

West Suburban Home School Band

also known as

The Patriots Marching Band

Member Handbook

2009-2010

CONTENTS

[Means of communication...4](#)

DIRECTOR AND STAFF	4
BAND COMMUNICATIONS VIA WEBSITE	4
WSHSB CALENDAR	4
BAND DIRECTORY	4
IN CASE OF EMERGENCIES	5

[Boosters and Well-Wishers...5](#)

BOOSTERS	5
WELL-WISHERS	5

[Tuition, fees, scholarship and rentals...5](#)

TUITION/FEES	5
CONCERT SEASON SCHOLARSHIPS	6
RENTALS	6

[Supplies...6](#)

LABEL ALL YOUR BELONGINGS, WIND AND PERCUSSION	6
SUPPLY LIST	6
For All Cadets	6
Especially for Cadet Percussion	6
All Musicians, including Cadets	6
Supplies Beyond Weekly Needs	7

[Getting Acclimated...7](#)

NAME TAGS	7
TRIMESTER SCHEDULE	7
PROBLEMATIC DEVICES	8

[From Week to Week...8](#)

EXPECTATIONS OF PARENTS	8
WEEKLY BAND PRACTICE TIMES	8
AT BAND PRACTICE	9
File Folders	9
Attendance Check-in	9
Tuning	9
Stay Inside	9
Especially for Percussionists	9
Noise from Those not Rehearsing, etc.	9
No Switching of Parts	9
Only Play in Band(s) Auditioned For	9
Talking During Band	9
Noise in the Parking Lot	10
PRACTICE TIMES AND PRACTICE REPORTS	10
MUSIC RESOURCES-AUDIO LINKS	10

[Rules of Conduct , Etc...10](#)

RULES OF CONDUCT	10
BUILDING RULES	11
RESPECT FOR WSHSB EQUIPMENT	11

[Attendance and Corrective Actions...11](#)

REPORTING ABSENCES and DATE CONFLICTS	11
HOW MULTIPLE ABSCENSES ARE HANDLED	12
ATTENDANCE CHOICES AFFECT THE BAND	12

[Regarding WSHSB Sheet Music...12](#)

CARING FOR WSHSB MUSIC	12
NOTE ON MISSING MUSIC	12
WSHSB MUSIC RETURN	13
Do Not Return Music Prematurely	13
Returning Concert Music	13

[Concert Season Dress Codes...13](#)

OVERVIEW	13
DRESS CODE FOR PRACTICES	13
A UNIFORM LOOK	14
CONCERT DRESS CODE	14
REGARDING SKIRTS	14
JACKET AND PANTS FITTING	15

Special Circumstances...15

- GRADUATING SYMPHONIC MEMBERS_15
- TEMPORARY HELPERS FOR CADET BAND_15
- STUDENT AND ADULT HELPERS_15
- MULTIPLE INSTRUMENTS_15

Additional Performance Opportunities...16

- CADET PERFORMANCES_16
- CHRISTMAS PERFORMANCES_16
 - Yorktown_16
 - Wheaton Light a Holiday Parade_16
- SOLO AND ENSEMBLE CONTEST (SEC)_16
- SUMMER MARCHING BAND_17

Band Families Help Recruit...17

- WE ARE COUNTING ON YOU_17

Means of communication

DIRECTOR AND STAFF

Do not hesitate to contact us with any questions or concerns. While email contact is preferred, both email addresses and phone numbers are in the band directory. Please do not expect the director to engage in important conversations or decision making at band practice. Email her the details earlier in the week, allowing her time to consider her response or follow-up with a phone call. Keep in mind she has a family she is home schooling, and do not call her before 3 pm during the school week.

Emails should have ***BAND*** in capitals, as the first word of the Subject, making it easier to recognize in a very full inbox.

Mrs. Karen Borow
Director of Bands

Mrs. Dena Wiesner-Pardee
Assistant Director of Bands
Business Manager

Mrs. Beth Pfauth
Percussion Director
Private Music Teacher

Mrs. Helen Herbst
Boosters/Volunteer Coordinator
Band Parent

Mrs. Trudie Mergen
Web manager/Creator of weekly Rehearsal Notes
Adult helper in Jr., Sr. and Sym. Bands (bass clarinet)

BAND COMMUNICATIONS VIA WEBSITE

The WSHSB website, www.wshsb.com, is our primary means of communication year-round, a ready reference and wealth of information. In addition to posting the weekly Rehearsal Notes on the web, we email them to all band families.

During the two concert trimesters, it is the responsibility of both parents and students to check the **Member's News** webpage regularly for the most current information. There members will find a link to weekly Rehearsal Notes, any time-sensitive announcements and links to forms or documents currently in use. Most Rehearsal Notes contain information for both parents **and** students. Parents should also check the **Band Boosters** webpage every week for the current Booster jobs needing volunteers. Band Boosters are explained further on in the Handbook.

The format for the weekly Rehearsal Notes is usually; General Notes for all band members and/or parents, which may include things like important news, dates and reminders, as well as upcoming performance details. Basic information for recurring events can be found in the handbook and are not detailed in the General Notes. In Music Notes for band members, specific directions are spelled-out for each of the four band levels. Songs to practice over the week are listed in playing order for the next Thursday's practice. The director may include comments on weak areas or passages needing special attention.

Rehearsal Notes should be emailed and posted by the Monday following band practice, if not sooner. During the marching trimester, as parade details become known, that information is added to the **Summer Marching** webpage under the respective parade. Other summer announcements are generally emailed to Band Families.

Past Rehearsal Notes are accessible through the link on **Member's News** as well as the Rehearsal Notes Archive on the **Forms/Documents** page.

WSHSB CALENDAR

The Concert Season Calendar is posted in September and is updated as necessary. In late spring Marching Trimester information is added. Please advise the director, via email, of any conflicts as soon as you are aware of them, especially for a performance or any of the three practices prior. See also "Reporting Absences and Date Conflicts" found under "Attendance and Corrective Actions" further on in the Handbook. Periodically check the **Calendar** throughout the year for updated information.

BAND DIRECTORY

A few weeks after the first trimester is underway you will receive a band directory. It has the name, address, phone number and email address for every band family, along with their student(s), instrument(s) and primary band(s). That same contact information is included for the director, assistant director, percussion director, Booster coordinator and webmaster. **This is a confidential list.** Normally, only the Assistant Director or the Booster Coordinator generates emails sent to the entire band. No one should use the directory to contact the entire group in a mass email, unless the director or assistant director gives you specific permission/instruction to do so. If such a

communication is necessary, please include addresses as an undisclosed list or as blind carbon copies. Under no circumstances should an email be sent with every address showing.

If any of your contact information changes during the year (email address, home or cell phone) please inform the assistant director, Mrs. Dena Wiesner-Pardee, so we can reach you if/when we send out an email or need to call.

IN CASE OF EMERGENCIES

On your registration form, we asked for a cell phone number for emergencies only. This number is NOT published in the band directory and will only be used to notify you of a last minute cancellation or the like. Occasionally weather or other unforeseen, last minute problems can cause a delay or cancellation of a rehearsal or event. While we have not had this happen yet, we've come close. Please have your cell phone on, en route to band-related events, so we can reach you should the need arise. If driving duties switch between Mom and Dad you may want to give us both numbers.

Boosters and Well Wishers

BOOSTERS

Since the band's inception, no one is compensated for what they do in order to make the band what it is and we keep our fees as low as possible. The director, her assistant director, the percussion director, the Booster coordinator and webmaster, week after week throughout the year, give freely of their time. This continues through the Summer Marching Trimester and the Auditions. There is little "down time" and much done "behind the scenes." Even with all they do, there are many more tasks necessary to keeping the band viable and moving forward, especially during concert season.

The WSHSB Boosters are parent volunteers who support the band in a variety of ways. Each job – no matter how large or small - is necessary. Unlike many other home school programs we do not set volunteer requirements for each semester, nor do we penalize for lack of volunteering. We rely on all band parents' honor to contribute their time and/or talent to the fill variety of needs necessary to the band program. Some jobs are ongoing while some are one-time only.

Please review the **Band Booster** webpage or the most recent Booster email for the current jobs needing to be filled. Email the coordinator, Mrs. Helen Herbst, using your band directory, or see her at the front table at rehearsals to volunteer. We are most appreciative of your ongoing assistance.

WELL-WISHERS

Another way to support the band is by soliciting Well-Wishers which are advertisement spaces sold for inclusion in our concert programs. They may be purchased either by businesses for advertisement purpose or by families or friends to wish the band well. Well-Wishers begin at \$5 for one line, listing a family or business name only. Two lines are \$10. A quarter page is \$25, a half-page is \$50, etc. Most businesses purchase a quarter page. Well-Wishers can also provide band families a means to "fund raise" their family registration fee and at the same time help provide exposure for the band. Of course, covering more than the registration fee through Well-Wishers sales is always welcomed and appreciated. Due dates for all Well-Wishers announcements and fees are announced each concert trimester. Watch for the form to be available to print from our **Forms/Documents** webpage. Feel free to request to see an old concert program for examples.

Tuition/fees, scholarship and rentals

TUITION/FEEES

For each of the two concert trimesters, there is a nominal family fee plus a modest per student fee with a discount for three or more children. All per student fees and any instrument rental fees must be paid at the time of registration. We would appreciate the family fee at the same time. However, for those who may find the addition of the family fee financially burdensome, there is an alternative. You may cover your family fee (only) by making a commitment to obtain \$25 worth of Well-Wishers for the Concert Program. This can be any combination of \$5 and \$10 ads or a single \$25 Well-Wisher. Well-Wishers are described elsewhere in the Handbook under "Boosters and Well-Wishers."

There is marching trimester fee for student musicians. The marching hat fee is refundable with the return of a laundered hat.

No fees are accepted without completed form(s) and vice-versa. Further details are on the respective registration forms, found on our **Forms/Documents** webpage. All tuition and fees are non-refundable and are subject to change.

CONCERT SEASON SCHOLARSHIPS

For 2009-2010 the band is currently offering concert season scholarships to any student choosing the oboe, French horn or tuba as their **PRIMARY** instrument in their **HIGHEST BAND**. The scholarship includes waiving of the family registration and student tuition. In addition, if the band has a rental instrument available, the rental fee is also waived. Instruments are offered on a first come first served basis. These scholarships are subject to withdrawal or change from year to year.

RENTALS

The band has a limited number of instruments available for rent. All instrument rental fees are due with each trimester's registration. Contact the director for current instrument availability. The Instrument Rental Agreement Form is on **Forms/Documents**.

Check your instrument a month before a concert so there is time for necessary repairs. Rental instruments must be returned in proper playing condition. **It is the member's responsibility to have theirs repaired before returning.**

IMPORTANT: ALL rental instruments must be returned at the end of the Concert Season in May. It is the only time of the year that we are able to re-inventory all rental instruments. They will be reissued for Summer Marching and there is no guarantee that you will receive the same instrument you had previously. Our primary goal is to provide brand-new Cadets with a rental instrument.

Supplies

LABEL ALL YOUR BELONGINGS, WIND AND PERCUSSION

We don't want to collect things in Lost and Found. Label your music folder, all parts to your music stand including the carry case, all your own books, and refillable water bottles, to name a few. These are some of the items left after practice most frequently.

SUPPLY LIST

FOR ALL CADETS

- **VIDEO - THE ULTIMATE BEGINNER SERIES**

(instrument specific, may not be available for every instrument) VHS format - *Vol. 1*. Some titles are available in DVD format. *Note: Check your local library. For example, Wheaton carries some of the titles with a one week loan period. Some parents have told us they are easy to borrow through the NETFLIX online video rental program (membership required).*

It is recommended that all wind beginners obtain (purchase or borrow) Volume 1 of this video over the summer. It will help them become familiar with the basics for their instrument by watching and practicing with the video multiple times.

- **BOOK - ESSENTIAL ELEMENTS 2000, BOOK 1 "Gold"** (instrument specific)

Try to get the newest version, which includes **both** a play-along CD (tracks 1-58), as well as a DVD (all 185 tracks).

- Remainder of supplies continues in list following CADET PERCUSSION.

ESPECIALLY FOR CADET PERCUSSION

- **BOOK - ALFRED DRUM METHOD, BOOK 1** and a staff paper notebook. The corresponding video is encouraged but optional.

ALL musicians, INCLUDING CADETS, need to have labeled and bring to rehearsal every week:

- **Completed Practice Form** - Form is located on the **Forms/Documents** webpage
- **Instrument** with labeled case
(For ALL percussionists this includes - sticks, mallets, and bells/stand.)
- **Folding music stand**

- **Sharpened pencil** for making light notations on music, which are originals. Nothing other than pencil markings are to be made on the original music. The quantity of marks should be kept to a bare minimum and all marks must be erased before returning. NOTE - Some members prefer to make their own working copies, kept in page protectors, and return all original music early in the trimester.
- **Timpani tuner** (for all percussionists, except Cadets)
- **Straight Mute** (for all trumpet players, except Cadets)
This mute must be brought every week if called for in any piece of music.
- **Any sheet music** must be in a folder, large enough to protect music. Cadets will not have sheet music until the second trimester.
Every band member must bring their own music every week. Part assignments differ. Only helpers may share music. Otherwise is not fair for one or two musicians to expect share their neighbor's music to make up for their own irresponsibility, even if they have the same part.
IMPORTANT: Do not play music assigned in a previous year. Part assignments change. If you made a working copy, file it away at home. Use the music as assigned each semester or concert season. This includes titles such as Star Spangled Banner and God Bless America which are also reassigned each year.
- **Metronome and tuner** - Are *mandatory for ALL percussionists including Cadets* (for at home practice) and recommended for all wind musicians to own a metronome for use in daily practicing. Winds might also consider owning a tuner, but the metronome is definitely more important.
- **The appropriate book(s),**
All Essential Element 2000 Books and the Unisonal book are instrument specific.
CADETS - Cadet books are described at the beginning of the supply list above.
CONCERT JR - Essential Elements 2000 Book 1 "Gold"
and Essential Elements 2000 Book 2 "Red".
Note: Essential Elements Book 2 will not necessarily be used every week. However, Junior **AND** Senior members are highly encouraged to use Book 2 to for daily practice, personal improvement and preparation for the Concert Senior audition.
CONCERT SR - Essential Elements 2000 Book 2 "Red" (See note about Book 2 above)
SYMPHONIC - Unisonal Scales Compiled and edited by William C White, published by Carl Fischer
(If you have any difficulty locating these books, we know they can be ordered through JW Pepper, in Carol Stream, phone 630-462-0787. Allow 2 to 4 weeks for delivery. For additional resources see the Music and Instrument Stores document on **Forms/Documents**.)

SUPPLIES BEYOND WEEKLY NEEDS

- **Cummerbunds and bow ties** – (Neither are worn by Cadets) the band supplies both, collecting them after each performance. Concert Junior only wears a bow tie, while the other two levels also wear a cummerbund at concerts.
RETURNING BOW TIES
If your bow tie is coming apart you have one of two choices when returning it –
 1. Make the necessary sewing repairs **with red thread** before returning it and owe nothing.
 2. Pay \$5 along with the unrepaired bow tie. Make it known that it needs repair
- **Concert Dress Attire** – This applies to all levels **INCLUDING CADETS**. Review the entire section "Concert Season Dress Codes" and all the specific details about shirts, pants, shoes and socks, etc. Be sure to see also "Jacket and Pants Fitting" at the end of that section.
- **Lyre and flip folder** - (Not for Cadets) Used at concerts, for songs played by the combined concert bands.

Getting Acclimated

NAME TAGS

For the first three weeks or so, all CADETS should have their first and last names **clearly and boldly** printed on a 3x5 index card, safety pinned to their shirt. Even though Mrs. Borow or Mrs. Wiesner-Pardee may know your name, fellow students as well as parents taking attendance, or helping in other ways, may not.

TRIMESTER SCHEDULE

Two concert trimesters are followed by a voluntary, summer marching trimester. First concert trimester is late September through Winter Concert in January. Second concert trimester begins the following week through the Thursday (music return) after the Spring Concert in May. There are a few additional performance opportunities

during the year. Members are expected to make a commitment for the entire Concert Season, which include both trimesters, September through May.

PROBLEMATIC DEVICES

- **Cell phones** We are aware of the convenience and increasing presence of cells phones in society. However, no band member should have a cell phone with him or her, at their place, during practice. If anyone brings a cell phone with them, it needs to be off or on silent ringer during practice and must remain in their instrument case until they leave.
- **Laptop computers** No student should bring a laptop computer to band practices or rehearsals. Of course, parents may bring a laptop to work on while waiting for their student.
- **Other devices** Portable audio and video devices DO NOT BELONG at band practice. The number of electronic and battery-operated diversions continues to multiply. You are expected to avoid bringing things of this nature to weekly practice. This includes Game Boys, iPods, PSP's, etc.

From Week to Week

EXPECTATIONS OF PARENTS

Parents have the regular responsibility of getting their student(s), to and from band each week, on time, at least 10-15 minutes before their band time. Please make sure they have their equipment and adhere to the dress code. Every week, parents should read the General Notes portion of the weekly Rehearsal Notes.

All parents are expected to volunteer as part of the parent booster organization, which is vital to the successful running of the band. Band fees are kept purposefully low and no one receives payment for what they do. In return, we rely on your gift of time, filling the jobs posted **Boosters** webpage. Please see "Boosters and Well-Wishers" elsewhere in the Handbook for more information.

The following items should be reviewed by parents with their student(s). All are found in this Handbook.

Concert Season Dress Code – Review the proper dress for weekly band practices and the WSHSB Concert Season Dress Codes. A couple weeks before each concert or performance revisit the Concert dress code with your students (CADETS INCLUDED). At that time, check the fit and readiness of the items they will need to wear.

Returning Concert Music – Read about why it is important to return music on time and the **NEW** Library service hours required for late returns.

Rules of Conduct and Building Rules, Respect for WSHSB Equipment and Attendance and Corrective Actions - Carefully review these sections with your student(s) so all are aware of what is expected as well as what corrective actions may occur.

WEEKLY BAND PRACTICE TIMES

We meet in Cornelius Hall at Resurrection Church, Wayne, IL (NW corner of Route 59 & Army Trail Road). Below is the timetable for the entire evening.

ARRIVAL TIMES FOR ALL MUSICIANS

All students need to arrive early enough (at least 10-15 minutes before their band time) to prepare their instruments, stands and music, and be ready to begin playing promptly at their band's practice time. Percussionists need to assist with ALL the instrument set-up necessary for their band, BEFORE practice time begins.

4:45-5:15 – Set-up hall – **All Cadets and parents are expected to arrive no later than 5:00pm, but not before 4:45.** All are expected to help with setting-up the hall, and unloading equipment and music files. The more parents and students helping, the faster set-up will go. Please help share the load. Do not expect doors to be open before 4:45.
5:15-6:00 – Cadet Band
6:00-7:00 – Concert Junior Band
7:00-8:00 – Concert Senior Band
8:00-9:00 – Symphonic Band
9:00-9:30 – Reset hall – All Symphonic members, students **and** adult helpers, are expected to help load music file boxes and equipment, reset the room, and clean up after band before leaving. All percussionists are asked to

devote themselves to breaking down and loading the percussion equipment. These tasks should not be left to the same few faithful parents and members, week after week. There is time to talk with friends **after** cars are loaded and the hall is reset. Please make helping a priority. If band members do not share the responsibility for the tasks, the tasks will be assigned.

AT BAND PRACTICE

There are many people coming and going during band practice and storage space for cases is limited. If you wear a coat, it needs to be hung up on the coat rack, not kept with your case. Cases can be left on the floor (off to the side, out of the way) and on open tables and counters around the room, with the exception of the front tables where the files and forms are kept. No one's cases or belongings are to be left in the percussion section, including those of the percussionists. It is necessary to move around the percussion area throughout practice and that space needs to be free of clutter.

- **File Folders** - Be sure to **check your file folder** at the front table every week, for any music or other papers that are there for you. Music distribution generally continues over the earlier weeks of the trimester.
- **Attendance Check-in** - Until told otherwise, all Cadets and Concert Junior members should check-in with the attendance taker who is at the front of the room with a clipboard. This is not necessary for Concert Senior and Symphonic since the majority are returning members. Also see the item in the Handbook under "Getting Acclimated" about 3x5 name tags for CADETS the first few weeks.
- **Tuning** - Wind musicians, after you arrive and get your wind instrument out, you need to **"tune" your instrument** using your own tuner or one at the front table. It is the responsibility of the principle chairs to see to it that their entire section is tuned before their band practice begins.
- **Stay inside** - Remember that we are only allowed to use Cornelius Hall. No one should be loitering in the hallway or stairwell, nor be outside in the parking lot, other than going to and from your car. Feel free to bring a book to read, homework or other quiet activity to do while waiting for your band to practice or for your ride home.
- **Especially for Percussionists** - Any percussion member who is not assigned a part to play in a song should use his/her own music and drum pad and play along with the snare part for that song. No one is to leave the percussion section during their band time.
- **Noise from those not rehearsing, etc** - Those playing cards or socializing need to be aware of keeping their voices subdued and not interfere with any band's practice. We are happy to have you enjoy each other's company but our primary activity is band practice. Also, there should be no gathering or loitering in the bathroom.
- **No Switching of Parts** - No band members are to take it upon themselves to switch parts with anyone else in their section, FOR ANY REASON! Switching of parts will take place only with the knowledge and specific instruction of the appropriate director. If anyone is having a problem with a particular song, do not wait until band practice to tell the director. It is the member's responsibility to email their problems or concerns to the director in advance.
- **Only Play in Band(s) Auditioned For** While you may audition for more than one band, you must audition for each band on the instrument you intend to play in that band. No member has the authority to bypass the audition process by acquiring another band's/instrument's music or inserting themselves into a band they never auditioned for. This is different from being a (director approved) helper on your primary instrument in another band, which does not require an extra audition to fulfill that role. There are also times when the director may request a member's help, crossing the band lines, but these kinds of situations always require the director's knowledge and approval.
- **Talking During Band** – Talking between songs is generally not a problem unless the director is speaking, in which case, all should be quiet. There should also be no talking once the director begins to work on a piece of music. While practicing a song she may make frequent stops in order to fine tune something, pick apart a passage or work on a problem area. It is difficult, if not impossible, for her to speak to the band or a section and be heard over the chatting. This is not a problem if members wait patiently, remain quiet and pay attention.

- **Noise in the Parking Lot** – Everyone needs to keep their voices down while in the parking lot. The noise level easily escalates. While everyone's help in loading band equipment after Symphonic Band is appreciated, it's after 9pm and things can become rather rowdy. Father lives in the rectory on the west side of the parking lot, across from Cornelius Hall. Please be considerate. This is not a playground or public park.

PRACTICE TIMES AND PRACTICE REPORTS

At band practice, students work together as a group. Students are expected to take personal responsibility for their musical development as part of their home schooling experience. **Most school bands practice 5 hours a week or 70 hours per semester. We only practice 1 hour a week for a total of 14 hours per semester and then we have our concert. Therefore, the majority of practice time occurs at home and is critical to the success of all.** Daily practice is required and is the only sure means of progressing and improving.

Practicing should be done with any available audio links. More information on audio links is further down. The following are suggested daily, minimum practice times, for 5 days a week.

- Cadets should progress from 20 - 30 min. over the first trimester, 30 - 45 min. second trimester.
- Concert Junior and Concert Senior should practice a minimum of 30 - 45 min.
- Symphonic should practice a minimum of 45 - 60 min.

Parents may adjust this time to meet the need or ability of their student as long as the student can continue to be a contributing member of the band. Please talk to the Director if your child is meeting this minimum practice time and is not able to keep up.

Please see **Forms/Documents** for the WSHSB PRACTICE REPORT. All band members, wind and percussion, are to use this form for reporting each week's practice, throughout the year. The form requires both the student's name and a parent's signature. Be sure to include first and last names.

Practice reports serve a variety of purposes. An important one applies to auditions. Close points can make it difficult when determining chair positions. The directors will refer to the practice reports in their decision-making process. It is in your best interest to turn in a weekly practice report.

MUSIC RESOURCES – AUDIO LINKS

You can often find audio links on the internet. Two sites are particularly useful. They are:

<http://www.jwpepper.com/catalog/welcome.jsp> and
http://listeninglab.stantons.com/Concert_Band.php

In some cases, a link may be to a clip, rather than the complete song, but at least you will get a taste of the music. It will greatly aid your personal progress and mastery if you play along with these links in your daily practice. Of course, it will probably take a while until you are able to play at the tempo of the recording. You will find just listening to the music frequently, apart from your practice time, will improve your ability to learn and play the song. It is recommended that you save the files/links to your computer.

If the exact same arrangement of a song is not available, occasionally we may provide a link to a version different from the one we are using. In this case, while you will not be able to play along, you can listen to get a feel for the music.

Rules of Conduct, Etc.

RULES OF CONDUCT

We expect students to act like Christian ladies and gentlemen.

The band director reserves the right to deny students participation in a rehearsal or performance due to inappropriate behavior.

Disciplinary Policy

The code of conduct will be enforced before, during, and after band anywhere on the property in which the band resides. The following behavior will result in immediate disciplinary action.

- Foul language or unwholesome talk.
- Roughhousing
- Disruptive behavior, including chatting once director begins songs
- Physical display of affection
- Disrespect for those in authority
- Illegal drugs and/or weapons
- All other inappropriate behavior as deemed by the director.

BUILDING RULES

These rules apply to our rehearsal facility and any other practice or performance facility the band uses.

- No running, playing, loud talking, or loitering in the bathroom, parking lot, or other areas of facility.
- No disrespectful, vulgar, or inappropriate language.
- Other than a water bottle, no food or drink is allowed.
- Keep the building clean. Please pick up your own trash and dispose of it properly.
- Children are not permitted to play in or around cars in the parking lot or other outside areas.
- The band and its personnel have been approved to use Cornelius Hall only. There is no access to any other areas of the facility.

Damage done to the facility or its equipment will be the financial responsibility of the people involved in causing the damage. The band director or her designate (i.e., the sergeant at arms or chaperones) is free to discipline as deemed fit for each offense, but in most cases will use the following guidelines.

- First offense—Warning.
- Second offense—Dismissal from current practice or performance. Student and his or her parent return to the next two practices and must sit together. Following this, a meeting with the student, parents, and the director must take place to reevaluate the situation.
- Third offense—Dismissal from the band for the remainder of the semester. Student and parents must meet with the director to determine if re-enrollment is allowable. If so, student must re-apply for admittance the next semester and must pay the re-enrollment fee.

RESPECT FOR WSHSB EQUIPMENT

All WSHSB equipment is purchased with tuition fees and other funds we raise. In the percussion section alone, individual items are very expensive and each could cost **thousands** of dollars to replace. Most percussion equipment is meant to remain at a permanent location. Because we do not have a permanent facility we must move it in and out every week. Great care must be taken when unloading, loading, going over thresholds, etc. Also, equipment on wheels is not to be “ridden.” The wheels and other parts cannot take such abuse.

If a student damages equipment parents may be required to help cover the cost.

Attendance and Corrective Actions

REPORTING ABSENCES and DATE CONFLICTS

Absences, whether anticipated or not, should be reported as soon as possible. The band director, Mrs. Karen Borow **expects an email** for any and all absences, from wind **or** percussion. Additionally, Mrs. Beth Pfauth, **percussion director, expects a phone call** for all percussion section absences. Messages can be left on her cell phone, not her home phone. Advance notice facilitates the reorganizing of parts, if necessary. The more advanced the notice the better, especially for higher chairs.

E-mails should be sent before noon the day of practice. Please state the student’s name as well as what band level(s) he or she plays in (Cadet, Concert Junior, Concert Senior, Symphonic). Because the email is forwarded to facilitate attendance taking, it makes it easier for the parent helper, who does not know all the students well enough, to know which band list to look on first. Email addresses and phone numbers are listed in the band directory.

Date conflicts, whether for practices or performances, are to be made known by email **AS SOON AS POSSIBLE** to the band director. **Ideally this would happen before the music is distributed for the trimester.** Percussionists

must inform the percussion director as well. This notification is especially important for those with higher chairs, and/or featured or solo passages. These conflicts need to be addressed and resolved when they arise.

HOW MULTIPLE ABSENCES ARE HANDLED

3 absences: chair demotion/ automatic reaudition

4 absences: move to the bottom of the roster for your instrument section

5 absences: you will not be permitted to perform in the concert.

We are not trying to eliminate musicians - on the contrary, we need 100% of the musicians 100% of the time. If you are ever unsure of your child's exact absence number, email the director and she'll let you know the current total so you are aware and can do what is necessary to ensure your child is able to perform with us.

ATTENDANCE CHOICES AFFECT THE BAND

There are a myriad of interesting activities in which home schoolers may choose to participate. One of the most popular categories, which usually require a considerable time commitment, is sports. While no one is suggesting not participating in sports, here's some food for thought.

Most often, sports programs require multiple practices and a game or two each week. Many sports have multiple people to play the same position, or positions may rotate. This is not the case with the band. There is only one practice each week, for fourteen weeks before a concert, our one and only "game". Individuals are assigned a chair and one part of the score, first, second, or third, to practice on their own, over the fourteen weeks. There is not always someone else with the same part. It is not fair to your section to expect someone to "cover" your part when they have not had it to practice. If they try to do so, who covers their part? Sometimes the director is left to try and "sing" a missing wind part, while the percussion section tries to keep the rhythms going as best they can. This is not how it should be.

If you choose to participate in a sport or other activity that meets on Thursday night, how do you decide which band practices are ok to miss and which are not? If you choose to miss band practice, you are missing 100% of that week's practices. However, if you miss one out of a week's four practices for something else, you only miss 25%. The more times you meet during the week the smaller the percentage missed. **We need 100% of the band members present 100% of the time.**

As concert time approaches, each practice becomes more and more critical. When one player is missing, it can and does, affect that week's entire band practice. The absent person is not affected by it, but the hole that is left is very noticeable to all present. Of course, we understand illness and other serious problems may arise, causing an occasional absence. The majority of band members make the band a priority, and we are gratified by their commitment.

We are asking you to consider seriously your commitment to the band, especially your regular attendance at weekly practice, when making your choices.

Regarding WSHSB Sheet Music

CARING FOR WSHSB MUSIC

Since the music you are receiving is originals, extra care must be taken to preserve it. We cannot stress this enough. Some of the arrangements we use, are now permanently out of print, which makes them all the more valuable. Storing your music in its folder, making sure there are no edges hanging out, is a good start. Music is not to be defaced, dog-eared, or torn, and should be kept from getting wet from spills or rain. Keep your music in a safe place, not where younger siblings may get to it. **There is a fine of \$4 per song, for damaged (in our judgment) or lost music.** NOTE - To avoid these problems, some members prefer to make their own working copies, kept in page protectors, and return all original music early in the trimester.

NOTE ON MISSING MUSIC

If you have not received a song listed under your band, **it is your responsibility** to email that information to Mrs. Wiesner-Pardee immediately. You must have the music to practice with. Do not wait until later in the trimester to say you never got a particular title, because then you will owe \$4 per missing song.

WSHSB MUSIC RETURN

- **DO NOT RETURN MUSIC PREMATURELY**

No one should return music unless you have your own working copy in your folder. Do not turn in original music simply because we haven't been playing it. If you have not made a working copy, do not return music until the end of the trimester. The only exception would be if we ask you to return something mid-trimester and we post the specific title(s) in the weekly Rehearsal Notes.

- **RETURNING CONCERT MUSIC**

[Before returning any music you must erase all pencil marks.](#) At the end of each concert trimester there will be a regular music collection. However, if you have any music you wish to return during the trimester, please take your music to one of the parent helpers at the front table. You must wait while they mark-off each returned song on a Master List. No one is to return music in his or her hanging folder.

All concert music needs to be handed-in on or before the designated collection date. On that collection night, all returned music is sorted into song piles for each band. Each pile is then organized into score order, ready to file in cabinets. This task is performed by a large number of volunteers, mostly parents, making it a very efficient process. You may have someone else, (other than Mrs. Wiesner-Pardee, or any of the Borows) return your music for you. If you mail it, do so via Priority Mail ASAP after the concert so it is received by the collection date, otherwise it will be late. [It is preferred that all music be returned in person.](#)

[New for 2009-2010 - Music that is not turned in on/by the designated date will require Library service hours.](#)

If your music is returned late both you and a parent will be expected to do Library service hours at the Borow's house. On an agreed upon date you will be filing music back into the music files and cabinets.

Concert Season Dress Codes

OVERVIEW

For quick reference, this set of dress codes may be accessed directly from the **Forms/Documents** webpage.

The WSHSB is a Christian home schooled children's band. As with any organization, there are rules. Each individual in the band not only represents himself and his family, but Christian homeschoolers. Individual band members offer a *visual* testimony of the values, deportment, character and focus of the WSHSB at large. The following dress code is not a judgment on individual dress styles or personalities but is a requirement for membership in the WSHSB organization for the purpose of appearance, unity and discipline.

There are opportunities for self-expression and individuality in the WSHSB: performances for auditions, solo/ensemble contests, concert opportunities as well as numerous service and musicianship opportunities. These are positive and acceptable, non-visual ways to stand out in our organization.

If an individual chooses to become a member of the WSHSB band, he will be required to comply with the dress and behavioral codes of the band. The following dress codes are a requirement for membership in our organization.

They are not optional. If this code is beyond what a member thinks he can comply with, it would be better for both him and the band that he not join.

DRESS CODE FOR PRACTICES

We will hold parents responsible to insure their child's personal appearance including clothing provide a fitting testimony to a Christian home school band. We should honor the Lord through what we wear. When a prospective home schooling family visits us, they come to evaluate our band to see if it is a good fit for their family. One way they judge the band is by how our individual members look. Outfits that are immodest, too tight, short, loose, torn, contain inappropriate messages or symbols, and accessories that attract undue attention are not acceptable. Any hair color that is not a naturally occurring shade is also unacceptable. Parents, please show appropriate consideration. Band members; please remove any hat before taking your place at band practice. No one should be put in the awkward position of dealing with, or being told their appearance or dress is inappropriate at band practice or other public appearance.

If a student comes to band dressed inappropriately they will be given an XXL t-shirt to wear for the duration of rehearsal.

A UNIFORM LOOK

As in many disciplined groups (i.e., sports teams, religious organizations, drum corps), a dress code is established, respected and followed. We have a set uniform. The goal is to provide a clean, neat uniform appearance to provide discipline. We strive to become one band, one look, one sound. In order to do this, no one member's appearance should stand out. We are a group with a common goal and focus. Women have the option to wear pants or skirts, but the shirt, bow tie and cummerbund or jacket are required, as specified. Unlike other bands and groups, we do not require you to purchase uniform accessories nor do we charge a rental fee for these items. Damage or loss will result in a replacement fee. However, we do require that the dress code be strictly adhered to.

The Summer Marching Dress Code is slightly different from Concert Dress and is described in detail on the **Summer Marching** and **Forms/Documents** web pages.

CONCERT DRESS CODE:

- White, woven, long-sleeved, button-down dress shirt with pointed collar, which must be buttoned all the way up to the neck to accommodate bow ties. Shirt must be long enough to be tucked-in. No exposed midriff.
- No knits, pullovers, t-shirts, tank tops, turtlenecks, mocks, blouses with ruffles or puffed sleeves, nor tight-fitting shirts will be allowed. No satiny, shiny or sheer material.
- Only solid white or flesh-tone undergarments to be worn under dress shirts.
- Black conservative dress pants. No tight-fitting, denim/jeans, low-rise, or Capri-style pants. There should be no ornamentation such as studs, rhinestones or embroidery. (WSHSB has pants available for lending, if needed. Please contact director.)
- Girls have the option of wearing a conservative, modest, below the knee or longer skirt, with only small slits if necessary. No denim or leather. See more info regarding skirts at the end of this list.
- Girls wearing a skirt for a concert should wear flesh-colored hosiery. (This differs from the marching dress code.)
- Black, opaque, dress/trouser socks must be worn by anyone wearing pants. Socks must be long enough so no color other than solid black is visible below the hem of the pants, when seated. Therefore, no black nylon/hosiery knee-highs for ladies.
- Black leather shoes of a conservative style with a low heel and sole. Shoes must be solid black with no other colors. If shoes are laced, laces must be black. No gym shoes, sandals, boots or flip-flops.
- Red bow ties (if wearing, band provides)
- Red cummerbunds (if wearing, band provides)
- Symphonic members wear blue jackets, provided by the band, unless otherwise instructed.
- Award medals must be pinned on the red award ribbon, which is worn on the left side of the shirt (Cadet, Concert Junior and Concert Senior) or jacket (Symphonic). The top of the ribbon should be even with the lowest tip of the collar point.
- Jewelry should be limited to a wristwatch, small rings (so they cannot be seen by the audience), and small earrings. Boys are not allowed to wear earrings.
- Any hair accessories such as barrettes or headbands may be solid red or white, or must match the student's hair color.
- Please, no outstanding makeup, nail colors, hairstyles, or trendy fashions that attract attention to a student's appearance over that of the band as a whole. No unnatural shade of hair color.
- Remain in your concert dress, until you leave the event. Shirts are to stay on and tucked-in. Bow ties and cummerbunds should also be left on unless they are being collected immediately after the performance.

REGARDING SKIRTS

Some have expressed difficulty in finding longer length skirts for girls to wear at concerts. Here are three links to websites that carry concert dress items. Please use your own judgment as to which site to use or do a search for other concert dress sites.

http://www.ecbensonassociates.com/products/formal/concert_choral_attire.html

<http://concertdress.com/>

http://www.band-martaccessories.com/formal_concert_wear.html#skirts

The band director reserves the right to deny any student's participation in a performance due to inappropriate dress.

JACKET AND PANTS FITTING

A Jacket and Pants Fitting/Exchange is held on an evening or two in the first trimester. The location is the Borow's home in Winfield, not far from the intersection of Roosevelt and Winfield Roads. The date is on the **Calendar** and in the weekly Rehearsal Notes. If you already have a blue band jacket and/or pair of black band pants, you need to try on the jacket and/or pants before the fitting date(s). If you have outgrown your jacket, return the dry-cleaned jacket, in the cleaner's bag with cleaning tags/receipt and attached. Pants being returned should be laundered.

New Symphonic Band members, who do not have a blue band jacket, will need to make an appointment to come to a Jacket and Pants Fitting/Exchange to be fitted for a jacket. Any band member, from any level, who does not own a skirt or pants that meets the dress code criteria, may borrow a pair of black band pants and be fitted for them on the same dates. The pants we have are mostly Junior High sizes.

Email or call Mrs. Helen Herbst if you need to exchange or pick up a jacket or pants so she knows how many people to plan for and how many volunteers to recruit for assistance. She can also give directions to the fitting at the Borow's. **DO NOT CALL** the day before a performance and expect an exchange or fitting.

Special Circumstances

GRADUATING SYMPHONIC MEMBERS

Symphonic members who will be graduating high school and have earned a first chair position as a result of their summer audition are eligible to be considered for a solo piece. To qualify, the member must:

- A. Select a solo that is 5 minutes or less;
- B. Record his/her solo with a piano accompaniment; and
- C. Submit his/her video/DVD to Mrs. Borow before the first band practice in September.

Mrs. Borow will consider the performances and if selected, feature the graduating first chair soloist with accompaniment during one of that year's concerts.

TEMPORARY HELPERS FOR CADET BAND

Volunteer, experienced musicians from the upper bands are requested, not for playing, but rather to assist with the Cadets for the first month or two of the fall trimester. Help is needed to watch for things like correct hand position, fingering and posture.

STUDENT AND ADULT HELPERS

Student helpers are considered as such until high school graduation.

Adult helpers are returning, post-high school former students, past adult members or totally new adults/parents. If you would like to play in the WSHSB in 2009-2010 as an adult helper, you must be willing to play in a band, according to need, as determined by the director. Adults, new to Cadet Band are also referred to as adult helpers.

Student or adult band members interested in being a helper as a musician in a lower band are welcome to do so with the approval of the director. However, for a variety of reasons there may be limits on the number of helpers allowed. Alternatively, the director may invite someone to become a helper, based on musical needs. Once helpers commit, they are expected to fulfill that role for the entire concert season, both trimesters. Sheet music may need to be shared with a stand partner.

Any adult helper wanting to move into either Senior or Symphonic band, for the first time, needs to submit an audition. Auditions can be either pre-recorded, or live (by appointment only). Audition requirements can be found on the band website. If you played in either of those bands last season and are not seeking to move up a band, no audition is necessary this season.

MULTIPLE INSTRUMENTS

Junior, Senior and Symphonic Band members may take up a second instrument as a Cadet. However, when the combined bands play, they must play their instrument from the higher band, otherwise known as their primary instrument. **IMPORTANT:** Exceptions to this rule may occur based on the musical needs of a particular song. In

that case, students who play more than one instrument are expected to accept and follow the director's choice/decision as to which instrument they will play for that song. See also in this Handbook, "Only Play in Band(s) Auditioned For" under "From Week to Week."

Additional Performance Opportunities

CADET PERFORMANCES

While cadets are not featured at the WSHSB formal concerts, Cadets have two separate performances, winter and spring, for their parents, siblings and grandparents, at Resurrection Church during their regular practice time. Concert dress is required. The Concert Season Dress Code is detailed above. More performance specifics will be included in the General Notes portion of the weekly Rehearsal Notes when details are finalized.

CHRISTMAS PERFORMANCES

Participation in either of the Christmas performances, described below, is voluntary. Check our **Calendar** for the dates. [Cadets perform in neither, but are invited and encouraged to attend Yorktown and march with us in the Wheaton Light a Holiday Parade.](#) Sign-up sheets are at the front tables at weekly band practice. All Junior, Senior and Symphonic members must check YES or NO for each event in the columns next to their name. The sign-up sheets will be available early in the fall trimester to allow sufficient time for music distribution and rehearsing of songs.

Yorktown

While we generally perform at Yorktown, there may be years when we do not. The performance date and time are announced in the General Notes and posted on the **Calendar**. [ALL Cadets are welcome to attend this weeknight performance.](#) Yorktown Shopping Center is in Lombard on Highland Avenue, between Butterfield Road and 22nd Street. Performance is about an hour long and is on the upper level in front of Carson's. Use the upper level entrance on the east side of Yorktown Shopping Center, between Famous Dave's and Carson Pirie Scott. The **Concert Dress Code** is mandatory. While no jackets or cummerbunds are worn; bow ties are handed out at Yorktown and returned afterwards. [Check how clothes fit before that day.](#) While all members should bring their stands and music, members should choose a stand partner, to save space. All musicians stand, with the exception of low brass and low woodwinds.

Wheaton Light a Holiday Parade

The Wheaton Light a Holiday Parade is in downtown Wheaton on Friday night, the day after Thanksgiving. ALL participants are expected to wear a Santa Hat (large enough to cover ears is good) and normal winter dress outerwear for the parade – dress for the weather.

Musicians must wear a Santa hat. Wear dark pants and, ideally, black shoes, to keep a uniform look. Mittens that allow you to uncover your fingers would be helpful, or perhaps a pair of gloves with the fingertips cut off, for clarinets. Try playing your instrument at home while wearing them. Some find it helpful to have hand-warmer packets in their pockets for keeping both their hands and instruments warm. If you do not memorize your music, you should have a flip-folder and lyre, along with the songs we are performing. A battery-operated clip-light or headband-style light will improve your reading/seeing the music in the dark. Those with larger instruments, such as tubas, sousaphones and percussion, please consider decorating your instrument with a battery-operated string of Christmas lights. This is not required, but adds a festive touch to the band's appearance, if you are able to do it.

Unless directed otherwise, we gather at 5:15pm in the parking lot behind Wheaton's City Hall (NW corner of Wesley St and Wheaton Ave). Step-off is 6pm. Our unit number and pick-up location will be in the General Notes prior to the event.

[ALL CADETS, as well as parents and siblings of band members, are welcome to march directly behind the band.](#) We can also use volunteers to serve in the Patriot Auxiliary. Please email Mrs. Wiesner-Pardee if you would like to serve. She will let you know how you can best be utilized.

SOLO AND ENSEMBLE CONTEST (SEC)

The annual Solo and Ensemble Contest is an exciting and much anticipated musical event held on a Saturday, generally in March. [ALL band members, Cadet through Symphonic, are encouraged to participate in the SEC.](#)

Students have the opportunity to prepare solos and/or ensembles of their choice and perform them for a judge who then rates their performance. There is no competition, rather; students strive for their personal best. For more complete information see our **SEC** webpage.

SUMMER MARCHING BAND

For the summer marching trimester, the WSHSB is also known as “The Patriots”. The marching trimester is voluntary and is open to current WSHSB members and non-members alike. We need both musicians and non-musicians. Any experienced, home-schooled musician is eligible to march with the WSHSB. Musicians must have at least one school year of instruction or experience on their instrument. Besides musicians, there is also a need for non-musicians to volunteer their service to the Patriot Auxiliary. For complete marching info see the **Summer Marching** webpage.

Band Families Help Recruit

WE ARE COUNTING ON YOU

Everyone needs to make a conscientious effort to help spread the word about the WSHSB. This does not include any who may opt to stop home schooling after 8th grade. We need to be preparing to fill in those gaps. Waiting until May to begin recruiting is too late. Potential new members should have made a decision by May. Some new members may need time to choose an instrument and work with the beginner video, etc. Those who already play an instrument will need sufficient time to prepare for auditions.

Please encourage all home schoolers you know to consider adding music to their educational experience and join the band. There are always new families starting to home school. Other families’ children may previously have been too young for band, but are now old enough, and need to be reminded that we exist. **DO NOT ASSUME EVERYONE ALREADY KNOWS ABOUT US!** Tell them to visit the website. Give them Mrs. Borow’s email and phone number. We can use new members at every level of proficiency.

Don’t forget! If you own a band t-shirt or sweatshirt, be sure to wear it to home school events like conferences, Math Team, debate, field trips, etc.

Thank you for your help!