

Lincoln-Way Marching Band

Handbook

2019-2020



LINCOLN-WAY
MARCHING BAND

Table of Contents

- [Mission Statement](#)
- [Forward](#)
- [LWMB Director Contact Information](#)
- [Code of Conduct](#)
- [Participation Protocol](#)
- [Payment and Fee Protocol](#)
- [Attendance Protocol](#)
 - [General Expectations](#)
 - [Definition of “Excused”/”Unexcused” Absences](#)
 - [Definition of “Excused”/”Unexcused” Tardiness](#)
 - [June/July & School Week Absences](#)
- [Conduct Detrimental to the Ensemble](#)
- [Travel](#)
- [School Bus Protocol and Etiquette](#)
- [Rehearsal “Activity” Bus](#)
- [Rehearsal Protocol For Students](#)
- [LWMB Volunteer Policy](#)
 - [Fundraising](#)
 - [Operational](#)
 - [Requirement Penalty](#)
 - [Procedure Prior to the Event](#)
 - [Expectations at the Event](#)
- [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 Page](#)



LINCOLN-WAY
MACHINE BAND

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.



LINCOLN-WAY
MARCHING BAND



BAND. SOUND. COMMUNITY.



LINCOLN-WAY
MARCHING BAND

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
cmroczek@lw210.org

Dr. Bert Johnson
Lincoln-Way East High School
bjohnson@lw210.org

Mr. Cary Ruklic
Lincoln-Way West & East High School
cruklic@lw210.org

Mr. Justin Barnish
Lincoln-Way West High School
jbarnish@lw210.org



LINCOLN-WAY
MARCHING BAND

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 expected 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 must complete the Handbook Signature Page at the end of this handbook, as well as all registration paperwork, 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.

Families who may have financial difficulties in 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 a performance, or from the LWMB organization.

Attendance Protocol

General Expectations

- As a member of the Lincoln-Way Marching Band, it is **mandatory** that you attend all rehearsals and performances on the calendar issued; no exceptions. Students are expected to be proactive to avoid any conflicts with LWMB rehearsals.
- Communication is KEY! If a conflict arises, the best thing you can do is to communicate with the Band Directors as far in advance of the conflict as possible.
- **Excused** absences/tardies will not result in penalty, but may affect your role in the production or ensemble; **unexcused** absences and **unexcused tardiness** may also affect your role in the production or ensemble, and **will** result in a **penalty**.
 - **Penalties** may include, but are not limited to, removal from a football game performance, removal from a parade performance, removal from a competitive performance, or removal from the LWMB organization.
- Any absences/tardiness or scheduling conflicts from all or part of a rehearsal, throughout the season, will require the student/family to fill out a “LWMB Absence Form” on the LWMB website.
 - www.lincolnwaymusic.org/lwmb.html
 - You may be contacted to discuss/verify the information, if necessary.
- Students must submit a “Doctor’s Note” to Mr. Mroczek for all **medical** related absences (general doctor appointments, physicals, dentist appointments, optometrist, etc.). Any **medical** related absences without a “Doctor’s Note” will be considered **unexcused**.
- **Students/Families who are found to submit false attendance information may be subject to removal from the LWMB organization, per the discretion of the LWMB Band Directors.**



Definition of “Excused” / “Unexcused” Absences

The following reasons will be considered **excused** absences and will not result in a penalty, but may affect your role in the competitive production:

- Weddings/Funerals of family members
- Medical emergencies, with provided documentation
- Student Illness, with provided documentation
- College Visits (Upperclassmen Only)
- Official Standardized School Testing
- Court Appearances / Government Affairs
- Other Situations as approved by a LWMB Band Director in writing by a parent/guardian

The following reasons will be considered **unexcused** absences and will result in penalties, and may affect your role in the competitive production:

- Work / Employment Conflicts
- Transportation Issues
- General Medical Appointments
- Hair/Beauty Appointments
- Attending Concerts of any kind
- Homework
- Other absences, as decided by the LWMB Band Directors

Tardiness/Early Dismissal To/From Rehearsal

- On the **first and second** unexcused tardies, the student will receive a warning and parents will be contacted.
- On the **third** unexcused tardy, the student **will not be eligible to march** in the next “local” performance, i.e. football game or parade, *but will still attend the event.*
- On the **fourth** unexcused tardy, the student **will not be eligible to march** in a “competitive” performance (or football game/parade for Football Band students), *but will still attend the event.*
- On the **fifth** unexcused tardy, **the student will be removed from the organization at the discretion of the LWMB Band Directors.**

June Camp Rehearsal Expectations

All LWMB students will attend the three-week training camp held in June. These three 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 three weeks to avoid conflicts. Vacations should be scheduled during first week in June with no rehearsal, or during the two and a half weeks in July with no rehearsal.

July/August Competitive Band Camp

Competitive LWMB students will attend the entirety of the two-week band camp, held in late July and early August. It is during these weeks that we continue to learn the competitive production.

If a student misses MORE than TWO DAYS of competitive band camp rehearsals, the student will be subject to an adjustment or change to the production that is necessary due to the absence, or removal from the LWMB competitive ensemble.

School Year Weekly Rehearsals

Please see “**General Expectations**” above for more information.

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

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.

If a student is absent at a rehearsal during the week leading up to a competitive performance **for any reason, excused or unexcused**, the student may be ineligible to perform, per the discretion of the LWMB Band Directors.

Students with **two unexcused absences** from any rehearsal will miss the next performance of the LWMB, per the discretion of the LWMB Band Directors, *but will still attend the event*.

Students with **three unexcused absences** from any rehearsal may result in removal from the competitive production or LWMB organization entirely, per the discretion of the LWMB Band Directors.

One **unexcused absence** from a performance will result in removal from the LWMB competitive organization, per the discretion of the LWMB Band Directors.



Conduct Detrimental to the Ensemble

It is a privilege to be part of the Lincoln-Way Marching Band. Everyone who is part of the ensemble must refrain from conduct detrimental to the success, overall experience, integrity, and public confidence in the LWMB.

Conduct by anyone in the ensemble that is dishonest, illegal, violent, dangerous, irresponsible, or is in violation of the “L-W Code of Conduct,” puts innocent victims at risk, damages the reputation of others, and undercuts public support for the LWMB. We must endeavor at all times to be people of high character; we must show respect for others inside and outside our endeavors; and we must strive to conduct ourselves in ways that favorably reflect on ourselves, the community we represent, and the LWMB.

Any violation of this policy will be handled on a case-by-case basis, and may result in removal from a performance, several performances, or removal from the LWMB organization.



Member Role Protocol

Competitive Member

- Assigned a drill spot
- Perform in all shows, parades, football games
- Duties may include logistical needs on the field

Alternate Protocol

If and when we need to use an “alternate” system, the following guidelines will apply:

- Fully participate in all basic movement and basic playing rehearsals
- Fully participate in parades and football games
- Are assigned a competitive drill spot to share with another student
- Perform in shows based on alternating assignments (“A”/“B” performances)
- May be reassigned to a different drill number due to injury, disciplinary action, etc.

Role Assignment Criteria

The following will be considered when assigning students to roles:

1. Participation in concert band
2. Playing ability as measured through band audition
3. Registration deadline and payment
4. Seniority and/or experience
5. Willingness to switch sections

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.

All members must travel to and from a performance with the organization. In case of emergency, a parent or guardian can submit a “**Travel Release**” paper request form to your school’s band director. **Travel Release** is not a concierge service! 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.

For more information: <https://www.lincolnwaymusic.org/travelrelease.html>

School/Charter 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.**

LWMB Volunteer Policy

Marching Band is an artistic sport that requires a great deal of parental involvement. Our parents are essential to the success of the LWMB program. The LWMB is able to host various events which allows us to keep participation fees at a reasonable level and to provide our students with the best possible experience. Every season is a little different in terms of the number and types of need, so these requirements may change from season to season. The LWMB **Volunteer Coordinator** is a volunteer position that will track parent volunteer history and requirements.

Fundraising Volunteer Requirements

There are several major fundraising events that provide a subsidy to the actual overall cost of the LWMB experience. There are requirements for volunteering in order to be eligible to take advantage of the subsidized pricing. In order for a student in the LWMB to be eligible for subsidized pricing the following criteria must be met:

- **SIAM Book Sales (District Fundraiser for Music Booster General Funds)** – Every “Football” & “Competitive” family in the LWMB organization is required to sell a minimum of **10 SIAM Books** when sales open. This effort helps our school music booster organizations raise funds which subsidize the overall season expense. This fundraising event is held in September.
- Every “Football” & “Competitive” family in the LWMB organization is required to volunteer for **ONE SHIFT** for the following events:
 - LWMB Community Night – The available shifts will cover day of and/or pre planning for the event. This event will be held in late August.
 - LWMB Field Show Invitational – This event will be held in early October.

Operational Volunteer Requirements

- Each LWMB “**Competitive**” family is required to volunteer in **ONE** of the committees listed below but may volunteer for more:
 - Band Camp, Chaperones, Equipment/Trucks, Competitive Show Props, Meal Planning, Field Crew, Uniforms, Color Guard, Banquet, Spiritwear

Volunteer Summary

“Football Band” Family: SIAM Sales, 1 Fundraising Shift
“Competitive Band” Family: SIAM Sales, 1 Fundraising Shift, 1 Role in Operational Committee



Volunteer Requirement Penalty Disclosure

- Each of the requirements above is a stand-alone requirement. Any family in the LWMB program that does not meet the requirements listed above, ***no matter the reason***, will be subject to pay the **total unsubsidized cost of the season**.

**** Please note We need your help...not your money! ****

Volunteer Procedure Prior to an Event

- Families are expected to read the emails, check the website, and LWMB Charms for volunteer information.
- Volunteer sign-up is done through the LWMB Charms system. Once signed in you may select the position for which you would like to volunteer. Volunteer positions are on a first-come, first-serve basis. An e-mail will be sent out with a time when the volunteer sign-ups will become available for a particular event.
- Volunteer sign-ups will close on in LWMB Charms at midnight the night BEFORE the event starts. If there are still available positions and you would like to sign up after the deadline passes, you may do so on a first-come, first-serve basis AT THE EVENT. Please note that if you do not sign up via LWMB Charms, this will create additional work and unnecessary stress for our event organizers.
- If you cannot volunteer for the required number of sessions, need to leave a session early, or your plans change and you are no longer able to volunteer for a shift that you signed up for, please find a replacement to work on your behalf. **IT IS YOUR RESPONSIBILITY TO FIND A REPLACEMENT.** The LWMB Volunteer Coordinator does not have the ability to arrange a replacement for you.
 - An adult or child of high school age (provided that they are not actively participating in the event) may volunteer as a replacement to fulfill the requirement. High school students can use this volunteer time towards service hours for graduation (This applies to the L-W schools. If you attend another high school, you will need to verify this).

Volunteer Expectations at the Event

- Volunteers are expected to arrive at the designated start time as listed in LWMB Charms. Check in with the designated Volunteer Coordinator when you arrive. If you have arranged for a replacement to volunteer on your behalf, please have them indicate this when they check-in so your family receives credit for the session.
- End times will be listed for the volunteer position that you sign-up for, and volunteers are expected to work until the end of the shift.

Tradition

The former Lincoln-Way marching bands, and current LWMB, 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”). 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:

- Pants (or costume)
- Jacket (or costume)
- Headgear
- Accessories
- Athletic Undergarments
- All-black dress socks
- Black marching shoes
- Gloves (for wind players)

All or Nothing

The uniform is always to be worn *in its entirety* when in public except when the Band Directors have deemed it appropriate to remove the shako and/or uniform. Uniform components and accessories are never to be placed on the ground or any place where they may be in danger of getting damaged.

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



Dress and Appearance

Any member who is not in compliance with these guidelines may be subject to penalty.

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. The Band 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.
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 aide 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 Band Directors, however, must approve all designs before being made.
5. NO JEWELRY is allowed for girls or boys when performing. 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 the assigned due date.

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

Student Print Name

Date

Student Signature

Date

Parent Print Name

Date

Parent Signature

Date

