

*Ephrata High School
Marching Unit*

2011-2012 SEASON HANDBOOK



EHSMU

TABLE OF CONTENTS

PHILOSOPHY.....	2
EHSMU STAFF.....	2
STUDENT LEADERS.....	3
MEMBERSHIP / EXPULSION.....	4
FUND RAISING.....	4
GENERAL POLICIES.....	5
ATTENDANCE POLICY.....	6
INDIVIDUAL AWARDS.....	7
TRANSPORTATION POLICY.....	7
UNIFORM POLICY.....	7 - 8
TRIP POLICY.....	8
RAIN POLICY.....	8
USE OF SCHOOL EQUIPMENT.....	8
LOCKERS/SECURITY/STORAGE.....	8
INFRACTIONS / PENALTIES.....	10 - 11
REHEARSAL PROCEDURES.....	12 - 13
SIGNATURE PAGE.....	14

PHILOSOPHY

The Ephrata High School Marching Unit's philosophy encompasses commitment, pride, discipline and the dignity of each individual member. The basic goal is working together towards excellence and creating an enjoyable and inspiring experience for all members.

We must recognize that scores, rankings and other group's performances are out of our control. If we prepare and perform to the best of our ability, hopefully the scores and comments will reward our efforts. If they do not, both the personal and group satisfaction derived from our commitment to excellence will always be more rewarding and memorable than any ranking or trophy. Let's enjoy this year to its fullest.

The list of accomplishments and honors of the Marching Unit is, to say the least, impressive. Over the past decade, this organization has competed against and has been included among the top bands in the surrounding seven states. To sustain a high degree of success in this extremely competitive circuit is the mark of a true champion. You are now part of this legacy and it is an experience you will never forget.

EHSMU STAFF 2010 – 2011

DIRECTOR:	Sonia Straley
VISUAL CAPTION HEAD:	TBA
VISUAL DESIGNER:	George Blakely
VISUAL ENSEMBLE CAPTION HEAD/ DESIGNER:	William Harker
PERCUSSION CAPTION HEAD:	Jolyn Stauffer
MARCHING TECH:	TBA
PERCUSSION TECHS:	TBA
COLORGUARD TECH:	TBA

EHSMU STUDENT LEADERS

HEAD DRUM MAJOR:	Mitchell Sensenig
ASSISTANT DRUM MAJOR:	TBA
PRESIDENT:	TBA
VICE-PRESIDENT:	TBA
SECRETARY / LIBRARIAN:	TBA
HISTORIAN:	TBA
QUARTERMASTER:	TBA
WOODWIND SERGEANTS:	TBA
BRASS SERGEANT:	TBA
PERCUSSION SERGEANT:	TBA
COLORGUARD CAPTAIN:	TBA
COLORGUARD ASST. CAPTAIN:	TBA
WOODWIND SECTION LEADER(S):	TBA
BRASS SECTION LEADER(S):	TBA
PIT PERCUSSION SECTION LEADER(S):	TBA

MEMBERSHIP AND ELIGIBILITY

1. Membership is open to any students enrolled in the Ephrata Area School District or students who are home-schooled and reside in the Ephrata Area School District. A student must be a member in “good standing” in either Concert Band and/or Marching Band in order to be eligible for Jazz Ensemble and/or Percussion Ensemble. Home-schooled students are exempt from this policy. Exceptions may also be made for pianists/guitarists and bass players.
2. All instrumentalists will be encouraged to be members of as many instrumental ensembles as possible.
3. Each week an eligibility list is published from the Student Activities office. If you are failing TWO or more subjects and your name appears on this list, you will not be able to participate in any marching band performances for the following week.
4. If this should happen, you are permitted and expected to participate in all rehearsals. In order to participate in practices, an ineligible student must stay after school with a teacher for the class he/she is failing and get a note from the teacher. **NO NOTE, NO PRACTICE.**
5. However, you may not attend any football game or competition during your ineligibility period. Please realize there is no “second string” in the EHSMU and if you are unable to perform it has a negative effect on everyone. Keep your grades up!
6. Any student who is academically ineligible more than two times through the course of the season will automatically be dismissed from the unit for the remainder of the season.
7. If you are absent from school the day of a rehearsal or performance and did not receive prior approval, you are ineligible to participate. You will receive an automatic excused absence from the EHSMU.

EXPULSION FROM THE ORGANIZATION

The directors reserve the right to dismiss any member from the organization at any time due to poor attendance, lack of effort, lack of respect for the director and/or his staff, poor conduct, poor bandsmanship, etc.

FUND RAISING

While we do receive funding from the school district’s budget, it is not always enough to entirely support the program. In order to supplement these funds, we must undertake fundraising activities. We are fortunate at Ephrata to be allowed to do several fundraisers. The money generated from these projects is used to offset the cost of trips and various supplies for the EHSMU. Because each member benefits from these funds, we expect every member to participate. Goals and expectations for students will be specified on a per fundraiser basis.

GENERAL POLICIES

A. General rules and regulations

1. It is imperative that every member and his/her parents/guardian complete the medical release form , district permission form and physical examination form provided at the May kick-off meeting prior attendance at any rehearsal.
2. Any medical problems or special conditions must be made known to the director(s) via the medical form provided at the May kick-off meeting.
3. The parents or guardians of any member will be responsible for any damages caused by their son or daughter during any function, including rehearsals, performances, bus rides, or any part of a school trip.
4. Strict adherence to announcements, the itinerary, curfew and changes as announced by the director or chaperones are to be followed.
5. Any student not obeying general policies, or refusing to cooperate with the directors, staff members, or chaperones will face disciplinary action. The director will individually evaluate each situation in order to determine the appropriate course of action.
6. All rules and regulations as per school policy outlined in the EHS student handbook are in full effect during all functions, including rehearsals, performances, transportation, and trips.
7. The consumption, possession, or being under the influence of any illicit drug, or alcoholic beverage will not be tolerated. Any student in violation will be reported to the school district and will be penalized according to the district policy outlined in the student handbook.

B. Attendance Policy

The single most important factor in the continued growth and high morale of our band is your consistent attendance. Without your presence, we cannot teach and you cannot learn.

1. Members are **EXPECTED** to attend every rehearsal and performance. Students who must miss a rehearsal or performance are **REQUIRED** to discuss this with the director and submit the request in writing no less than 1 month prior to a performance and 7 days prior to a rehearsal.
2. Sudden illness and family emergencies are understandably beyond the control of the individual student. In such instances, a phone call or email by the parent/guardian followed by a written excuse is expected.
3. Unexcused absences from Marching Band will result in the student being placed on probation for a two-week period. Three unexcused absences will result in an immediate and mandatory performance suspension.
4. Rehearsals **WILL** start on time. Students are expected to be in their seat or position, with instruments, music, and supplies ready at the designated time. Check the white board or with your section leader if you are unsure where to be.
5. Three unexcused lates will equal one unexcused absence.
6. Unapproved absences from a Marching Band rehearsal or performance with the exception of sudden illness or family emergency will be considered unexcused. Special circumstances that may arise will be dealt with on an individual basis and must be communicated to the band director as soon as possible.
7. If you must miss a practice (excused or unexcused), you will be held responsible for any material covered. The director reserves the right to not permit a student to perform based on attendance and preparedness. We will not sacrifice the quality or the safety of the whole for a few.
8. You have been notified of rehearsal and performance dates well in advance. **CLEAR YOUR CALENDARS** now. This is part of learning to be responsible and becoming a contributing member of adult society.
9. All students are required to attend band camp. Exceptions for first year members and a small number of veterans have been made in the past, however this must be discussed with the band director prior to the beginning of July rehearsals and all necessary paperwork turned in.
10. Employment is **NOT** an excuse for missing band rehearsal. Take your schedule to your employer **NOW**; they will appreciate your advance planning and will in most cases work around your schedule. Should you experience difficulty with an employer, this should be discussed with the director immediately and a determination will be made regarding attendance.

C. Individual Awards

End of the season awards will be given to members in good standing.

Freshman	Certificate
Sophomore	Letter
Junior	Pin
Senior	Plaque

D. Transportation Policy

1. Students are required to use school transportation, both to and from an event.
2. Students wishing to arrive or return home with parent(s) or legal guardian must present a written permission slip to the band director. This should be cleared with the director at least 24 hours **prior** to the trip. A phone call will be made to verify this request.
3. Students will ride the bus they sign up for during band camp. Seniors sign up on Monday, juniors: Tuesday, sophomores: Wednesday, and freshman: Thursday. These bus assignments will remain in effect for the entire season.
4. No playing of instruments, radios, cd or tape players without headphones on the bus.
5. Do not put your head, arms, or legs out the windows.
6. Do not throw anything on the bus or out of the windows.
7. Do not use the emergency exit unless a real emergency exists, or you are told to do so by the driver or chaperone.

E. Uniform Policy

1. Every student is responsible for the care and maintenance of his/her uniform. A uniform contract is to be signed by the student and parent/guardian upon issuance of the uniform.
2. Students are **required** to purchase (these prices are not final):
 - Band Proper
 - Black tee-shirt or band tee-shirt (MUST be worn under uniform) \$5.00
 - Black / White Band Gloves \$3.50
 - Black Band Shoes \$28.00
 - Black Socks
 - Shorts (worn under trousers)
 - Guard
 - Black Dance Shoe (Colorguard)
 - Guard Gloves
3. No alteration is to be made to the uniform without first consulting with the uniform chairperson. **DO NOT CUT ANY MATERIAL FROM ANY PART OF THE UNIFORM UNDER ANY CIRCUMSTANCES.**

4. Uniforms, when not in use, are to be hung in a garment bag. The only exception to this policy is to air the uniform out after a “hot or wet” performance.
5. Uniforms are to be professionally dry-cleaned only. Neck inserts should be machine-washed. A service is provided through the band. Please see the Uniform Chairperson to take advantage of this service.
6. Store helmets in the hatboxes when they are not in use.
7. If some major damage occurs to the uniform, please notify the director immediately. If the damage is due to negligence, the band/colorguard member in question will be billed for the repair or replacement cost.
8. Jackets are to remain closed while we are functioning as a unit. I will advise you of any exceptions.
9. Trousers - DO NOT WEAR JEANS under the band trousers! Shorts, or thermals should be worn during the winter. Jeans or shorts with zippers are not permitted.
10. Raincoats: - Students will be informed when to wear raincoats. Always bring them!!
11. General Grooming:
 - Students must be well groomed.
 - Long hair (collar length or longer) must be pulled together and hidden under the helmet.
 - Use make-up conservatively
12. Jewelry - No visible jewelry is permitted during performances, including watches, rings, necklaces, earrings (studs are o.k.), etc.
13. Football Games:
 - The uniform is to be worn at ALL times. This includes when in the stands, and at the refreshment stand while on third quarter break. If you are observed not in full uniform (minus the hat and gauntlets) you will lose one third quarter break privilege.
 - You will only be allowed to take your hat box and a regular school sized backpack into the stands. You may wear a ‘low profile’ baseball hat or knit hat in the stands. This is a privilege and can be taken away should it be abused.
14. Competitions / Performances: Students are to be in full uniform until after the conclusion of our performance.
15. Bus:
 - Unless otherwise stated all members must wear the band trousers on the bus. Students will not be permitted to board the bus until they are in their trousers and black tee shirt.
 - Band coats, if not worn must be carried in a garment bag labeled with your name on it. Mistreated uniforms will be collected and the student in question will be charged for cleaning and/or repair and will be charged to have it returned.
16. No student will be permitted to perform without full uniform.

F. Trip Policy

In order to be eligible to participate on a trip (field trip, competitive trip, overnight trip or otherwise), a student must perform with the organization and be a member in good standing of the organization.

Students may be sent home at the discretion of the director for poor conduct and irresponsible behavior. All related costs will be the parent / guardian's responsibility.

G. Rain Policy

1. In the event that a Football Game is postponed due to rain, attendance at the make-up game is MANDATORY. Exceptions will be dealt with on a per student basis.
2. Competitions and Parade participation is at the discretion of the director and assistant director. A final decision will be made after all factors are taken into consideration.
3. The EHSMU WILL NOT participate in any competitions postponed due to inclement weather. The only exception to this will be if the competition in question is Championships.

H. Use of School Equipment

1. Students, where necessary, will be given the opportunity to borrow school-owned equipment. This may include uniforms, instruments, bandfront equipment, and the like.
2. At the end of the given season, students will be expected to return all borrowed equipment in the same condition in which it was issued.
3. Students will be expected to restore any borrowed equipment to its original condition, minus that of normal wear and tear. This may mean reimbursing the school for lost and/or damaged material.
4. Students who borrow equipment are required to complete the appropriate paperwork.
5. Only students assigned to a particular instrument are allowed to use that instrument.

I. Lockers/Security/Storage

1. A school locker is assigned to each individual student at Ephrata High School. Additional storage is available in the bandroom for band members' instruments. You will be assigned a storage location appropriate to your instrument size regardless of whether you are using a school-owned instrument or a personally-owned instrument. It is expected that the area will be used only for the storage of the instrument itself (i.e. no food, music folders, etc.).
2. Never leave your instrument or other valuables unattended in the bandroom or practice rooms. Always lock them in a locker or keep them with you.

J. Infractions/Penalties

1. **ALL** rules and regulations as stated in this handbook are in full effect during all Marching Band functions, including rehearsals, performances, and transportation to and from any function. Any infractions will be dealt with through referrals to the school administration, parental phone calls/conferences, a probationary period, loss of third quarter break privileges, or performance suspensions, verbal reprimand, expulsion, or full time assignment to chaperone.
2. It is nearly impossible to list every possible circumstance surrounding a violation and its consequence; however, the following are the most frequent violations and their consequences.
 - A. Unexcused absences from performance or rehearsal.
 - a. Possible dismissal from student leadership office for multiple offenses. (director's discretion)
 - b. Probationary period of two weeks. (mandatory)
 - B. Lateness to rehearsal, returning from third quarter break.
 - a. First and Second offense: repayment of time to the band, after THAT rehearsal or before the next rehearsal.
 - b. Third time: Call home, counted as one unexcused absence; Probation.
 - C. Disrespect towards Director, Staff or Chaperones.
 - a. First offense: Call home, loss of one third quarter break.
 - b. Second offense: Call home, probation.
 - c. Third offense: Call home, Administrative referral.
3. Loss of third quarter break privileges entail:
 - The student will sit in the stands with a designated chaperone/staff member for the duration of the third quarter. Most likely, the designated chaperone will be the director.
 - The student will not be permitted to leave the stands during this time except for restroom use. The student will be accompanied by a chaperone.
 - Food is not allowed in the stands, however water will be provided.
4. Probation of a member entails:
 - The director will notify parent(s) of the reason(s) for the probation.
 - The student will be considered on probation for a period of two weeks effective the day after the infraction occurred.
 - The student will forfeit two, third quarter breaks
 - The student will sit in an assigned seat up front with the chaperones on all bus trips for the duration of the probation.
 - The student will help straighten up the bandroom after all rehearsals and performances.
 - During the probationary period if the student is uncooperative, or commits any additional infractions, a conference with the parent and director will be arranged. Possible disciplinary action by the school administration will be taken.

5. Performance suspensions will entail:
 - The student will report for the performance with the rest of the group at the appropriate time.
 - The student will be assigned to a permanent chaperone for the duration of the day (including bus assignment and seat).
 - The student will not perform, however you will dress in uniform with the rest of the group and will help the group where help is needed.
 - The student will sit with the chaperone for the duration of the performance.
 - After the performance the student will change and then report to the assigned chaperone for the duration of the event.

6. Any additional infractions after a student has received two probationary terms will result in an immediate performance suspension. By earning a performance suspension, you are hurting not only yourself, but also the group. Please do not let this happen!! It is entirely in your control.

7. Earning a third performance suspension as outlined in this handbook will result in the immediate expulsion of the member from the organization for a period of one season. I will not allow one member's irresponsible behavior bring the EHSMU down. **THINK BEFORE YOU ACT!** You can avoid all of these penalties by simply making responsible decisions.

REHEARSAL PROCEDURES AND EXPECTATIONS

Before Rehearsal / Performance:

Arrive at rehearsal early enough to be prepared for rehearsal on time. *“To be 15 minutes early is to be on time, to be on time is to be late, and to be late is to be fired”.*

At the set rehearsal time, BE AT THE REHEARSAL AREA...NOT JUST AROUND THE BUILDING WAITING TO BE CALLED. You will be considered late if you are not at the designated area on time without a legitimate reason. i.e. you are asked by a staff member to do something, or are helping a staff member.

All EHSMU members are required to purchase and have at every rehearsal:

- Three ring binder containing the handbook, musical warm ups (horn-line), all show music and drill sheets. All documents should be in plastic protectors. A string should be attached to the binder so that it can be carried on the field during rehearsal.
- Sneakers (no sandals, etc.), hat and comfortable clothing. Please dress for the weather. This includes rain gear for rainy days.

In Rehearsal:

1. Upon arrival, get your instrument out, music, pencil, and take your seat or wait at the appropriate location. You will be expected to refrain from playing once the instructor is ready to begin.
2. Students are expected to provide their own materials such as reeds, mutes, valve oil, sticks, and the like. In certain instances, you will be able to purchase these items through the director at cost or they will be available to you at no cost.
3. Your cue that I'm ready to begin will be when you are called to "set". You are to refrain from excessive talking, etc. from this point on. For the remainder of the rehearsal, you are to take directions as given from the director or staff.
4. Interruptions of rehearsals, talking, inappropriate behavior, and the like WILL NOT BE TOLERATED!!! You are among the best students at EHS - we consider it a privilege to be in such an organization - don't waste rehearsal time...it is far too valuable.

5. Respect the authority and experience of the staff. Respect the student leaders as they do their jobs. Do not confront student leaders, especially in front of others. If you confront them when they are doing their job and are generally uncooperative, that carries the same weight as being uncooperative with your director.
6. Realize that the job of student leaders involves “getting the job done” which involves controlling, correcting, and complimenting. Don’t let something they do be misconstrued as personal or friendship-ending...they’re just doing their job. If they are out of line or rude, it is the director’s job to correct them.
7. You will be expected to return the room or practice field to its original condition at the conclusion of a rehearsal. All instruments must be returned to their storage areas and all music put away in its appropriate place. Percussionists must put their equipment away after each rehearsal.
8. Perform your part better than before. Be of positive attitude and energy. Move quickly and quietly.
9. Gum, food, and/or drink are not allowed in the bandroom or on the field during rehearsal.
10. You will all be treated like mature young adults. With this treatment comes responsibility. All actions have positive or negative consequences; it is your responsibility to do your individual best to ensure the group’s best effort. A chain is only as strong as its weakest link; don’t weaken the chain by promoting irresponsible behavior.
11. Expectations are high, but anything worth doing should deserve nothing less.

In Performance:

Concentrate and do your best. **Have fun!** Represent the school and yourself well. Base our success on how well we performed and how much improvement has been made.

Between Rehearsals:

- Practice the parts that could be better and review the things you do well.
- You are the person who will make a difference in this band.
- You are on a team that must function as one throughout the season.
- Let’s make this our best season yet!

EHSMU Handbook Signature Page

Student participants and their parents and/or guardians need to sign this form to indicate they have read and agree to follow all rules, regulations and policies listed above in this handbook. This sheet must be signed and returned to the Marching Band Director prior to being eligible to participate in any practice or performance. Thank you for your prompt attention to this matter.

Student Name: _____ DATE: _____

Student Signature: _____

Parent/Guardian Name: _____ DATE: _____

Parent/Guardian Signature: _____