

Lincoln-Way Marching Band

Handbook

2016-2017



LINCOLN-WAY
MARCHING BAND

Table of Contents

[Mission Statement](#)

[Forward](#)

[LWMB Director Contact Information](#)

[LWMB Staff](#)

[Code of Conduct](#)

[Participation Protocol](#)

[Payment and Fee Protocol](#)

[Attendance Protocol](#)

[General Expectations](#)

[Tardiness/Early Dismissal to/from Rehearsal](#)

[Absences](#)

[Definition of “Excused”/“Unexcused” Absences](#)

[Travel](#)

[School Bus Protocol and Etiquette](#)

[Rehearsal “Activity” Bus](#)

[Rehearsal Protocol For Students](#)

[Tradition](#)

[Hazing](#)

[The LWMB Uniform](#)

[All or Nothing](#)

[Uniform T-Shirt](#)

[Care of Whites/Gloves](#)

[Respect for the Uniform](#)

[Summer Uniform](#)

[Dress and Appearance](#)

[Handbook Signature/Contract Page](#)



Mission Statement

The Lincoln-Way Marching Band endeavors to give all instrumental students a high quality experience equal to their talent and motivation. The LWMB will provide our students with the means to perform at the highest possible level while proudly representing Lincoln-Way in the greater marching arts community.

**OUT OF MANY
ONE**

Forward

This handbook describes the Lincoln-Way Marching Band (LWMB) and its protocols, rules, and regulations. The Lincoln-Way Marching Band is the marching program for Lincoln-Way Central High School, Lincoln-Way East High School, and Lincoln-Way West High School.

Band members are required to follow the protocols, rules and regulations of the Lincoln-Way Community High School District #210. School rules and protocols are in force at all times that a member is directly or indirectly involved in any activity sponsored by or in the name of Lincoln-Way District #210. School policy shall have priority over band protocol in the event of any protocol conflict.

The band directors shall have authority to suspend or amend any band protocol at any time deemed necessary in the best interest of the overall band program.



LWMB Director Contact Information

Mr. Chris Mroczek
Lincoln-Way Central High School
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Dr. Bert Johnson
Lincoln-Way East High School
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Mr. Cary Ruklic
Lincoln-Way West High School
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Mr. Justin Barnish
Lincoln-Way North/West High School
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LWMB Staff

Melanie Holodorf, *Front Ensemble Lead, Percussion Coordinator*
Keith Tulk, *Batterie Lead*
Matt Block, *Visual Director*
Kenton Brace, *Visual Technique Specialist*
Ashley Metzger, *Color Guard Director*
Angelo Makropoulos, *Sound Engineer*

Code of Conduct

At some point before a student's first performance with the LWMB, a student and at least one parent must attend a mandatory Code of Conduct meeting in which the policies of the organization and the school are presented and agreed upon. This meeting may include an outside speaker and/or special presentations that are geared toward preparing the LWMB for the upcoming season. At that meeting, this Handbook and the official Lincoln-Way Community High School District 210 Code of Conduct, LWMB, and Lincoln-Way Music Department policies will be thoroughly discussed.

Participation Protocol

The Lincoln-Way Marching Band (LWMB) is an extracurricular activity open to any Lincoln-Way Student. Participation in the curricular band and percussion classes is strongly encouraged for all members, and is required for those members who wish to be wind or percussion section leaders, or drum majors.

Students who wish to participate music complete the Lincoln-Way Marching Band Commitment Form, acknowledging the rehearsal schedule and financial commitment.

Payment and Fee Protocol

The LWMB Directors will handle payments; you will be give sufficient notice of payment dates and amounts. Please refer to the LWMB Payment Form for further information.

Families who may have financial difficulties with meeting the payment schedule should make every effort to be proactive and schedule a meeting with the LWMB Directors to establish an alternate payment schedule. The Lincoln-Way Administration will be given notice of any overdue fees accumulated, and students may be subject to having records (transcripts) withheld until all fees are paid in full. Students (families) who do not keep up with the payment plan, or do not have an alternate payment plan in place by July 4th may be subject to removal from the LWMB.

Attendance Protocol

As a member of the Lincoln-Way Marching Band, it is **mandatory** that you attend all rehearsals, sectionals, and performances on the calendar issued. **Excused** absences will not result in penalty; **unexcused** absences and **tardiness** will result in a penalty.

General Expectations

Communication is KEY! Conflicts will arise, and when they do, the best thing you can do is to communicate with the Band Directors as far in advance of the conflict as possible. Students should make every attempt to avoid any conflicts with LWMB rehearsals. Directors will help resolve conflicts.

All schedule conflicts will be dealt with on an individual basis and per the expectations provided.

Any absences from all or part of a rehearsal (summer, fall, etc.) will require the student/family to fill out a "LWMB Absence Form" on the website (www.lincolnwaymusic.org). Once submitted, Mr. Mroczek (Attendance Director), will follow up with a phone call and/or e-mail to confirm and validate the absence request.

Tardiness/Early Dismissal to/from Rehearsal

A LWMB member is considered tardy if they miss "roll call," which will occur at the beginning of each rehearsal.

- On the **first and second** unauthorized tardies, the student will receive a warning.
- Tardies will be counted until the student reaches **three** unauthorized tardies, at which time the three tardies will constitute **one unexcused** absence. Protocol regarding "unexcused" absences will be followed.

Tardiness/Early Dismissal to/from Rehearsal, continued

A student who attends other after school activities will not be penalized for being tardy, including, but not limited to: academic assistance, test make-up, and school-sponsored meetings. It is expected that the student will attend the rehearsal immediately following the event. Notification **MUST** be given by the end of the school day of such events to Mr. Mroczek.

Absences

JUNE CAMP REHEARSALS

All LWMB students are expected to attend the two-week training camp held in June. These two weeks provide students with the fundamentals they need to be successful for the whole season, and help us prepare for the July 4th parade.

In regards to scheduling conflicts, June is the most flexible time of the season. However, families should make every attempt to schedule vacation around these two weeks to avoid conflicts. Vacation and/or scheduling conflicts should be communicated to the Band Directors as soon as possible, and will be handled on a case-by-case basis.

JULY/AUGUST TWO-WEEK BAND CAMP

All LWMB students are expected to attend the entirety of the two-week band camp, held in late July and early August. It is during these weeks that we begin to learn the competitive production. It is essential that all students be in attendance during this time.

If a LWMB student misses **MORE** than **TWO DAYS** of band camp rehearsals, the student will not be included in the first and second movements of the competitive production.

SCHOOL YEAR WEEKDAY REHEARSALS

A student in attendance during the school day is expected to be at rehearsal that afternoon.

A student with an undocumented or documented absence from the school day will be excused from rehearsal for that day only without penalty. If a student goes home ill during the day via the school nurse, that will also be considered an excused absence and will not result in penalty.

A student who feels ill at the end of the school day *must still attempt to attend rehearsal.* If it is found by the staff that the student is not able to participate, they will be sent home.

- Weekday Rehearsals
 - If the student has **one** unexcused or **two** excused absences from rehearsal within a one-week period, they will not be allowed to march that weekend.
 - **3 unexcused** absences from *any rehearsal* will result in removal from the LWMB.

- Saturday Rehearsals
 - A student with an **unexcused** absence at any Saturday rehearsal will not be eligible to participate in the next competitive performance.
- Performances
 - Excused absences will not result in penalty.
 - One **unexcused** absence will result in removal from the LWMB.

Definition of “Excused”/”Unexcused” Absences

The following reasons will be considered “**excused**” absences and will not result in penalty.

- | | |
|---------------------------------------|--------------------------------------|
| ● Weddings/Funerals of family members | ● Student illness as stated above |
| ● Medical emergencies | ● Court Appearances / Family Affairs |
| ● All standardized or school testing | |

The following reasons will be considered “**unexcused**” absences and will result in penalties.

- | | |
|--------------------------------------|----------------------------------|
| ● Work / Employment | ● Hair Appointments |
| ● Transportation | ● Attending concerts of any kind |
| ● Vacations | ● Homework |
| ● General doctor/dental appointments | |

Travel

The Lincoln-Way Marching Band is an extensive traveling organization and as such is considered “ambassadors” of the entire Lincoln-Way District #210 community. All rules and policies of Lincoln-Way Community High School District #210 shall be followed. Anyone found in direct violation of any policies and rules will be subject to disciplinary action at the discretion of the Directors and/or school administrators. Disciplinary action may include immediate return of the student to the custody of his/her parents at the family’s expense, and may also include immediate dismissal of the student from the Lincoln-Way Marching Band organization. A permission form must be signed by each student and at least one parent for the student to travel.

We want all parents to feel comfortable that their students are in good care. Since the organization is large it can become difficult to keep track of each and every member who travels with the group. Therefore, all members must travel to a performance venue with the organization. If, however, it is necessary for a student to return home with their parent or guardian after a performance, a “**Travel Release**” form must be filled out and signed by a parent or guardian. The student must then submit the “**Travel Release**” form to the respective bus chaperone. No student will be allowed to leave with anyone but a parent or guardian from any LWMB event. The LWMB Directors will approve or disapprove of all ‘Travel Release’ requests on a case-by-case basis.

School Bus Protocol and Etiquette

LWMB students will be assigned a specific bus based on their gender. This bus assignment will be used for all travel to performance events, either in or out of district. While traveling there will be adult chaperones on the busses at all times, and students are expected to behave properly and in accordance with the rules listed in the Lincoln-Way Parent-Student Handbook. Any student unable to behave appropriately on a bus trip will be subject to disciplinary action.

Rehearsal “Activity” Bus

During the school week, an “Activity” bus will be made available for all LWMB students to travel to another L-W campus for rehearsal. The “Activity” bus will run based on established L-W Transportation Protocols. LWMB students, if in need of this service, are expected to use it accordingly and be on time to all rehearsals. This service will only be made available on regular school days.

Rehearsal Protocol For Students

1. Each student is expected to be on time, if not early, to all rehearsal/performance functions, with instruments and ready to begin. If you are on time, you are late!
2. The student is expected to have both their instrument and music ready prior to starting for all rehearsals and performances.
3. Students should have a pencil ready to mark rehearsal suggestions (No ink pens!).
4. Students should behave considerately to whomever is on the podium, whether it be the director, drum major or a guest of the band.
5. Students should treat school owned instruments like their own. Any loss or damage of the instrument will be the student’s liability and will be assessed accordingly.
6. There are four (4) places your instrument should be (school owned or privately owned)
 - In your hands
 - Lined up in a section
 - Lined up in the cases
 - In your band locker
7. Cell phones are NOT ALLOWED during rehearsal. If you need to contact your child for an emergency, you may contact one of the Band Directors.

Tradition

The former Lincoln-Way marching bands have traditions that have been developed and maintained over many years. Those traditions will *NEVER* supersede, bypass, cancel, or infringe upon the rules and policies set forth in this Handbook (See “Hazing” & “Bullying”). By nature, it seems, we are all “creatures-of-habit” and cringe at the thought of change in our everyday lives. It is *necessary*, however, *that ALL members be open to new ideas, which will ultimately benefit the entire organization*. Strong programs sustain their “greatness” by adapting and adjusting to new ideas and concepts while still holding on to those things that define their very essence. *The key seems to be a fine balance between keeping the old and welcoming the new.*

Hazing

The Lincoln-Way District #210 “Code of Conduct” states:

Lincoln-Way High School further believes one of the most damaging instruments to our activities and athletic teams is the practice of hazing, and that these unproductive, ridiculous, and hazardous practices have no rightful place or purpose in our school system.

Lincoln-Way High School defines hazing as any action taken or situation created intentionally, whether on or off school grounds, in person or via electronic means, to produce mental, emotional or physical discomfort, embarrassment, harassment or ridicule, regardless of a person’s willingness to participate. Such activities and situations include, but are not limited to: whipping; beating; paddling in any form; creation of excessive fatigue; forced calisthenics; forced exposure to the elements; forced consumption of any food, liquor, drug, or other substance, mental stress including, but not limited to: sleep deprivation or forced exclusion from social contact; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities; wearing apparel which is conspicuous and not normally in good taste; performing personal services for other students, or faculty or staff; engaging in public or private stunts of buffoonery; degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations, policies, practices, or expectations of Lincoln-Way Community High School District #210.

All hazing of any student by any group or individual, formal or informal, is strictly prohibited. Students violating this policy will be subject to disciplinary procedures up to, and including, exclusion from the marching band, extracurricular and co-curricular activities, and **expulsion**.

The LWMB Uniform

The uniform, whether “full dress” or “summer,” is a symbol of dignity, integrity, prestige, and stature. There is a great deal of responsibility and respect that accompanies anyone who wears a Lincoln-Way Marching Band uniform. **Remember that you are representing the Lincoln-Way Marching Band, the L-W District #210, and all of the marching band students who earned that respect and reputation before you.**

A set of uniform policies accompanies each uniform. Members who are not in full uniform will not be permitted to perform. The full dress uniform includes:

- Bib Pants
- Jacket
- Shako (Hat) & Plume
- Accessories (Gauntlets)
- Official band T-shirt
- All-black dress socks
- Black marching shoes
- Gloves (for wind players)

All or Nothing

The Band uniform is always to be worn *in its entirety* when in public except when the Director has deemed it appropriate to remove only the shako and/or jacket. In such a situation, every member will have the official band T-shirt under the jacket; this ensures that all members are still maintaining the “uniform” look. Uniform jackets and accessories are never to be placed on the ground or any place where they may be in danger of getting dirty.

Uniform T-Shirt

Every performing member must wear the official band T-shirt under his/her uniform. Anyone who is not wearing that specific shirt will not be allowed to perform and may be subject to any disciplinary action the Director deems fit.

Care of Whites/Gloves

The uniform is equipped with a removable cloth collar liner. This liner should be removed, washed, and replaced after each uniformed appearance. In addition, the gloves must be washed on a regular basis. Oil and other body residue left in the gloves will cause corrosion and wear on the finish of the instruments.

Respect for the Uniform

The uniform is to be respected at all times. No unbecoming actions of any kind in uniform are permitted. The uniform is a symbol of dignity, prestige, and stature. Wear your uniform proudly!

Summer Uniform

The summer uniform is worn when weather conditions suggest that the formal dress uniform would not be appropriate. This uniform consists of the following:

- Band uniform shirt
- Black dress slacks (completely black)
- Black marching shoes
- All Official Band T-Shirt underneath
- All black dress socks
- Black belt with a *silver* buckle

Dress and Appearance

Any member who is not in compliance with these guidelines may be dismissed at any time when an infraction occurs. **Students should report any infractions to the Directors; the Directors will be responsible for determining an appropriate course of action.**

The following Dress Code applies to ALL members:

1. Student's hair must be neatly cut and combed at all times when in rehearsal, performance, or any time the student is traveling with the group. No "outrageous" hairstyles will be tolerated. The directors will determine if a hairstyle is appropriate.
 - a. Boys – Hair will not be over the eyebrows or on the collar in the back. Sideburns cannot go past the bottom of the ears, or covering any part of the ear. Long hair must be cleanly pulled up into the shako.
 - b. Girls – Hair should be neatly kept "up" and out of the face at all times; long hair must be cleanly pulled up into the shako.
 - c. **Members, or student leaders, NEVER have the authority to alter/trim another member's hair when an infraction occurs. Members, or student leaders, who fail to follow this regulation, will be subject to disciplinary action (See "Hazing").**
2. Boys must be clean-shaven (NO facial hair) for ALL performances.
3. Students should wear clean clothes that fit appropriately and adhere to the L-W Parent/Student Handbook to ALL rehearsals and performances. Ill-fitting clothes may cause problems in marching/maneuvering and could cause injury to the student. *Students should wear appropriately fit athletic clothing (NO jeans) and low-cut athletic shoes that are tied securely for all marching rehearsals.* Students will be asked to wear a specific colored (white or black) t-shirt or sweatshirt (depending on the time frame within the season) to aid in the cleaning of drill movements during rehearsal.

4. At times, individual sections decide to design and purchase their own section shirts. This is a good idea, and even encouraged. The directors, however, must approve all designs before being made.
5. NO JEWELRY is allowed for girls or boys when performing. The excuse that ears were recently pierced will not suffice. Under no circumstance will jewelry be worn during a performance. Members may not have their noses, cheeks, eyebrows, or tongues pierced as they may cause unnecessary injury to the players during rehearsals or performances. Although it is discouraged, students are asked to use good judgment when wearing jewelry to rehearsals. Any student may be asked to remove jewelry or leave rehearsals if it is causing a distraction.

Members of the Lincoln-Way Marching Band may not have any permanent or temporary tattoos on parts of the body that may be visible during rehearsals or while wearing standard summer or full dress uniforms.

Handbook Signature Page

Please print and sign this page. Return to your director by April 4th.

I hereby acknowledge that I have read the LWMB Handbook, and understand the contents contained within.

Student Signature

Date

Parent Signature

Date