



2020 – 2021

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## **STUDENT AND PARENT HANDBOOK**

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**School: 574-626-2511**

**Website: [Band.Lewiscass.net](http://Band.Lewiscass.net)**

**Booster Email: [lewiscassbandboosters@gmail.com](mailto:lewiscassbandboosters@gmail.com)**

**Facebook: [www.facebook.com/LCMarchingKings](http://www.facebook.com/LCMarchingKings)**

**Twitter: [@LCMarchingKings](https://twitter.com/LCMarchingKings)**

**Instagram: [@LCMarchingKings](https://www.instagram.com/LCMarchingKings)**

**Text Remind Students: [www.remind.com/join/lcmk](http://www.remind.com/join/lcmk)**

**Text Remind Parents: [www.remind.com/join/lcmkparent](http://www.remind.com/join/lcmkparent)**

## ENROLLMENT CHECKLIST

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*No student will be allowed to perform with the band until ALL of the following responsibilities have been met.*

- \_\_\_\_\_ “Commitment Form” signed and turned in (Due on May 1<sup>st</sup>)
- \_\_\_\_\_ \$100 First fee payment (Due on May 1<sup>st</sup>)
- \_\_\_\_\_ “Travel Consent, Medical Form, Waiver Form, and Personnel Form”  
(Due on May 1<sup>st</sup>)
- \_\_\_\_\_ Show Shirt form (Due on June 11<sup>th</sup>)
- \_\_\_\_\_ Parental Background Check for parent volunteers (Due on June 11<sup>th</sup>)  
<http://www.lewiscass.net/safe-hiring/>

## BAND FEES

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Band fees for the 2020/2021 season will be \$300. A \$25 discount will be given to families that pay in full by May 1st, 2020 and families that have multiple children in the program. Band fees help to pay for our staff, the drill, and music. Without a great product, and great teaching, we would not be able to have a strong program.

### Rules and procedures:

- The \$100 commitment fee must be paid by the deadline for a student to have a full time spot in the marching show.
- All band fees from the previous year, including winter winds must be paid in full for a student to start paying marching band fees for the current year.
- Please communicate! If there are any problems with payment of fees, please let the director know ahead of time. We do not want money to prevent a student from participating. Please contact a director about individual payment plans/scholarships.

### Paying fees:

- Paying online using PayPal is the easiest and safest way to pay band fees at **[band.lewiscass.net](http://band.lewiscass.net)**.
- Cash must be placed in a sealed envelope with the student’s name and what the money is for clearly printed on the outside.
- Make all checks payable to: Lewis Cass Band Boosters
- Please write the student’s name and reason on the memo section of the check.
- Please include the fee payment form with your payment.
- If you are paying by check and the boosters receive a NSF check. You will receive a \$10 fee to pay for the bank fees.

### Fee break down:

- Payment 1- \$100- Commitment Fee and Camp Fee- Due May 1<sup>st</sup>  
(This fee confirms your spot in the show)
- Payment 2- \$70- 2<sup>nd</sup> Payment - Due June 11<sup>th</sup>
- Payment 3-\$70- 3<sup>rd</sup> Payment- Due July 4<sup>th</sup>
- Payment 4- \$60- 4<sup>th</sup> Payment- Due August 10<sup>th</sup>

*Members will have additional fees associated with materials they will need. They will be able to keep items at the conclusion of the season. Please see the last page of the hand book for forms and checklists.*

## STUDENT ACCOUNT AND FUNDRAISERS

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We understand that for some families this is a huge financial obligation. The Marching Kings are committed to making sure that each student can participate in band regardless of financial situation. Each year the band participates in 1-2 fundraisers that go directly to the student's band account. This money can be used to pay fees, for materials, or band trips. When using the student band account, please use the form found outside the band office. When students graduate, their account will be transferred to a sibling. Money cannot be transferred to another student that is not a sibling. If there is no sibling the program will absorb the remaining funds.

The boosters will also run several fundraisers that allow us to keep our fees low and offset the cost of marching band to you. Your participation in these fundraisers is essential to the continued success of the band program. Please see the volunteer opportunities sheet for ways in which you can help.

## GENERAL POLICIES

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Students must abide by the Lewis Cass Jr./Sr. High School Policies, and the Lewis Cass Marching Kings Handbook. A severe disciplinary infraction may result in suspension from Band activities and privileges as well as possible removal from the program.

1. **It is the student's responsibility to read and understand all policies and guidelines expressed in the Handbook.**
2. As a member of the Lewis Cass Marching Kings, students are also representing Lewis Cass High School and are expected to be respectful of themselves and others at all times. This includes maintaining self-discipline during rehearsals and performances.
3. Attend all rehearsals and performances. Come ready with all equipment ready to begin on time.
4. Cooperate fully with the Directors, Staff, Captains, and Parents at all times. Insubordination will not be tolerated.
5. Keep the band area neat and free of trash. Please respect others' property as well as your own.
6. Shoes and socks must be worn at all rehearsals.
7. Public display of affection is not allowed while on "band time."
8. Any instruments or equipment not belonging to you is strictly off limits.
9. Never assume a rehearsal/performance is cancelled due to inclement weather. You will be notified if a function has been cancelled. Always prepare to rehearse in the rain.

10. Call/Email the Lewis Cass Band Office to report any emergency that prevents you from attending a performance/rehearsal. Otherwise fill out an absence request two weeks ahead of time.
11. Food, beverages, and gum are not permitted in the band room.
12. Students are not dismissed from any rehearsal, game, or contest until dismissed by a Director.
13. Students abide by all Lewis Cass High School policies concerning illegal drugs, alcohol, or tobacco. Any violation will result in School Disciplinary action as well as suspension/dismissal from the LCMK.

## ATTENDANCE POLICIES

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No student may occur more than 5 excused absences and 2 unexcused absences. (starting 1<sup>st</sup> day of Band camp)

Students may receive a grade reduction for each absence more than 5 excused or 2 unexcused absences.

## LATE ARRIVALS/TARDIES

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Students who arrive late (without prior notice) must report to a drum major to be marked present. Excessive tardiness may result in loss of LCMK privileges and/or a grade reduction.

## ABSENCES

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- All absences must be submitted on the orange Student Absence Request form prior to the absence. (Failure to fill out an absence request will result in an automatic unexcused absence.)
- Excused absences include: Serious illness, death in the family, marriage in the immediate family, religious obligations, academic responsibilities. (follow the LCHS absence policy)
- Unexcused absences include: Absences not excused by LCHS absence policy. (work, homework, vacations, ect.)
- Students may be required to complete make-up work following an absence.
- Please attempt to not schedule appointments, SAT tests, college visits, or vacations during band rehearsal/performance times.
- Please inform the director of conflicts between a band activity and another activity ASAP.

## ILLNESS/EMERGENCIES

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If you become ill or experience an emergency, contact the director prior to the rehearsal or performance you will miss. Upon returning to the next rehearsal/performance, fill out an Absence Request and include a written description from a parent of the reason for your absence.

## REHEARSALS AND PERFORMANCES

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### High School Band Performing Opportunities

- Marching Band
- Concert Band
- Pep Band
- Solo and Ensemble
- Jazz Band
- Winter Winds

### Marching Band Required Performances:

- Walton 4<sup>th</sup> of July Parade
- All Home Football Games- *see calendar for dates*
- All Marching Band Contests- *see calendar for dates*
- Veteran's Day Parade- *see calendar for dates*

## SUMMER REHEARSALS

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Rehearsals begin in June with the first week being for New Marchers and Student Leaders. June rehearsals are important in training and conditioning for the fall season. If there are any dates in June you cannot attend, you **MUST** turn in a "Summer Absence Request" form as soon as possible.

## BAND CAMP

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Band Camp is the single most important 2 weeks in learning the fall competition show and attendance is **REQUIRED**. If you have any conflicts with these dates, talk to a director immediately to resolve them. Absence from band camp may result in loss of your spot or being made a partner.

## REHEARSAL PROCEDURES

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All rehearsals are mandatory. Please see the Absence policy for procedures regarding approving an absence. The band calendar outlines all rehearsals for students.

A successful organization depends upon the discipline and attitudes of its members. Making the most of rehearsal is one of the most important responsibilities of all members (including Directors and Staff). To maximize time and efficiency of rehearsal, members will follow these procedures for rehearsals:

- Make sure you are in comfortable marching attire (proper shoes, clothes appropriate for climate, etc....)
- Tennis shoes **MUST** be worn at all rehearsals.
- Arrive to all outside of school rehearsals 15 minutes early.
- Check the board inside the band room before each rehearsal for specific instructions.
- Go directly to the practice field. Be on the field 5 minutes early! During the school day 11:10 is the required report time.
- Do not play to and from the practice field.
- Drum Majors and Captains will give instructions/take attendance prior to the Directors or Staff arriving to the field.

- Anyone not in his or her spot after the band has been called to set will be counted tardy.
- Be alert and react and respond to all commands and instructions quickly.
- Rehearsals will be the most effective if all members maintain focus while at rehearsal. Rehearsal procedures must be followed. This will be outlined at the first rehearsal.
- Be alert and always think ahead. Above all, take pride in our rehearsals so we can take pride in our performance!

## TRAVEL PROCEDURES

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- Transportation will be provided or approved by the school corporation. All members must travel with the band.
- If you are not riding the bus home after the performance, you MUST turn in an alternate transportation slip, found outside the band office. These must be turned in the Friday before the trip. Students WILL NOT be allowed to leave the contest with a parent without an alternate transportation form on file.
- You are responsible for loading AND unloading your own equipment. DO NOT trust someone else to do it for you unless you are not coming home on the bus. If you are not coming home on the bus you must have someone unload your instrument for you. You may also take your instrument home with you.

## BEHAVIOR ON BUSES

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- Students will have the opportunity to sign-up for seat partners and buses at the beginning of the season.
- Seat partners will be two students of the same sex.
- Students must ride the bus which they were assigned. DO NOT change buses!
- Chaperones may reassign seats as they deem necessary. Directors may also reassign students to different buses if they feel it is necessary.
- Always be courteous to drivers and chaperones. Make sure to thank the drivers and parent volunteers.
- Attendance will be checked before the bus moves, and at each stop when anyone gets off. Please listen and be respectful to your bus chaperone.
- The bus driver must be treated with respect. Many drivers have different standards, but whatever they say goes!
- Everything must remain inside the bus. Nothing must protrude outside the windows or be thrown out the windows.
- Normal conversation is appropriate, but shouting and screaming is not.
- All portable media must be played through headphones.
- Public display of affection is not permitted on any bus at any time.
- When nearing the performance sight, LCMK Captains and Seniors will lead a FOCUS session in order to mentally prepare for the day's performance.
- Upon arrival, everyone is to remain seated until told to unload by a Director.
- Students should clean the bus and take all personal belongings off the bus at the end of the day.

## CONTEST PROCEDURES

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Contests are opportunities to perform and be evaluated by professionals in order to constantly improve our performances. We should always strive to perform at our very best at each contest so our adjudicators receive an accurate representation of our show.

- Please check the LCMK Calendar for a list of all Contests.
- A detailed schedule will be available 1 week prior to the contest date.
- Please plan on reserving the entire day for the competition.
- Never assume you will have a meal provided. PAY ATTENTION to instructions as to whether or not you need to bring some sort of 'sack meal' or money for concessions.
- Check the contest checklist each week for materials to bring to the show. (included in your weekly schedule)
- Sit together in the stands while watching other bands.
- Cheer and support other bands, they work just as hard as we do.
- Remain "completely" in uniform until you are given time to change.
- Listen to instructions and be flexible to change if needed.

## FOOTBALL GAME PROCEDURES

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- All football games are played at the Lewis Cass Jr./Sr. High School Football field.
- All games begin at approximately 7:00pm. The band's report time can be found on the band calendar.
- Arrive early to get your uniform and change. Please read each week's schedule for specific details. Be in the band room by the designated report time.
- Pre-game performances will begin at approximately 6:40 on the field.
- The band seating area is off-limits to anyone except LCMK members, Directors, and Staff. Alumni who occasionally visit are always welcome.
- Students will remain in their assigned seats the entire time the band is in the stands during the game.
- All playing will be directed (do not play on your own!)
- A signal will be given during the second quarter to file out of the stands and prepare for our half-time performance.
- Following half-time, the band will go back into the stands to play for the rest of the game.
- No one is permitted to leave the football game early unless the directors give permission.

## HIGH SCHOOL GRADING POLICY

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Rehearsals are a part of the student's grade and all students are required to attend and be on time for each rehearsal.

- Guard Rehearsals (each worth 50pts.) Please see calendar for dates and times.
- Percussion Sectional- (each worth 50pts.) Please see calendar for dates and times.
- Hornline Sectional- (each worth 50pts.) Please see calendar for dates and times.
- Wednesday Evening Rehearsals - (each worth 50pts.) Please see calendar for dates and times.
- Performances- (each worth 100pts.) Football games and Contests.