

**East Haven High School Co-op**  
**Marching Band**

**Student Handbook**



**Mr. Laudano- Director**

## **Section 1: Travel Information**

Return times from competitions listed on the schedule are "best estimates" based on previous years. Prior to the band's departure from a competition, the Band Director will advise students of our estimated return time and a remind101 will be sent out so make sure you join our reminder service. Instructions are located in section 3. Once we arrive back at EHHS we must unload all instruments and uniforms from the band trailer. All students must help unload the equipment trailer. Parents are also encouraged to help. The more people that help the sooner everyone can go home! Many hands make light work!

## **Section 2: Stay Informed**

Where can you find the latest Marching Band information?

♪ Join remind101. Text @ehmb to 81010 to stay connected. And receive reminders and updates from Mr. Laudano.

♪ Visit our website: [www.ehhsmb.weebly.com](http://www.ehhsmb.weebly.com)

♪ Get on the marching band email list. Send your email address and name to Mr. Laudano at [mlaudano@east-haven.k12.ct.us](mailto:mlaudano@east-haven.k12.ct.us)

## **Section 3: Calendar**

The Music Department Calendar can be found at [www.ehhsmb.weebly.com](http://www.ehhsmb.weebly.com). Everyone should consult it often as changes are sometimes made upon very short notice. The full season schedule is already posted. Please make every effort to not schedule things such as doctor's appointments, dental exams etc on rehearsal days. We release the schedule several months in advance to give parents adequate time such things to ensure that every member is able to attend every rehearsal.

# **Section 4: Marching Band Organization:**

## **4.1 Student Leadership**

### **1. Marching Band Instructional Positions:**

The Director appoints Section Leaders, Color Guard Captains, and Drum Majors. Any Marching Band member may apply and audition for a Marching Band leadership position. Students must show mastery of musical knowledge, and must distinguish themselves as responsible and effective leaders by positive example. This is a privilege and an honor and may be revoked at any time for behavior and conduct violations including but not limited to tardiness or absence, dishonesty or disrespect, and insubordination. There will be at least one drum major per season. Section Leaders and Color Guard Captains may or may not be appointed at the Director's discretion.

All Marching Band Section Leaders, Color Guard Captains, and Drum Majors are encouraged to attend a Marching Band Leadership Training Conference held during the summer. The students will learn valuable leadership principles and will also refine their conducting and marching technique at these exciting conferences/camps. This conference/camp experience is open to all band members who wish to attend. Information and details are available from the Director upon request.

As student leaders, Section Leaders, Color Guard Captains, and Drum Major are expected to lead by example. This includes working with peers to foster a positive atmosphere in order to achieve excellence at all times. All student leaders must be familiar with every individual student's drill assignments and music in order to effectively assist in rehearsals. Leadership roles may be revoked at any time for failure to display proper leadership characteristics.

### **2. Drum Major:**

The Marching Band is led by Drum Majors. Drum Majors lead the ensemble in all performances and conduct rehearsals. This position is open to all junior and senior Marching Band members. A Drum Major must demonstrate superior ability in the following areas: musicianship, conducting skills, and marching skills. Also, a Drum Major must consistently show that he/she is an exemplary leader in every way. Drum Majors must coordinate Section Leader and Color Guard Captain rehearsal objectives at a meeting before and/or after every rehearsal.

### **3. Section Leaders and Color Guard Captain:**

Each section is led by students who demonstrate superior ability in the following areas: musicianship, marching skills, silk/rifle equipment technique, and leadership skills. This position is open to all sophomore, junior and senior Marching Band members. Section Leaders and Captains must coordinate rehearsal objectives at a meeting before and/or after every rehearsal.

## Section 5: Student and BPA Expenses

### 5.1 Required Program Expenses:

Order forms will be provided in June.

- Woodwinds, Brass, Percussion: Black Band Shoes - approximately \$35.
- Woodwinds & Brass: Nylon Gloves – approximately \$5.
- Drum Majors and Color Guard: Outfit / uniform – approximately \$125. Partially subsidized by the BPA fundraising.
- Official T-shirts: Approximately \$10.
- Music Lyre: \$5-10
- Dry Cleaning: Uniforms are dry cleaned twice a year by the BOE. However, if a uniform needs to be dry cleaned due to improper storage or behavior it will be at the cost of the student or parent.

- Fees are subject to change and are best estimates. They do not include the cost of shipping.

### 5.2 Other Expenses:

**Band Jacket:** The EHHS Co-op Marching Band requires all members to purchase a band jacket to be worn on field trips/competitions while not in uniform. The cost of this jacket is approximately 90 dollars. This jacket must be worn in order to promote uniformity and team camaraderie.

- All required expenses may be paid for by participating in band fundraisers. Information about these fundraisers will be released in late spring.

**Thermal Underwear:** Not required, however, recommended for those cold competition nights. Regular thermal underwear may be worn under the uniform. JEANS OR SWEAT PANTS MAY NEVER BE WORN UNDER THE UNIFORM.

**Band Banquet:** Band Members may attend without charge. Parents and family members are required to pay. The fee is subject to the location of the banquet and varies on a yearly basis.

## Section 6: Student Behavior and Conduct

### 6.1 Code of Behavior:

It is an honor to be able to represent East Haven/North Branford High School in performances and events across the Northeast and the nation. Appropriate behavior is expected by all students while representing our band. This includes good sportsmanship, as well as appropriate language and decorum. Public displays of affection are not acceptable. All of East Haven/North Branford high School policies outlined in the Student Handbook will be enforced. Please refer to the Board of Education's policies. Students will be required to sign a Band behavior contract. Violation of this contract may result in expulsion from the band.

## **6.2 Attendance:**

It is important for every student to attend all rehearsals and performances throughout the year. Each student plays a very important role in the program and is missed when he/she is not at rehearsal. Absences and/or tardiness due to illness and emergency are the only absences or tardiness that will be excused the day of a performance or rehearsal. All other absences and/or anticipated tardiness must be reported to Mr. Laudano in writing at least one month prior to the performance or dress rehearsal, and at least one week prior to a regular rehearsal. Mr. Laudano will decide if the absence or tardy is excusable and the student will receive written confirmation of his/her request. All material covered at the missed rehearsal must be made up prior to the next competition or you will not be eligible to participate. The student must make an appointment with Mr. Laudano within one week of the missed rehearsal in order to play the missed material for a grade. Students may perform this music live or submit a recording. Absences and/or tardiness due to work are never excused.

The maximum number of excused absences and/or tardiness accepted is 2 rehearsals. Any absence/tardy over and above this limit will be considered unexcused. Students may be withheld from competition for excessive or unexcused absence or tardiness. If a conflict arises, i.e.: school activity or sports commitment, contact Mr. Laudano immediately to work out an acceptable schedule.

### ***UN-EXCUSED ABSENCES***

**Un-excused** absences are: non emergency/work/homework etc

- o **2 unexcused absences** will result in removal from the marching band.
- o **2 unexcused tardies** will result in **1 unexcused absence**.

### ***EXCUSED ABSENCES***

**Excused** absences are: Illness with Doctor's note, death in the family, or professional engagement, (i.e. Musical, School related events, etc.).

- o A maximum of **2 EXCUSED absences** will be allowed for rehearsals. (Absence = 1 rehearsal day)
- o AN EXCUSED ABSENCE MUST BE SUBMITTED TO MR. LAUDANO AND APPROVED ACCORDING TO THE GUIDELINES ABOVE. ALL MISSED REHEARSAL TIME MUST BE MADE UP TO MAINTAIN PERFORMANCE ELIGIBILITY. ALL PERFORMANCES & COMPETITIONS ARE MANDATORY!

### **6.3 Rehearsal and Performance Procedures:**

Every student should bring instruments, pencil, music, music folder or flip folder, drill charts, set pads and other proper equipment and appropriate rehearsal attire to every rehearsal and performance.

There will be no individual playing before, after or during a rehearsal in the hallways or outside unless otherwise directed by Mr. Laudano or marching band staff. Warm-up will be performed in unison under the direction of the Director, Drum Majors, Section Leaders or Color Guard Captains.

It is important that a professional atmosphere is maintained throughout the entire rehearsal with minimal distractions, i.e. no talking, playing, no chewing gum etc. Each student should arrive to rehearsal on time. Be in your seat or in formation before the start of rehearsal. Excellent posture and basic breathing and instrument carriage is important to maintain during the entire warm-up and rehearsal. Upon entering the Band Room, please be sure to read posted announcements. Please keep the Band Room clean and orderly. Put all of your equipment away in the proper storage areas. If you see trash on the floor, please pick it up. You can make a positive difference by setting the example.

### **6.4 Marching Band Uniform Policy:**

This information is designed to help guide you through the uniform policy for The East Haven High School Co-op Marching Band. When you are wearing your uniform, you are representing all of the young men and women who were a part of the EHHS Co-op Marching Band. You should feel proud to wear the uniform, as it represents glory, tears, hard work, and continued excellence. You should always remember that the alumni who marched before you wore the EHHSMB uniform with honor and pride.

#### **6.4.1 Your Conduct In Uniform:**

♪ You should not eat or drink (except water) in uniform. Accidents will occur unexpectedly that may dirty, stain or permanently damage your uniform.

♪ You should not run in uniform, as it is out of character and shows lack of respect for the uniform.

♪ You should not lean or sit on anything in uniform, unless instructed to do so.

♪ Appropriate language and behavior is expected while in uniform. Inappropriate language and/or behavior are disrespectful to the uniform and the beliefs of the EHHS Co-op Marching Band.

REMEMBER -- while in uniform, YOU REPRESENT EHHS/NBHS AND YOURSELF. If in doubt as to whether you should or should not do something -- DO NOT DO IT. You will eventually get a sense of what is appropriate behavior in uniform.

## **6.4.2 Your Appearance In Uniform:**

**Ladies:** Hair must be braided, pinned up so that no hair is showing outside your shako. No Makeup should be worn on competition days. If your uniform is stained due to a violation of these guidelines it will be cleaned, repaired or replaced at your expense.

**Gentlemen:** Hair should be neatly trimmed. No hair should touch the top of your ears or the collar of your jacket.

♪ No jewelry, including watches, neckpieces, bracelets, earrings, etc. may be worn while in uniform. A religious pendant such as a Cross, Star of David, etc. may be worn on a chain, but it should not be visible outside of the uniform. Proper undergarments should be worn. These items include long black socks (without any designs) and the Fall Show T-shirt.

♪ Your shako should be worn straight on your head. You should be able to fit two fingers between the brim of the shako and the bridge of your nose, flat on top, and right above your eyes. ♪ When in full uniform, Jackets must be buttoned.

## **6.4.3 Care of the Uniform:**

♪ After a performance, your uniform must be put on hangers with creases of pants in proper alignment. Your uniform jacket and pants should be put into your garment bag, zippered and hung up. If your uniform is wet, from perspiration, rain, or water, you should not zipper the garment bag but allow it to dry after placing them properly on their hanger.

♪ Please notify a band parent or band staff member if you have a stain on your uniform so that it can be sent out and cleaned before the next performance. If your uniform needs to be sent out separately, other than a regular scheduled cleaning, you will be responsible for the charge. Students are responsible for the total cost of repair or replacement of the uniform if it is damaged or lost.

Be mindful of one important rule: ALWAYS LOOK GOOD AND ACT ACCORDINGLY!

## **6.4.4 General Guidelines for Uniforms:**

♪ Students will return the uniform in the same condition that it was received.

♪ Repair of damage due to carelessness will be the responsibility of the student. Repairs must be professionally performed after consultation with the Director.

♪ Fitting will be done during the Preseason. Slight alterations to pants and sleeve length can be made; however, no material may be cut for any reason, and no tape may be used to secure any hem.

## **Section 7: Music Policies and Procedures**

### **7.1 Use and Care of Music, Music Folders and Flip Folders:**

Please do not fold, tear or mutilate music. Store music in a music folder or 3 ring binder. Folders may be stored in the instrument storage cabinets. Avoid putting music and/or folders in instrument cases. Only use pencil when marking music. Students will be responsible for the replacement cost of the piece of music or folder borrowed if it is damaged or lost.

### **7.2 School Instruments:**

The Music Department has a limited supply of instruments for use by students who do not own their own instruments. An Instrument Loan Form must be filled out completely, signed, and returned before an instrument will be issued. Each student is responsible for the proper care, maintenance, and repairs of the instrument for the length of its issue. Any damages or problems should be reported to Mr. Laudano as soon as possible. Damages due to negligence will be charged to the student. If the instrument is lost or stolen when it is not properly secured in the Instrument Storage Cabinet, the student will be responsible for the replacement cost of the instrument. Newer school instruments will be issued to students taking private lessons.

Instruments should be maintained in excellent condition and should be cleaned and/or polished before every performance. CONSULT WITH Mr. Laudano OR Mr. Miller FOR PROPER CLEANING INSTRUCTIONS. Instruments will be inspected periodically.

Students who have their own instruments should check with their parents to see that the instrument is included on their homeowner's insurance policy. Before purchasing an instrument, please consult with Mr. Laudano.

## Section 8: Rehearsals and Performances

### 8.1 Rehearsals and Sectionals:

- ♪ Attendance is mandatory. (See Absence/Tardy policy).
- ♪ Rehearsal start time is the time that we "step off". Band Members should arrive 15 minutes prior to posted start time to be properly prepared. REMEMBER: "EARLY" IS ON-TIME; "ON-TIME" IS LATE and "LATE" IS UNACCEPTABLE.
- ♪ Warm-up on your instrument or equipment before the start time.
- ♪ Refrain from talking during rehearsal.
- ♪ Rehearsal ending time is the anticipated time (on occasion practices unavoidably run late; please be patient) that we stop practicing at the field. Expect to pick up your child approximately 10 to 15 minutes later at the Band Room.

### 8.2 Public Performances:

- ♪ Attendance is mandatory at all home football games, competitions, championships, parades and other scheduled performances. (See Absence/Tardy policy).
- ♪ Full band uniforms/color guard outfits are required at any public performance unless notified by the Band Director.
- ♪ When not in band uniform, approved band wear will be consistent with the desire of the Band Director to promote uniformity and team camaraderie. No "sectional" or other non-official jackets may be worn. If a band jacket is worn, it must be an official band jacket.
- ♪ The Band will remain together throughout any games or competitions.

### 8.3 Preseason (formerly known as "band camp"):

Preseason rehearsal will be held two weeks in August, prior to the start of the school year. Dates and hours of rehearsal are as listed on the Calendar at [www.ehhsmb.weebly.com](http://www.ehhsmb.weebly.com).

**8.4 Field Show Competitions:** The EHHS Co-op Marching Band is a member of USBands. [www.yea.com/usbands](http://www.yea.com/usbands) The band performs with bands all over the East Coast, primarily from Massachusetts, Connecticut, Rhode Island, New York, New Jersey, Pennsylvania, and Virginia. Bands are classified by their size (number of members). Scoring is awarded using an "Olympic Scale" of 100 points. The band receives points for various elements in its performance. The system is similar to those used to score ice-skating and gymnastics competitions. The bands do not compete "against each other". They compete against a standard. Bands in each class are ranked in order of score.

**8.5 Football Games:** On the day of a home football game, report to the band room at 6 p.m. prepared for a regular performance. The band will march down to the field together. After our halftime performance band members will change out of uniform and be given the remained

of the 3rd quarter to eat and socialize. Band members must be back in their seats at the start of the 4th quarter. Students who are tardy will forfeit their 3rd quarter privileges at the next home football game.

Remember that the entire game is considered a performance. Student conduct should be professional and supportive of our team. Individual playing, “noodling”, or beating drums, etc., is not permitted. Students should always keep an eye on the Drum Majors and/or Director for instructions for playing selections. Also, be supportive of the visiting band’s performance, etc.

## **8.6 Other Performances:**

The Marching Band has also commonly performed at East Haven elementary schools, the town’s Fall Festival, the Winter instrumental music concert, local charity events, and in the town’s Memorial Day Parade.

## **Section 9: Color Guard Rehearsal Rules:**

In addition to the Band rules, the following rules also apply to the Color Guard:

- 1.** No one leaves rehearsal until the floor and props have been picked up and put away. Everyone will help set up the floor and props at the beginning of rehearsals.
- 2.** No one sits out at rehearsal. Run-throughs are not optional.
- 3.** You are responsible for your equipment. When you take equipment home, make sure you bring it to the next rehearsal. If flag silks tear, they should be sewn. You must bring all equipment to the practice field or gym and return it to the color guard room. Only use your own equipment.
- 4.** Wear comfortable clothing that will not interfere with your equipment handling or body/dance movement. Do not wear jeans, baggy pants, baggy T-shirts or midriff tops. Sneakers are to be worn during practices. Be prepared for the weather.
- 5.** Gloves are to be worn at every rehearsal. Fingerless gloves can be purchased at sports stores. Solid black gloves are required. Gloves that are "falling apart" must be replaced.
- 6.** Keep hair off the face. Bring barrettes or scrunchies if you need them.
- 7.** No gum chewing is allowed.
- 8.** Drill books are to be with you at all time
- 9.** Please bring a beverage to rehearsal, preferably water or juice. No carbonated sodas.
- 10.** No jewelry shall be worn as it can get broken or lost. Rings may get bent out of shape. Valuables should not be left in the band or color guard room.
- 11.** Respect each other, help one another and work together as a team.

## **Section 10: BAND PARENTS' ASSOCIATION**

The East Haven High School Band Parents' Association, is the parent support organization for the Marching Band. The BPA supports the Band Program financially and by providing volunteer "manpower". The BPA raises funds through a variety of means including membership dues, special event fundraisers, corporate sponsorships, and donations to fulfill the needs of the marching band.

### **10.1 General Information**

The primary purpose of the BPA is to promote the musical activities and fellowship of the band, while promoting fellowship among school faculty, parents and friends of the band. The primary activities of the association are:

- ♪ To assist and support the Band Director, staff, and the Band's Students in carrying out the musical activities, fundraising, and promotion of our band program.
- ♪ Engage in activities, which encourage and provide student members of the band with the opportunity to raise funds for the support of their band, and in general fundraising to support the general operation of the band.
- ♪ Plan and organize fundraisers to benefit the needs of the Marching Band. Through the creation of parent chairpersons and committees.

### **10.2 Web Page ([www.ehhsmb.weebly.com](http://www.ehhsmb.weebly.com)):**

The band website address is an extremely valuable source of information. The Music Department Calendar is one of the links on the website. This calendar contains information not only about Marching Band, but also about the entire Music Department. All planned events with times and locations are posted on the calendar. Please consult it often. Other useful items on the website are:

- ♪ Forms and Permission Slips. Each of the forms can be printed out.
- ♪ Handbooks / By-Laws
- ♪ Special Event Listings and Information
- ♪ Photo Galleries
- ♪ E-mail links for the BPA and Band Director
- ♪ Fundraising information
- ♪ Links to other useful website

### **10.3 Fundraising:**

Several BPA fundraisers are held throughout the year. The monies generated by these activities support the general operation of the band. Including but not limited to the purchase of music, new instruments/equipment, flags, uniforms, props etc. Parent participation is necessary in order to plan and execute these activities. You are highly encouraged to sign up to help for at least one of these events.

Parents are need to serve at chairpersons and committee members for our various fundraising activities. Parents may create a committee to plan, and execute a fundraiser once approved by the Band Director. All funds raised will be to the benefit of the Marching Band. Fundraisers must be approved by the Band Director and Principal. Past fundraisers have included: car washes, bucket drops, donation letters, pasta dinners, clothing drives etc.

Major fundraisers include:

June 10, 2017 - Food Truck and Craft Fair festival.

September 30, 2017 Host USBand's Marching Band Competition

March 4 Music Sponsorship Program.

Parent involvement in fundraisers is necessary to ensure our continued growth and to maintain our level of excellence.

## **10.4 Budget:**

In order to maintain the EHHS Co-op Marching Band Program at its continued level of excellence requires a significant level of funding above the substantial support provided by the Board of Education. The total annual operating budget of the BPA is approximately \$10,000 to \$15,000. These funds provide new instruments and equipment to the band, cover travel expenses to and from competitions, pay for additional staffing needs above that provided by the BOE, music and licensing fees, uniforms, props etc.

## **10.5 Performance Etiquette:**

Most of us are familiar with proper etiquette at concerts and plays. So too, we are familiar with proper etiquette at sporting events [i.e. "Be a fan not a fanatic"]. Marching Band Competitions, however, are a blend of athletics and performing arts and therefore, many parents are unsure as to appropriate behavior.

Accordingly, when attending a Marching Band Competition, please remember the following basic guidelines:

- ♪ Remain seated throughout the performance of each band; you may move about only between performances;
- ♪ Turn off the sound on all cell phones, beepers, and PDA devices;
- ♪ ABSOLUTELY NO FLASH PHOTOGRAPHY;
- ♪ Only video tape when it is allowed. At some competitions, usually championships, videotaping is prohibited, but generally, at most competitions, you are allowed to videotape our performance only;

- ♪ Avoid idle conversations during a performance; while you may consider your own conversation to be a quiet one, the overall effect of many “quiet” conversations is a dull roar and can be quite disruptive to the band on the field;
- ♪ Loud applause at appropriate moments during the performance is perfectly acceptable and encouraged;
- ♪ During the show and at awards be sure to applaud the achievement of each competing unit;
- ♪ When our score is announced at awards [whether we finish first or last] it is perfectly acceptable to stand and offer loud applause in support of our Band. It should not, however, be sustained to the point of being obnoxious or disrespectful to the other bands.

Our band parents have a longstanding reputation for wearing lots of blue and gold and being loud and supportive BUT we also have a reputation for being a “class act”. Marching Band is like any competitive event; everyone wants to WIN and you should be enthusiastic about winning. However, you must also be respectful of all bands, not just ours.

Remember that your behavior not only reflects upon yourself but upon your child, the entire Band, East Haven and North Branford High School and our towns. Proper etiquette is “contagious” and sets a good example for other fans and parents as well as our children.

### **10.6 Publicity and Communications:**

Communications is a year-round function of the Band and it is the responsibility of the Publicity Committee. Its purpose is to promote and maintain a positive image of the Band, East Haven and North Branford High School and our towns. It involves the writing, design, photography, production and distribution of news releases and promotional collateral such as ads, brochures, CDs, posters, postcards, etc. In order to be effective, it is essential that all Band communications reflect a consistency in their message and design. Therefore, it is very important that all matters of publicity and promotion be approved and coordinated through the Band Director Mr. Laudano and the Publicity Chairperson. Another important component is media relations. Over the years, the Band has developed very good relationships with members of the print, radio and television media. Accordingly, PLEASE refer all media requests, or story/photo ideas or submissions to Mr. Laudano and the Publicity Chairperson. A successful communications program does the following:

- ♪ creates and maintains a positive image of the Band;
- ♪ promotes awareness in town which helps the Band’s fundraising efforts. The more people know about the Band, the more they will want to support the program.
- ♪ encourages recruitment of new Band members.
- ♪ recognizes the talent, hard work, and dedication of Band Members, staff, and BPA.

