### **A. Uniform Code**

- The uniform will be worn properly at all times. The director will let students know when it is appropriate to remove the hat, gloves, etc.
- **No make-up or jewelry (including earrings) is to be worn with the uniform at any time.**
- **All students must wear their hair up during marching band. Hair cannot touch the collar.**

### **B. Marching Band**

All marching band students will be issued a uniform jacket (with a collar liner, sequin cape and baldric (“L”), bibbers (pants), a form-fitting hanger, gauntlets (wind – blue, percussion – white), hat and hat box (percussion students are issued a practice hat and box, and a performance hat, plume, and box; tuba students are issued a beret), raincoat, tote bag, and garment bag. Pant hems cannot touch the ground; hems need to be sewn, not pinned or taped. Uniforms are to be transported in the garment bag. Raincoats, hats, gauntlets, and shoes are to be transported in the tote bag.

Students must purchase a pair of black Dinkles (band shoes) (\$27) and two pair of black gloves (\$2.50 per pair). Percussion students do not need to purchase gloves. These items will be purchased from the band.

A navy blue or black shirt and gym shorts/sweat pants/pajama pants, etc. must be worn under the uniform. **DO NOT WEAR JEANS.**

Uniforms will be inspected before each performance. Any part of the uniform that is lost or damaged will have to be replaced by the student to which the uniform was issued.

#### **1. Care and Cleaning the Marching Band Uniform**

- a. **COAT AND BIBBERS:** Remove the collar liner, cape, and baldric (sequins). If the uniform gets muddy, allow any spots of mud to dry, then gently brush as much mud off as possible. Take the coat and bibbers to a **professional dry-cleaner**. Remove and hand wash the collar liner. **Do not** tumble dry or heat a wet uniform in any manner.

**\*DO NOT MACHINE WASH THE UNIFORM OR USE HOME DRY-CLEANING PRODUCTS**

- b. **SEQUINS:** Wet sequins may be towel blotted or air dried with **NO HEAT**.
- c. **HATS:** Allow spots of mud to dry, then gently brush off. Use a mild detergent and cool water if necessary to clean the hat.
- d. **SHOES:** Shoes **MUST** be polished before each performance. Put polished shoes in a plastic bag in the tote bag so that the polish doesn't get on other parts of the uniform. The manufacturer of the Dinkles (band shoes) recommends using soap and water or a diluted leather cleaner to clean the shoes. **DO NOT MACHINE WASH THE DINKLES (BAND SHOES)**
- e. **TOTE AND GARMENT BAG:** Wipe vinyl tote and garment bag with a damp cloth and mild detergent as needed.

**\*DO NOT MACHINE WASH THE TOTE OR GARMENT BAG.**

- f. **RAINCOATS:** Hang the raincoat if wet or damp to prevent mildew. **DO NOT** store a wet raincoat in the tote bag. If the raincoat is dirty, machine wash in warm water on the delicate cycle. Use only non-chlorine bleach and detergent. Line dry.

**\*DO NOT DRY CLEAN THE RAINCOAT!!**

- g. Keep gloves washed.

## 2. Summer Uniform

The summer uniform will be purchased from the band when a student has joined the marching band. Orders are taken before the end of the school year and students will receive them when fitted for their marching band uniform. The uniform will consist of the following (all prices are approximate):

1. A pair of **completely WHITE tennis shoes** with no stripes, tags, or extra marks on the shoe (purchased and provided by the student)
2. Short white socks \$4.00
3. Navy blue shorts (band, percussion) \$22.00
4. "Band of Gold" shirt (band, guard, percussion) \$13.00
5. Navy blue skort/shorts (guard) \$22.00

## C. Symphonic and Concert Band Uniform

Members of the Symphonic and Concert bands will be issued a concert uniform prior to the school year. *Students MUST purchase a white wing-tipped tuxedo shirt. These shirts may be purchased at any tuxedo store.* The uniform should be kept on the form-fitting hanger with which it was issued. The uniform includes a navy jacket, navy skirt or trousers, gold cummerbund, gold bow tie, and two jacket buttons.

### 1. Secondary Concert Dress

It may be necessary to implement a secondary dress code for concert performances:

**Men:** Black dress pants, a plain white tuxedo shirt, and black dress shoes. T-shirts worn under the white dress shirt must be plain white.

**Ladies:** Black dress slacks or a long black skirt, a plain white tuxedo shirt, and black dress shoes. Black hose must be worn.

Clothes are to be neat and ironed and shirts must be tucked in.

**Students not properly dressed for any performance may not be allowed to perform and may receive a grade of "F" for the performance.**

## D. Percussion Ensemble Concert Dress

Members of the Percussion Ensemble will be issued a tuxedo during the school year. This will include a tuxedo jacket, pants, bow tie, cummerbund, vest, four studs and two cufflinks. *Each student must purchase a white tuxedo shirt (available from OP Gallo) and black socks/hose.* Shoes need to be black. The tuxedo should be kept on the form-fitting hanger with which it was issued. Its wear and care is the same as the marching uniform.

## E. Swinging Gales

Members of the Swinging Gales will be issued a vest and bow tie. Students will need to purchase a white tuxedo shirt, and will wear black pants and black socks.

**ALL UNIFORMS MUST BE DRY-CLEANED PRIOR TO THE UNIFORM RETURN DATE AFTER EACH SEASON. UNIFORMS WITHOUT DRY-CLEANING RECEIPTS WILL BE RETURNED TO THE STUDENT.**

## XI. FUNDRAISING

Each student and parent or guardian of the Lancaster High School Instrumental Music Department will have the opportunity to participate in at least two fundraising activities per year that are organized and sponsored by the Lancaster Band Boosters. The purpose of these fundraisers will be to provide each student a chance to earn funds for any fees associated with any Instrumental Music activities including Band Camp, the Florida trip, and uniform costs, etc. These funds cannot be used for the payment of fines or supplies related to Lancaster High School or to the Instrumental Music Department and cannot be applied to other family members.

Each student will be given a student account where money earned by fundraising will be posted each month. To use the money, a “transfer slip” (found in the back of this handbook) will need to be filled out and signed by the parent/guardian and turned in to the director(s). Any additional funds needed, beyond the money earned is the responsibility of the parent. Money in the account can be used only by the student. **Please collect all fundraising money due from selling items and write ONE check for the entire amount. Put the student’s name in the memo portion of the check.**

At the conclusion of a student’s participation in Instrumental Music at Lancaster High School, all leftover funds will become a part of the General Fund for use by the Lancaster Band Boosters.

## **XII. THE LANCASTER BAND BOOSTERS**

The Band Boosters enhances the quality of musical instruction and the experience of students, based upon the needs and guidance of the directors and staff of the Instrumental Music Department. They are often “instrumental” in raising funds and in the support of students in any and all of their musical endeavors.

The Boosters are made up of parents of every student involved in the Instrumental Music program that are members of the “Band of Gold”, Guard, Concert or Symphonic Band, Percussion Ensemble, and Swinging Gales. Booster members are also parents of former band students, grandparents, and other family members, former band students, as well as interested members of the community.

Band Booster meetings are held on the second Monday of the month beginning at 7:30 p.m. throughout the school year and are held in the band room. The band picnic/swim party is held in August.

### **A. Yearly Fundraising Activities for the Lancaster Band Boosters**

- 1. Football Booth** – All home football games (September 3<sup>rd</sup>, September 10<sup>th</sup>, September 24<sup>th</sup>, October 1<sup>st</sup>, October 15<sup>th</sup>, October 22<sup>nd</sup>). Volunteers are needed to work the football concession stand for each home game. Volunteers report one hour before kick-off and work until clean-up is completed.
- 2. Fair Booth** – Week of the Fairfield County Fair (October 10-16). Assistance is needed in preparing for the week. Donations of pies are needed. The fair is open Sunday through Saturday with student day being on Thursday. There are designated shifts, however, any time you are available would be helpful. You will receive free admission and parking on the days that you volunteer.
- 3. “Band of Gold” Invitational** – September 18, 2010. The Lancaster Band Boosters sponsor an Invitational. There are some duties that need done before the contest and many on the day of the contest. These duties include but are not limited to: volunteers for the concession booth, band hosts/guides, trophy solicitors, judges’ assistants (must be willing to work the entire contest), nurse or EMT, and several other duties.
- 4. Bingo** - Sundays from 11:00 a.m. to 5:00 p.m. in rotating shifts every five weeks; held in the AMVETS hall on South Maple Street. **THIS IS THE PRIMARY FUNDRAISER FOR THE BAND BOOSTERS AND HAS ELMINATED NEARLY ALL FUNDRAISING FOR BAND STUDENTS (except for Florida years).** No experience is needed to volunteer for Bingo. EVERY student in each band benefits from the money taken in by Bingo. **YOUR HELP IS ALWAYS WELCOME.**

Crew positions needed each week include the following:

- Caller – person actually calling Bingo numbers
- Captain – member of the regular crew that calls the crew members to remind them to work and arrives first to open the doors and set-up (all crew members are asked to arrive early).
- Instants – works at instant table and sells instants, keeps written account of the serial numbers and handles money.
- Gate – sells Bingo packets when players arrive.
- Floor workers – walk floor selling game cards and instants.
- Concessions – set up concession stand and sell food throughout the day.

The Boosters have purchased and maintained an equipment truck, purchased a new golf cart and trailer for marching band equipment, purchased Concert uniforms, paid for guest conductors and composers to work with our students, purchased a computer and laser printer for the band office, contributed to Florida trip for students, and contributed to band camp costs for students. We can maintain the current results **ONLY WITH YOUR HELP!**

**XIII. TRANSFER FORM**

Name \_\_\_\_\_ Grade \_\_\_\_\_

Transfer amount \_\_\_\_\_ Date \_\_\_\_\_

To pay the following activity (Band Camp, Pay-to-Play, etc.) \_\_\_\_\_

Student's Signature \_\_\_\_\_ Parent's Signature \_\_\_\_\_

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**TRANSFER FORM**

Name \_\_\_\_\_ Grade \_\_\_\_\_

Transfer amount \_\_\_\_\_ Date \_\_\_\_\_

To pay the following activity (Band Camp, Pay-to-Play, etc.) \_\_\_\_\_

Student's Signature \_\_\_\_\_ Parent's Signature \_\_\_\_\_

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Name \_\_\_\_\_ Grade \_\_\_\_\_

Transfer amount \_\_\_\_\_ Date \_\_\_\_\_

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Student's Signature \_\_\_\_\_ Parent's Signature \_\_\_\_\_

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Name \_\_\_\_\_ Grade \_\_\_\_\_

Transfer amount \_\_\_\_\_ Date \_\_\_\_\_

To pay the following activity (Band Camp, Pay-to-Play, etc.) \_\_\_\_\_

Student's Signature \_\_\_\_\_ Parent's Signature \_\_\_\_\_

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