



Member Guide 2023

Congratulations for joining the West Shore Marching Band! You are part of a top-notch organization; **YOU ARE THE WEST SHORE MARCHING BAND!** By earning the privilege of being in the marching band, you are tasked with upholding a positive image that the band holds. You are the image of the band. The following guidelines and standards of behavior are in place to foster the development of the West Shore Marching Band Legacy.

The West Shore marching staff and school administration have established the following requirements for participation in the marching band program. Anything that is not specifically addressed within these guidelines will be considered under “GOOD JUDGMENT” and/or “COMMON SENSE.” The West Shore Marching Band is regarded as a first-class organization. We will continue to maintain this tradition.

A. ATTENDANCE - As marching band is a group activity, it is imperative that every member be present. **No rehearsal, competition, parade, football game, concert, performance or affiliated event may be missed.** If an emergency arises, it is the responsibility of the student to communicate any uncontrollable absences as early as possible.

1. Any excused absence must be communicated to, and addressed with, your caption head on staff at least two weeks prior (except illnesses) to the absence.
2. The following is a complete list of excused absences:
 - a. Personal Illness - Documentation for the absence by parent or doctor is required and must be turned into the Band Director.
 - b. A wedding in the Family - Weddings of friends, neighbors etc. are not excused. Absences due to weddings must be communicated well in advance.
 - c. A death in the family
 - d. Your participation in sports in compliance with category “D”
 - e. “Emergencies” not mentioned will be handled on an individual basis with the Band Director or appropriate staff member.
3. Many members also hold down a job, however **work is not an acceptable reason for absence.** Use the calendar and communicate with your boss well in advance.
4. Homework/school projects are not acceptable excuses for absence. Manage your time and workload to complete assignments **before or on the assigned due dates.** NO EXCEPTIONS. By the same token, do not use marching band as an excuse for incomplete assignments. Use a calendar and prioritize your time.
5. **Any unexcused absence will result in your losing performance privileges at the next competition or event.**

B. HIGH SCHOOLS SPORTS CONFLICTS – Club/community sports conflicts are not an acceptable excuse.

1. Inform appropriate staff of involvement and potential conflicts *as early as possible.*

2. It is important for you, the member, to approach both commitments equally. Directors/coaches will take care to help you prioritize games/performances and balance the commitment to both organizations.
3. Communication with all parties, *initiated by the member*, is key.
4. Report to rehearsal following the return to the school after a “reasonable” amount of time to eat. Going home between events is not acceptable. Arranging for dinner to be brought to the school is recommended.

C. **TARDINESS** – Chronic tardiness is unprofessional.

**TO BE EARLY IS TO BE “ON TIME,”
TO BE ON TIME IS TO BE “LATE,”
TO BE LATE IS “INEXCUSABLE.”**

D. **PRE-SEASON WINTER SPORTS AND ACTIVITIES** - The marching band program precludes all pre winter season activities or sports events, i.e. “open gyms.”

E. **INSTRUMENTS/EQUIPMENT**

1. All instruments/equipment must be put away, in the specific proper storage spot, after each rehearsal. **No one in your section is excused from rehearsal until this job is completed.** Taking care of your own responsibility is priority, but helping others with theirs is also encouraged. Many hands make light work.
2. All instruments must be maintained in top playing condition.
3. School instruments should be treated as though they are your own.

Winds

- a. All cases should be clearly marked with your name, address and phone number.
- b. Instrument repair personnel visit the school weekly. The vendors that serve the WSSD must repair all school instruments.
- c. It is strongly encouraged that those vendors recommended by the band director service personal instruments.
- d. Any accessories such as reeds, valve oil, etc. will be the responsibility of the student. The band director does not maintain an emergency supply.

F. **REHEARSAL PROCEDURES / ETIQUETTE:**

1. Members are expected to possess and maintain a 3-ring binder. Fill the binder with plastic sheet protectors in which to keep music, drill, and any other pertinent documents. Keep the binder up to date and **bring it to every rehearsal.**
2. Only play your instrument when asked to do so.
3. Do not talk while staff is giving information/directions. Keep other talking minimal and subject-related.

4. When you and/or your section is addressed by staff, give visual/verbal acknowledgement.

G. DISTRICT POLICIES - All policies, rules and regulations as established by the WSSD will be enforced at all marching band events and affiliated activities.

1. Absolutely no possession or use of any drugs, tobacco products or alcoholic beverages will be tolerated.
2. Inappropriate dress or clothing displaying objectionable language or Images are not allowed.
3. Academic eligibility – students failing more than one class will not be eligible for performance the following weekend.

H. GENERAL CONDUCT WHILE IN UNIFORM - Band members are most visible in uniform. You must constantly strive to maintain a professional appearance and make a good impression.

1. Do not remove any part of the uniform without the permission of a staff member.
2. Profanity of any kind is forbidden.
3. Public displays of affection are not allowed while in uniform.
4. Always walk with at least one other band member in uniform.

I. GENERAL CONDUCT – FOOTBALL GAMES

1. Participation in our “Stands” performances as well as structured cheers is required of all members. **IT IS YOUR RESPONSIBILITY.**
2. Always be prepared to play. Instruments, flip folders and lyres must be with you at all times while in the stands.
3. Remain in your assigned seats while in the stands. Moving around is not permitted.
4. Do not leave the stands unless you are given permission by a staff member and **are accompanied at all times by another band member.**
5. The third quarter of football games is “free time” for food and socialization. Be in the stands by the end of the third quarter or lose the “free time” privilege at the next game - no excuses.
6. No food or drink is allowed in the stands at any time. This includes candy. The staff will provide water in the stands if necessary. Do not have anyone bring food to you in the stands at any time.
7. Non marching friends or relatives are not permitted to sit with you and/or with the band in the stands. Please use third quarter for visiting.

8. Show respect for all the other bands performing, as they have worked just as hard as you. Rude comments are inappropriate and immature.

- J. TRAVEL RULES / BUS CONDUCT** - All previously mentioned rules and regulations apply to conduct on the bus, during travel and on trips.
 1. It is not only the policy of the West Shore School District School that all members ride the bus to and from the performances and may not drive. Exceptions may be made at the Band Director's discretion assuming the following conditions:
 - a. Parents must give prior written notice to the Director for a parent or family member to pick up the student from any band event. Students are not permitted to leave with friends.
 - b. Only under extreme cases as deemed necessary by the Band Director may a student be excused from a game or competition. Prior written arrangements from the parents must be made with the Band Director to pick up the student after the band performs (i.e. immediately after half-time). This notification should be made one week in advance if possible.
 2. **Students must always be courteous and respectful to staff, chaperones, bus drivers and parents.**
 3. No personal music devices may be played without headphones.
 4. Loud and obnoxious behavior will not be tolerated.
 5. Use of profanity of any kind will not be tolerated.
 6. Keep hands, arms, objects, equipment, etc. inside the bus at all times.
 7. Never discard anything out of a bus window.
 8. No standing or walking around while the bus is in motion.
 9. All band members are responsible for ensuring that their bus is left in better condition than it was upon boarding. *Remove all garbage* and personal items and close the windows before exiting.
 10. Sign-ups for buses will occur at the beginning of the season. Changing buses will not be permitted unless an official re-sign-up occurs later in the season or as a result of disciplinary action. Roll will be taken each time prior to departure from school or a performance site.
 11. Appropriate clothing must be worn under your uniform for discretion while changing. (Thermal wear in cold weather, band shorts and t-shirts otherwise.)
 12. No horseplay.
 13. You are responsible for your belongings. Label personal items.

- K. UNIFORMS** –Each student will be issued a uniform/costume. Students are expected to respect the uniform/costume and ensure it remains in good repair.
1. After all performances (football games, competitions, parades or other) all uniforms will be hung neatly.
 2. Uniforms should not be taken home by students (exceptions are up to the director).
 3. Uniforms should only be washed by members of the Uniform Committee. Students should, however, bring to the attention of any parent the need for the uniform to be washed.
 5. In the event of uniform damage of any kind, the student will be responsible for repair or replacement costs.
- L. CREDIT SYSTEM** - Financial credits can be earned through fund-raising, and then applied to student expenses. More information regarding the current credit system may be obtained as necessary from the Student Credit Coordinator of the Music Boosters.
- M. FIRST-AID/MEDICAL FORM / EMERGENCY INFORMATION** - In order for students to participate in the West Shore Marching Band, a current medical permission form is required by the WSSD.
1. Parents must return the completed medical permission form before the start of band camp.
 2. This form will be kept with the band at all times in case of emergency. If any information needs to be updated, please make appropriate changes on the original form in the band office.
 3. In case of emergency, the staff will always first attempt to get in touch with the parent prior to consenting to medical attention.
- N. STUDENT LEADERSHIP** - Student leadership is an important component of the West Shore Marching Band. The Leadership Team is comprised of the Staff, Drum Major(s), Captains, and Section Leaders. Applications for leadership are due in the spring.
- O. STAFF MEMBERS** - The West Shore Marching Band Staff is comprised of many talented individuals who put in countless hours in order to provide an outstanding educational experience for our students. Staff members must be shown appropriate respect at all times.
- P. COMMUNICATION-** Getting information out to our members and parents in a timely fashion is very important to the smooth operation of the organization.
1. **Newsletter-** The Marching Band S'more newsletter will be sent out regularly during the season. A link will be sent via email.

2. **Email-** Information occurring on a more urgent basis than can be covered in the newsletter will be sent by email.
3. **Slack** – this group messaging app is used for students. It is available across all mobile platforms and in a web browser. Students are expected to manage notifications and/or check regularly for messages.
4. **Website-** The WSMB maintains a website at westshoremusicboosters.com This site contains much of the information about the organization including a detailed calendar of events as well as contact information, useful links, fundraising forms, etc.
5. **Facebook-** The WSMB maintains a Facebook page. If you are on Facebook simply search for West Shore Music Boosters and “like” our page.

A firm commitment to honoring these guidelines by both students and parents will ensure our success.