

2010 RHS Marching Band Pre-Season Training (Band Camp)

**Pre-Camp Days (at RHS) - Wednesday, August 25 & Thursday, August 26
At Timber Lake Camp - Friday, August 27 to Wednesday, September 1**

Included in this packet:

- Information including dates, cost, camp location, refund information, & school health form information (pp. 1 & 2)
- Packing List (p. 3)
- Field Trip Permission Form / School Behavior Rules (p. 4)
- Camp Rules (p. 5)
- Band Program Health History & Medical Approval Form (p. 6)
THIS FORM MUST BE NOTARIZED
- Attendance / Behavior Policy (pp. 7 - 10)
- Parent Volunteer Job List (p. 11)
- RHS Band Association Data Form *including T-shirt size* (p. 12)
- Uniform Distribution/Colorguard Fitting Information Form (p. 13)
- Checklist/Participation Agreement/Payment Voucher (p. 14)
- Full Season Tentative Calendar (pp. 15 - 19)

IMPORTANT INFORMATION

- **CAMP FEE is \$450. Checks must be made payable to "RHS Band Association, Inc."**
- Students may use accrued fundraising credits to offset the cost of camp and other marching band fees. Fundraising credit is listed on the band website (www.rhsbands.org) according to student ID number. Click on the "Fundraising Credits" link under the "Fundraising" menu.
- There are additional fees associated with membership in the RHS Marching Band. These include a \$105 fee due on June 1, 2010 (uniform fitting day) which covers the cost of dry cleaning the band uniform throughout the season or purchasing a colorguard costume, as well as providing five meals for each member during the competition season. Each student is also required to purchase specific footwear and undergarments. Please see the "Marching Band Uniform Distribution & Colorguard Fitting Information" sheet provided in this packet for more information (page 13.)
- **No student has ever been denied participation in the RHS Marching Band due to financial circumstances.** Requests for alternate payment arrangements or financial assistance should be directed to Mr. Jeffrey Haas, Director of Bands at 201-670-2800 x.20639 or jhaas@ridgewood.k12.nj.us. Requests should be made by **May 12.**
- There is a **MANDATORY MEETING** for all marching band members and at least one parent on **MONDAY, MAY 24** beginning at 7:30 PM in the RHS Campus Center. **NEW** materials will be distributed at the meeting.
- In order to participate in the RHS Marching Band or the RHS Athletic Program, all students must submit a Participation Consent Form, a Health History Questionnaire (Part A) and a Physical Examination Form (Part B) to the RHS Health Services Office. This may be done IN PERSON prior to the end of the school year, or by placing a sealed envelope containing the completed forms into the Marching Band lockbox located in the RHS Main Office between June 28 and August 20. Forms are available from the nurse at any time and will be distributed at the May 24 meeting. Please see information from the nurse on page 2.
- Further information about the RHS Band Program along with this entire packet in pdf format is available on our website: www.rhsbands.org
- Pre-season Training Questions should be addressed to Mrs. Spungen at 201-689-9667(home) or 201-233-3048 (cell) or inge7@optonline.net;
- Specific questions about the marching band should be addressed to Mr. Garde at 201-670-2800 x.20732 or JamesG@rhsbands.org.

Items to be returned to Mrs. Spungen by May 14, 2010(All forms must be filled out in their entirety):

- Field Trip Permission Form / School Behavior Rules (p. 4)
- Camp Rules (signed by both student and parent) (p. 5)
- **NOTARIZED** Band Program Health History & Medical Approval Form (p. 6)
- ONE copy of the **signed** Attendance / Behavior Policy (pp 7/8)
- Completed Parent Volunteer Job List (page 11)
- RHS Band Association Data Form *including T-shirt size* (p. 12)
- Completed Checklist of items on this list with Participation Agreement and Payment Voucher (p. 14)
- Payment of **\$450.00**
(checks payable to **RHS Band Association, Inc.**)

Send all paperwork and checks to:
Mrs. Inge Spungen, Pre-Season Chair
RHS Band Association, Inc.
336 Brookmere Court
Ridgewood, NJ 07450

IMPORTANT INFORMATION

Payment / Refund / Cancellation Information:

The return of this packet along with the band camp payment will be considered as an agreement for the student named to participate in the 2010 Ridgewood High School Marching Band Program. Since music, materials, props, costumes, flags, drill, and accommodations are custom designed, written, built, sewn, and purchased prior to **June 7, NO MONEY WILL BE REFUNDED AFTER THAT DATE.** If a student chooses not to participate after this packet has been returned, the Marching Band Director must be notified IMMEDIATELY. The Marching Band phone number is 201-670-2800 x.20732.

Luggage:

Each student is allowed one large suitcase & one carry-on bag in addition to his/her instrument or equipment.

Notarization of Health History/Medical Authorization Form (p. 6):

This form must be signed in the presence of a Notary Public. You can find a Notary at the Ridgewood High School main office (Ms. David) at the Ed Center (Mrs. Hartmann), at Town and Country Pharmacy, or at most local banks.

IMPORTANT NEW INFORMATION FROM THE SCHOOL NURSE: PLEASE READ CAREFULLY

In addition to completing the RHS Band Program Health Forms which are included in this packet, all Marching Band and Color Guard members are required to complete and submit the forms included in the RHS Athletic Information and Physical Examination Packet.

The Athletics/Physical Exam packet is available from the Nurse's Offices at BF, GW, and RHS, or on the RHS Health Services website. This packet will also be distributed at the **mandatory** Marching Band Organizational Meeting on **May 24.**

Please note: On Part B, Page 3 (Clearances) Marching Band is considered a "strenuous, non-contact" sport. Color Guard/Winter Guard are considered "limited contact" sports.

Along with the Athletics/Physical Exam packet, all participants must submit proof of a current physical examination given within 365 days of the start of the marching band season, dated August 25, 2010 or later. Therefore, please check the date of your child's last physical immediately.

These forms may be submitted IN PERSON prior to the end of the school year, or by placing a sealed envelope containing the completed forms into the Marching Band lockbox located in the RHS Main Office between June 28 and August 20. Forms submitted prior to the end of the 2009-2010 school year will simplify the process significantly.

We recommend that you contact your insurance company before making an appointment for a physical exam. Many companies will permit one physical examination each CALENDAR YEAR, meaning that scheduling an exam prior to summer vacation MAY be permissible. Again, this will simplify the health clearance process SIGNIFICANTLY.

It is suggested that you make an appointment for a physical examination **NOW!**

Students who do not follow the guidelines listed in the packet could miss valuable practice time or performances.

Medication(s):

If a student is currently taking any kind of medication (prescription or over-the-counter) the "Medication Authorization" form must be completed by the physician and submitted to the school nurse prior to Band Camp. This authorization form will be available at the May 24 meeting or may be obtained from Mrs. Morgan or Mrs. Wong. All medications must be in their original containers and include the original prescription label.

For further information regarding physical examinations or medications, please contact Mrs. Morgan (RHS Nurse) at 201-670-2800 x. 20520 or Mrs. Wong (Band Camp Nurse) at 201-670-1814.

EMERGENCY ADDRESS AND PHONE / FAX NUMBERS

**TIMBER LAKE CAMP
240 Timber Lake Road
Shandaken, NY 12480**

**EMERGENCY ONLY: 845-688-2266 - PHONE
845-688-7441 - FAX**

CHECKLIST OF THINGS TO PACK FOR CAMP

some new items have been added for 2010!

The weather varies in the Catskill Mountains, from 95 degree days to 35 degree nights. Pack accordingly. Please do not bring money, jewelry, or expensive items to camp. All items should be clearly marked with student's name and RHS Band.

ALL STUDENTS SHOULD BRING A PRE-PAID PHONE CARD. THERE IS NO CELL SERVICE AT CAMP!

CLOTHING:

- shorts and light color tops for six days
- long pants (at least two pairs)
- sweatshirts, sweaters, windbreaker and/or heavy jacket for the cold.
- supportive sneakers with good soles (sandals, flip-flops, docksiders, or shoes are not permitted for practice)
- one extra pair of sneakers
- absorbent athletic socks (bring extra socks in case feet get wet)
- sleepwear
- flip-flops for use in the showers or at poolside
- swimsuits
- hair bands for long hair (absolutely required for men and women)
- RAIN PONCHO OR RAINCOAT, RAIN HAT, AND BOOTS (practice goes on, rain or shine)
- HAT - some form of lightweight head covering is REQUIRED for practice in the hot sun.
- bandannas (to tie around neck to catch sweat and to wet to cool off)

CAMPING EQUIPMENT:

- sleeping bag (should be marked for use in 25 degree weather) or heavy blanket
- cover sheet for extra long twin size mattress
- pillow in pillow case
- towels and washcloths (at least 2 of each)
- FLASHLIGHT
- alarm clock or watch with alarm
- snacks along with sealable containers for storage (i.e. tupperware)
HOT POTS, HOT PLATES, ETC. ARE NOT PERMITTED. THEY WILL BE TAKEN AWAY!
- baseball glove, tennis racket, frisbee, etc.

PERSONAL CARE ITEMS:

- SUNGLASSES
- SUNSCREEN (WATERPROOF OR FOR ATHLETIC USE)
- SOLARCAINE or other "after sun" lotion/spray. (highly recommended!)
- TICK REPELLENT
- personal notions: toothbrush, toothpaste, deodorant, soap in plastic soap dish, shampoo, hair care products, shaving supplies, feminine products, etc.
- ace bandages
- athletic tape (especially for colorguard)
- lip balm (especially for horn players)
- any prescription medication or over-the-counter remedies (to be held by nurse - prior notice is required)

ITEMS REQUIRED FOR BAND PRACTICE:

- INSTRUMENT(S)
- music lyre AND folding music stand
- several pencils and pen, rubber bands (10), paper clips (at least 20)
- highlight markers (yellow and one other color)
- HIGH QUALITY three ring binder (1-1/2" or 2") with LOCKING RINGS
- Pencil pouch suitable for three ring binder
- Sixty (60) plastic page protectors
- adjustable shoulder strap with clips on both ends (i.e. camera strap, luggage strap)
- wrist watch
- water bottles (absolutely required)

ITEMS FOR SPECIFIC INSTRUMENTS / SECTIONS:

- ten (10) good reeds in protective holders
- cork grease, valve oil, slide oil or cold cream, and water spray bottle for trombones
- ANY MARCHING BAND MUSIC WHICH MAY HAVE BEEN GIVEN TO YOU!
- flag bags for colorguard members
- colorguard gloves for rifles / sabers

*****THIS FORM MUST BE SIGNED BY PARENT AND STUDENT*****

RIDGEWOOD PUBLIC SCHOOLS
STUDENT BEHAVIOR RULES
FOR MIDDLE SCHOOL AND HIGH SCHOOL
OVERNIGHT FIELD TRIPS

Name of student: _____ Grade: 9 10 11 12

Dates of Trip: August 27 - September 1, 2010 Destination of Trip: Timber Lake Camp, Shandaken, NY

Purpose of Trip: Marching Band Pre-Season Training

Staff Member in charge: Mr. James Garde and RHS Band Staff Method of Transportation: Bus

Field trips are an integral part of our educational program. The district encourages these activities, but in order for them to be safe for all the students and have an optimal educational and social experience, the following procedures must be followed.

1. All school-sponsored trips, regardless of the type, are considered extensions of the school campus, and as such, students are held to the same standards that apply on school grounds. All rules, including those related to the use of drugs, alcohol and tobacco will be strictly enforced.
2. Teachers and/or volunteer chaperones are responsible for the safety of all students on the trip. Students, therefore, are obligated to follow all rules established by the teacher(s) in charge and enforced by the chaperones.
3. On overnight trips, student luggage and lodging rooms are **SUBJECT TO INSPECTION AND SEARCH** at any time by staff supervising the trip.
4. Students will observe all curfew hours.
5. Any student who behaves in a manner that is illegal, dangerous, insubordinate or in violation of school or Board of Education policy may have his/her participation in the field trip terminated immediately. Depending on circumstances, one or more of the following actions will be taken:
 - Immediate notification to the parent/guardian concerning the behavior;
 - If feasible, parents will be notified and required to pick up their child without delay;
 - If that is not possible the staff in charge will make arrangements to transport the student home or to any other location agreed upon with the parents or parents' designees, at no expense to the Board of Education;
 - Any other disciplinary action that is otherwise appropriate under Board policy and practice.
6. Upon returning to the school, all disciplinary actions will be reviewed in accordance with school policy.

I (We) have read this form and agree to allow our son/daughter to participate based on the rules listed above:

Parents/Legal Guardian _____ Date _____

I have read and agree to the rules listed above:

Student _____ Date _____

Phone Numbers In Case of Emergency (please provide a friend, relative or neighbor in case you cannot be reached - staff will carry this form)

1st call _____
(number) (name) (relationship)

2nd call _____
(number) (name) (relationship)

3rd call _____
(number) (name) (relationship)

PLEASE COMPLETE ALL INFORMATION

2010 CAMP RULES

1. Band members are to attend all practice sessions and are to be present at all meals (unless excused by the Band Director or Head Chaperone.)
2. To ensure a complete recovery, a student who has missed practice or meals due to illness will not be eligible to attend social functions in the evening hours or during free time.
3. **STUDENTS MUST OBSERVE ALL CURFEW HOURS!**
4. The use or possession of drugs or alcohol at any time will result in immediate expulsion from the camp with the child's parents providing transportation home. Staff and chaperones may inspect campers' property if necessary.
RULES AND SANCTIONS OF RIDGEWOOD HIGH SCHOOL CONCERNING THE USE OF ALCOHOL, DRUGS, OR TOBACCO APPLY AT CAMP!
5. Students will remain within the campgrounds.
6. **VISITORS ARE NOT PERMITTED.**
7. **AT NO TIME MAY STUDENTS VISIT INSIDE THE CABINS OF THE OPPOSITE SEX !**
8. The lake (boats, swimming, etc.), cabin areas other than the Band's, and the woods are all OFF LIMITS!
9. **NO SKATEBOARDS, ROLLER BLADES, OR SCOOTERS ARE ALLOWED ON CAMP PROPERTY.**
10. **ACCORDING TO SCHOOL POLICY, SMOKING IS NOT PERMITTED AT ANY TIME!**
11. Students will respect the grounds and property of the camp. Any damage to camp property will be billed directly to the students, and his/her parents will be held directly responsible for the bill.
12. **NO HOT POTS, HOT PLATES, OR ELECTRICAL FOOD APPLIANCES WILL BE PERMITTED IN THE CABINS.** The cabins are not equipped for them, and we run the risk of overloading and blowing fuses which might result in possible electrical shorts or fires. The staff cabin is equipped with a stove and refrigerator, if needed.
13. Do not bring jewelry or other valuable items to camp.
14. Shoes of some sort must be worn at all times. **Sneakers and athletic socks must be worn for rehearsals.**
15. As with all school sponsored field trips, all school rules remain in effect during pre-season training.
16. Any behavior which results in the termination of a student's participation at pre-season training (see field trip permission slip) will also result in removal from the RHS Marching Band and disciplinary action as determined by the grade administrator or Principal.

Staff and chaperones expect courteous and cooperative behavior from the members of the Ridgewood High School Band. We wish a pleasant and profitable camping experience for each person. These rules are designed to ensure good fun and good learning in a safe environment.

I (WE) HAVE READ THE RULES LISTED ABOVE AND AGREE TO ABIDE BY THEM.	
Date: _____, 2010	Parent(s)/Legal Guardian: _____
I HAVE READ THE RULES LISTED ABOVE AND I AGREE TO ABIDE BY THEM.	
Date: _____, 2010	Band Member: _____

*****THIS FORM MUST BE NOTARIZED*****

Ridgewood High School Band Program

Health History and Medical Information

CONSENT FOR EMERGENCY MEDICAL/SURGICAL TREATMENT

Authorization to consent to treatment of a minor temporarily separated from his/her parent(s).

Please complete all of the following information

Student Name: _____
(Last) (First) (M.I.)

Date of Birth: _____ Sex: _____ Parent/Guardian Name(s): _____

Home Address: _____ Home Phone: _____

Parent Cell Phone(s): _____

Address & Phone (if different during 8/27-9/1): _____

Alternate Emergency Contact: _____
(Name) (Relationship) (Phone)

Health History: (Please check all that apply)

Chicken Pox German Measles Hay Fever Ear Infections Heart Disease

Measles Asthma Convulsions Diabetes Fainting

Latex Allergy _____ Drug Allergies (specify) _____

Insect Allergies (specify) _____ Food Allergies (specify) _____

Plant Allergies (specify) _____ Other Allergies (specify) _____

Does Student require regular medication? Yes No Specify: _____

Date of last TETANUS Booster: _____ Temporary Medication taken at this time: _____

List any physical restrictions: _____

Dietary Requirements: Vegetarian Kosher Other

Attach any additional information that may aid in meeting medical contingencies: _____

Insurance Carrier (If you do not carry insurance, please indicate): _____ ID # _____

Name of Insurance Policy Holder: _____ Policy Holder's Date of Birth: _____

*****PLEASE ATTACH A PHOTOCOPY OF YOUR INSURANCE CARD (BOTH SIDES)*****

Physician: _____ Phone: _____

I/We, the undersigned parent(s)/legal guardian of _____, a minor, do hereby authorize the Ridgewood Public Schools Staff, as our agent(s) to consent to any diagnostic procedure or medical care which is deemed advisable by, and is to be rendered under the general or special supervision of, any licensed physician, surgeon, or qualified personnel at an accredited hospital when such diagnosis or treatment is rendered.

It is understood that this authorization is given in advance of any specific need for treatment, but is given to provide authority on the part of our aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment, or hospital care which the physician in the exercise of his/her best judgment may deem advisable. I/We understand that there is no accident or health insurance program and that any medical bills incurred by my/our son/daughter will be paid by me/us. This authorization shall remain effective through June 30, 2011 unless sooner revoked in writing delivered to said agent(s).

AUTHORIZATION

State of New Jersey, County of Bergen.

Before me, the undersigned authority, personally appeared _____, who being duly sworn, testified under oath that the information provided above is true and correct.

Parent(s)/Legal Guardian Name: _____ **Signature:** _____

Subscribed and affirmed before me this _____ day of _____, 2010.

NOTARY PUBLIC SIGNATURE: _____

RHS Marching Band

ATTENDANCE / BEHAVIOR POLICY

Student participants and parents are required to sign and return one copy of this policy. Please read carefully and completely, and return this signed copy with the preseason information.

The success of the Ridgewood High School Marching Band is dependent upon the dedication, attendance, and appropriate behavior of all members of the group. Absences and tardiness from rehearsals have a significant effect on the band's ability to move ahead, as do negative or inappropriate behaviors. This policy is aimed at providing a positive working and learning environment for all students in order to attain the highest level of achievement and performance. All rehearsals, performances, and activities listed in the calendar are **MANDATORY**, and the following guidelines apply:

Expectations

- All students are required to attend **ALL** practices, sectionals, games, competitions, events and activities as listed on the Marching Band Calendar. When joining the Marching Band, you accept the rehearsal/performance calendar as your personal responsibility. Realize that successful performances can only be achieved through effective rehearsals. Absences from rehearsals have a **significant effect** on the band's ability to move ahead. Since we must perform as a complete group, it is therefore **imperative** that we rehearse as one.
- After school rehearsals are held from 3:30 PM to 6:00 PM **unless otherwise specified**. After daylight savings time ends, rehearsals will begin at 3:15 and will finish marching before dark. Pick up time will remain at 6:00 PM, however. Monday and Friday rehearsals are held at Kenilworth Field (on South Pleasant Ave., across from Somerville School), and most Wednesday rehearsals are held at the school stadium.
- Each instrumental section is expected to have a weekly sectional rehearsal. Percussion sectionals are included in the Marching Band Calendar. All other sections will arrange their sectional for a time agreeable to all members of that section. Colorguard sectionals will be announced by the staff as needed.
- Saturday rehearsal locations and times are specified in the Marching Band Calendar.
- The colorguard and musicians may have rehearsals scheduled separately. Please consult the calendar for exact rehearsal times.
- It is expected that students will behave in a manner which is respectful to other students, staff, and chaperones. All school rules and expectations remain in place during all rehearsals, performances, and events.

Preparation

- You are required to be prepared for each rehearsal so that rehearsals may begin on time. That means that you are at the field with your instrument, music, pencil, dot book, drill book (with your spot **highlighted**), and other necessary materials **ready to start**. Section leaders will begin warm-ups ten minutes before rehearsal is scheduled to begin.

Absences

- You have regularly scheduled rehearsals and performances which have been given to you long in advance.
- Do not schedule college visits, medical or dental appointments, academic tutoring, private music instruction, or any other activity during these specified times.
- Excused absences from rehearsal are limited to the following:
 - ◊ Personal illness which confines you at home (excused absence from school).
 - ◊ Personal illness which causes you to be sent home by the school nurse.
 - ◊ Death in the family.
 - ◊ Religious holiday (please notify the Band Director in advance).
 - ◊ Extenuating circumstances will be considered on a case by case basis with at least two weeks advance notice.
- Unexcused absences include reasons not listed above. If you are present for a full day of school and you do not attend rehearsal or if you leave school without clearance from the school nurse, your absence will be considered unexcused. Absences due to illness must be followed up with a note from home confirming the validity of the absence, plus an "excused" admit slip from the attendance office or Grade Administrator.
- **If you miss a rehearsal for any reason, whether excused or unexcused, the staff reserves the right to prohibit you from marching in the next performance, if they feel that you are not adequately prepared.** Several missed rehearsals may result in your expulsion from the group.
- **Unexcused absences will result in disciplinary action.**
 - ◊ First offense: Student conference with Band Director, phone call to parent.
 - ◊ Second offense: Suspension from one performance.
 - ◊ Third offense: Expulsion from the group.

Tardiness

- Unexcused tardiness to rehearsal will not be tolerated.
- If you have a ninth period assignment, you must bring your instrument/equipment to the ninth period, and come quickly to rehearsal with a pass from the supervising teacher.
- If you are serving a 3:15 detention, you must also report to rehearsal immediately afterwards with a pass from the supervising teacher. Since these detentions end at 4:05, your tardiness will be considered unexcused.
- Please do everything you can to avoid 3:15 detentions. Do not cut classes, be on time for all of your classes, and discipline yourself to maintain good standing and behavior in and out of class.
- **Unexcused tardiness will result in disciplinary action.**
 - ◊ First offense: Student conference with Band Director
 - ◊ Second offense: Phone call to parent
 - ◊ Third offense: Suspension from one performance
 - ◊ Subsequent offenses will be dealt with accordingly, and may lead to expulsion from the group.

Appeals

- Students wishing to appeal decisions regarding attendance must inform the Director in writing to arrange for a conference to include the Director, student, parent, and additional staff as necessary.

Flexibility

- If you believe that a conflict which may cause you to either miss or be late to a rehearsal is unavoidable, see the Director as far in advance as possible. Options can often be worked out with other teachers, etc. that will make it unnecessary to miss marching band rehearsal. (e.g. Driver Ed meetings...with advance notice are always flexible for athletes and band members.)

Communication

- Communication of absences must be done directly through the Band Director only! For example, you cannot tell someone to tell the Director that you will be absent. Even if the reason is legitimate, this will be considered an unexcused absence. The communication must be made **in person** from student to Director.
- All absence requests due to extenuating circumstances must be provided in writing from a parent with at least two weeks advance notice.
- If you are sick at home, you or your parent must call in to notify the Director that you will not be present at rehearsal. All calls must be made at least two hours prior to the scheduled rehearsal time.
- In the event that you are sent home prior to the end of the school day by the school nurse, you must call the Marching Band phone immediately AND put a note in the Director's main office mailbox.
- Remember that absences due to illness must be followed up with a note from home confirming the validity of the absence, or an "excused" admit slip from the attendance office or Grade Administrator.

The Marching Band Office phone number is 201-670-2800 x.20732

Field Trips (Games and Competitions)

- All band members are required to travel to and from all events on buses, under the supervision of the RHS Marching Band Staff, since the school is responsible for the safety and well being of the students. While at events, the students must also remain under the direct supervision of the staff.
- Any special requests for late arrival to an event or early departure from an event must be done in writing **at least one week in advance**, accompanied by the appropriate paperwork. (*See the Director to obtain the correct forms.*)

CONTRACT

Student Agreement

I, _____, have read the RHS Marching Band Attendance/Behavior Policy. I have also read the calendar, and I am aware of the dates to which I am committing. I realize the importance that my attendance plays in the success of the marching band, and I agree to abide by the guidelines stated in this policy.

Signature _____	Date _____
-----------------	------------

Parental/Guardian Agreement

I/We, the parent(s)/guardian(s) of _____, have read the RHS Marching Band Attendance/Behavior Policy. I/We have also read the calendar, and am/are aware of the dates to which my/our son or daughter is committing. I/We agree to help our son/daughter to fulfill his/her obligation.

Signature(s) _____	Date _____
Signature(s) _____	Date _____

RHS Marching Band

ATTENDANCE / BEHAVIOR POLICY

Student participants and parents are required to sign and return one copy of this policy. Please read carefully and completely, and KEEP THIS COPY FOR YOUR RECORDS.

The success of the Ridgewood High School Marching Band is dependent upon the dedication, attendance, and appropriate behavior of all members of the group. Absences and tardiness from rehearsals have a significant effect on the band's ability to move ahead, as do negative or inappropriate behaviors. This policy is aimed at providing a positive working and learning environment for all students in order to attain the highest level of achievement and performance. All rehearsals, performances, and activities listed in the calendar are **MANDATORY**, and the following guidelines apply:

Expectations

- All students are required to attend **ALL** practices, sectionals, games, competitions, events and activities as listed on the Marching Band Calendar. When joining the Marching Band, you accept the rehearsal/performance calendar as your personal responsibility. Realize that successful performances can only be achieved through effective rehearsals. Absences from rehearsals have a **significant effect** on the band's ability to move ahead. Since we must perform as a complete group, it is therefore **imperative** that we rehearse as one.
- After school rehearsals are held from 3:30 PM to 6:00 PM **unless otherwise specified**. After daylight savings time ends, rehearsals will begin at 3:15 and will finish marching before dark. Pick up time will remain at 6:00 PM, however. Monday and Friday rehearsals are held at Kenilworth Field (on South Pleasant Ave., across from Somerville School), and most Wednesday rehearsals are held at the school stadium.
- Each instrumental section is expected to have a weekly sectional rehearsal. Percussion sectionals are included in the Marching Band Calendar. All other sections will arrange their sectional for a time agreeable to all members of that section. Colorguard sectionals will be announced by the staff as needed.
- Saturday rehearsal locations and times are specified in the Marching Band Calendar.
- The colorguard and musicians may have rehearsals scheduled separately. Please consult the calendar for exact rehearsal times.
- It is expected that students will behave in a manner which is respectful to other students, staff, and chaperones. All school rules and expectations remain in place during all rehearsals, performances, and events.

Preparation

- You are required to be prepared for each rehearsal so that rehearsals may begin on time. That means that you are at the field with your instrument, music, pencil, dot book, drill book (with your spot **highlighted**), and other necessary materials **ready to start**. Section leaders will begin warm-ups ten minutes before rehearsal is scheduled to begin.

Absences

- You have regularly scheduled rehearsals and performances which have been given to you long in advance.
- Do not schedule college visits, medical or dental appointments, academic tutoring, private music instruction, or any other activity during these specified times.
- Excused absences from rehearsal are limited to the following:
 - ◊ Personal illness which confines you at home (excused absence from school).
 - ◊ Personal illness which causes you to be sent home by the school nurse.
 - ◊ Death in the family.
 - ◊ Religious holiday (please notify the Band Director in advance).
 - ◊ Extenuating circumstances will be considered on a case by case basis with at least two weeks advance notice.
- Unexcused absences include reasons not listed above. If you are present for a full day of school and you do not attend rehearsal or if you leave school without clearance from the school nurse, your absence will be considered unexcused. Absences due to illness must be followed up with a note from home confirming the validity of the absence, plus an "excused" admit slip from the attendance office or Grade Administrator.
- **If you miss a rehearsal for any reason, whether excused or unexcused, the staff reserves the right to prohibit you from marching in the next performance, if they feel that you are not adequately prepared.** Several missed rehearsals may result in your expulsion from the group.
- **Unexcused absences will result in disciplinary action.**
 - ◊ First offense: Student conference with Band Director, phone call to parent.
 - ◊ Second offense: Suspension from one performance.
 - ◊ Third offense: Expulsion from the group.

Tardiness

- Unexcused tardiness to rehearsal will not be tolerated.
- If you have a ninth period assignment, you must bring your instrument/equipment to the ninth period, and come quickly to rehearsal with a pass from the supervising teacher.
- If you are serving a 3:15 detention, you must also report to rehearsal immediately afterwards with a pass from the supervising teacher. Since these detentions end at 4:05, your tardiness will be considered unexcused.
- Please do everything you can to avoid 3:15 detentions. Do not cut classes, be on time for all of your classes, and discipline yourself to maintain good standing and behavior in and out of class.
- **Unexcused tardiness will result in disciplinary action.**
 - ◊ First offense: Student conference with Band Director
 - ◊ Second offense: Phone call to parent
 - ◊ Third offense: Suspension from one performance
 - ◊ Subsequent offenses will be dealt with accordingly, and may lead to expulsion from the group.

Appeals

- Students wishing to appeal decisions regarding attendance must inform the Director in writing to arrange for a conference to include the Director, student, parent, and additional staff as necessary.

Flexibility

- If you believe that a conflict which may cause you to either miss or be late to a rehearsal is unavoidable, see the Director as far in advance as possible. Options can often be worked out with other teachers, etc. that will make it unnecessary to miss marching band rehearsal. (e.g. Driver Ed meetings...with advance notice are always flexible for athletes and band members.)

Communication

- Communication of absences must be done directly through the Band Director only! For example, you cannot tell someone to tell the Director that you will be absent. Even if the reason is legitimate, this will be considered an unexcused absence. The communication must be made **in person** from student to Director.
- All absence requests due to extenuating circumstances must be provided in writing from a parent with at least two weeks advance notice.
- If you are sick at home, you or your parent must call in to notify the Director that you will not be present at rehearsal. All calls must be made at least two hours prior to the scheduled rehearsal time.
- In the event that you are sent home prior to the end of the school day by the school nurse, you must call the Marching Band phone immediately AND put a note in the Director's main office mailbox.
- Remember that absences due to illness must be followed up with a note from home confirming the validity of the absence, or an "excused" admit slip from the attendance office or Grade Administrator.

The Marching Band Office phone number is 201-670-2800 x.20732.

Field Trips (Games and Competitions)

- All band members are required to travel to and from all events on buses, under the supervision of the RHS Marching Band Staff, since the school is responsible for the safety and well being of the students. While at events, the students must also remain under the direct supervision of the staff.
- Any special requests for late arrival to an event or early departure from an event must be done in writing **at least one week in advance**, accompanied by the appropriate paperwork. (*See the Director to obtain the correct forms.*)

CONTRACT

Student Agreement

I, _____, have read the RHS Marching Band Attendance/Behavior Policy. I have also read the calendar, and I am aware of the dates to which I am committing. I realize the importance that my attendance plays in the success of the marching band, and I agree to abide by the guidelines stated in this policy.

Signature _____	Date _____
-----------------	------------

Parental/Guardian Agreement

I/We, the parent(s)/guardian(s) of _____, have read the RHS Marching Band Attendance/Behavior Policy. I/We have also read the calendar, and am/are aware of the dates to which my/our son or daughter is committing. I/We agree to help our son/daughter to fulfill his/her obligation.

Signature(s) _____	Date _____
Signature(s) _____	Date _____

Parents: We Need Your Help - PLEASE Volunteer to Help the Band!!!

While your child is working hard on the field or in rehearsal, we need your help behind the scenes to make sure that our young men and women have the support they need for a successful season. We need help in many different areas. No prior experience is necessary. Each committee has a chairperson for the season. Please read the descriptions below and choose to help in as many ways as you can.

Preseason Training (12-16 parents needed)

Parent chaperones spend from a few days to the entire week with the marching band at Timberlake Camp in the Catskill Mountains. Chaperone responsibilities include early morning wake-up, serving snacks and drinks during rehearsal breaks, moving band equipment, assisting the marching band staff, preparing and supervising evening activities, and late night cabin check.

Event Chaperones (16-18 parents needed for each one day event)

Throughout the fall season, parent volunteers are needed to accompany the marching band to games and competitions to ensure the safety of the students and to assist in logistical operations. Individual chaperone responsibilities include monitoring students during bathroom breaks, assisting with serving/clean up of snacks/drinks, assisting with equipment (sideline, color guard, plumes, and various props), and collecting uniforms at the end of the performance. Parents may volunteer to participate at one or several events.

Hospitality (4-6 parents needed for each one day event)

Parents assist in procuring and serving snacks after performances at games and competitions and dinners prior to competitions.

Truck (2-3 parents needed for each event)

Parent volunteers drive and travel with the band truck to marching band competitions and various events. Typically, two parents are required to travel with the truck. These volunteers also assist with loading and unloading the truck. No special icense is required. Drivers must have a clean driving record and must provide a copy of their valid NJ driver's license to be approved by the Board of Education.

Uniforms (4-6 parents needed for the season)

Volunteers assist in the fitting, distribution, and return of uniforms and shakos. They arrange dry cleaning, collect uniform cleaning fees, and manage the sale of marching band jackets.

Sewing (18-20 parents needed May-August)

Volunteers are needed to measure and cut material and to sew flags. No experience necessary to measure or cut, but experience and a sewing machine is required for flag construction.

Awards Banquet (4-6 parents needed to work over a three month period leading up to Dec. 2)

The Marching Band Awards Banquet is a special evening held each December at the Tides Estate in North Haledon. Volunteers are needed to take reservations, collect money, and organize recognition for seniors and staff.

Picnic (8-12 parents needed late Summer-early September)

Picnic volunteers organize the pot-luck dinner for the marching band family picnic, set up the serving lines, and clean up after the picnic on September 19.

Poinsettia/Citrus Fundraiser (no limit of volunteers)

Two full band events that need volunteers to help organize the sale and delivery of holiday plants and spring fruit. These two events are our largest fundraisers and a community tradition.

Ad Journal (4-6 parents needed September - early December)

Another full band fundraiser that needs volunteers to help with computer page layout, data and information entry, and copy editing.

Complete this form by writing a check mark in the appropriate column(s). Return this form along with the preseason packet by May 14.

Committee	I/We will help!	I/We will serve as Chairperson(s)
Preseason Training		
Event Chaperones		
Hospitality		
Truck		
Uniforms		
Sewing		
Awards Banquet		
Picnic		
Poinsettia Sale		
Citrus Sale		
Ad Journal		

Name: _____

Student's Name: _____

Telephone No(s): _____ E-mail Address: _____

RHS Band Association Data Form

Please complete all of the information below. This information will allow the RHS Band Association to effectively communicate with parents and students.

All information will be used for band related purposes only. Information will not be given to any other private enterprise for mailing lists, telemarketing, or any unrelated activities.

Thank you for your cooperation.

Student's Name: _____ Grade (as of 9/10): _____

Instrument / Section: _____ Sex: _____

Student's Address: _____

Student's Home Phone: _____

Student's Cell Phone: _____

Student's E-mail Address: _____

Student T-shirt size (based on men's sizes)	S	M	L	XL	XXL
---	---	---	---	----	-----

Father's Name: _____

Father's Address: _____

Father's Home Phone: _____

Father's Cell Phone: _____

Business Phone: _____

Father's E-mail Address: _____

Mother's Name: _____

Mother's Address: _____

Mother's Home Phone: _____

Mother's Cell Phone: _____

Business Phone: _____

Mother's E-mail Address: _____

RHS Marching Band

Uniform Distribution & Colorguard Fitting Information

When: Tuesday, June 1st 3:00 pm - 6:00 pm

Where: Corridor outside of the band room (small ensemble room)

Important Information:

MUSICIANS

1. Uniform fitting and distribution will take place DURING the June 1st rehearsal.
2. All MEMBERS should please bring a check in the amount of \$105 made payable to the "RHS Band Association". This amount covers the cost of 7 dry cleanings, as well as gloves and 5 pizza/sub dinners held for marching band members during the competition season.
3. Shakos, garment bags, and uniform information sheets will be distributed to musicians on these days also.
4. Name labels will be given to each member to hand sew themselves into their uniform. This issue needs to be given TOP PRIORITY. These labels are the ONLY way for the cleaner to identify and sort the uniforms for us. It is also the only way for each band member to identify their own uniform and retrieve it after cleanings. Old name labels should be carefully removed, do not write over an old label. Please hand sew your label in the following locations:
 - JACKET - Center just below the back collar
 - PANTS - Inside the waistband near the manufacturers label.
5. SHOES - All band members must purchase the Bates Band Shoe (model #00131 mens and model #7131 womens) at a cost of @ \$80.00 (plus a shipping fee if you want them shipped to your home address). These shoes are available exclusively from:

Harris Uniforms

259 Man Street

Hackensack, NJ

Contact: Vinnie 201-343-7372

Hours: Mon to Fri 9:00 AM - 5:00 PM

Saturday 9:00 AM - 5:00 PM

Shoes must be ordered in person at Harris Uniforms. These shoes need to be fitted properly. Orders must be placed from Harris before July 25th in order for them to be ready for the band picture day on Thursday, August 26. Please note that Harris Uniforms will be closed for vacation on July 4th through July 13th.

COLORGUARD

1. Costume fittings will be announced during rehearsal.
2. ALL MEMBERS should please bring a check in the amount of \$105 made payable to "RHS Band Association" on Tuesday, June 1st. This amount covers the cost of purchasing the costume, as well as 5 pizza/sub dinners held for the marching band members during the competition season.
3. Shoes, Undergarments, Accessories: Colorguard members will receive separate instructions regarding the purchase of shoes, undergarments and accessories (leotards, leggings, tights, etc.). These items will be available for Center Stage Dance Supplies in Wyckoff, NJ.

General Information for All Members

Members may choose to order personalized RHS Marching Band Jackets and/or sweatshirts. This is optional. We will have sample sizes available on uniform distribution day. The price of the jacket is \$92; hoodie sweatshirts are \$25. This will require a separate check, also made payable to "RHS Band Association." If ordered on June 1, these items will be delivered in time for Band Camp. Please contact Traci DuBois at 201-447-5614 for additional information.

Catherine Caputo
Uniform Chairperson

201-493-9910

2010 RHS Marching Band TENTATIVE Calendar

Spring and summer rehearsals and performances are listed below. Additional Percussion and Colorguard rehearsals will be communicated to students involved in those sections. Students who are in town during the summer months are expected to attend summer activities, especially the July Fourth Parade. All rehearsals will take place at the RHS Band Room unless otherwise indicated.

April

21 6:30 PM Pizza Party
(RHS Cafeteria & Campus Ctr)

May

24 7:30 PM Organizational Meeting
(RHS Campus Center)
Mandatory for students and parents

June

1 3:30-6:00 PM Full Rehearsal
Music & Uniform Distribution
Colorguard costume measurement

21 4:00-5:30 PM Full Rehearsal

29 6 - 8 PM Full Rehearsal (Parade Practice)

July

1 6 - 8 PM Full Rehearsal (Parade Practice)

5 9:00 AM July Fourth Parade
(Meet at GW Flagpole)
Our portion of the parade ends by 11 AM!

Additional July Rehearsals may be announced at the June 2 rehearsal.

The following pages contain the **TENTATIVE** Marching Band Calendar for the 2010 Fall Season. Students are required to attend all rehearsals, performances, and activities. **ANY CHANGES WILL BE MADE WITH AS MUCH ADVANCE NOTICE AS POSSIBLE!!!**

An updated calendar will be distributed at the May 24 meeting.

IMPORTANT - REGARDING FOOTBALL GAMES: The RHS Marching Band performs at all home football games during the regular season and playoffs. The band also performs at the Thanksgiving Day game, both home and away, and at the State Football Championship if the team advances to the final round.

See the "ATTENDANCE/BEHAVIOR POLICY" for further information. The following excerpt is the most important principle:

The success of the Ridgewood High School Marching Band is dependent upon the dedication, attendance, and appropriate behavior of all members of the group. Absences and tardiness from rehearsals have a significant effect on the band's ability to move ahead, as do negative or inappropriate behaviors. This policy is aimed at providing a positive working and learning environment for all students in order to attain the highest level of achievement and performance. All rehearsals, performances, and activities listed in the calendar are **MANDATORY**...

Rehearsals are marked according to their location. Kenilworth Field (K) is located across from Somerville School on South Pleasant Ave. Stevens Field (S) is located adjacent to the RHS Main Field, across the brook. The RHS football field is marked "M" for "Main Field."

REHEARSALS WILL NEVER BE CANCELED DUE TO INCLEMENT WEATHER!!!

In the event of inclement weather, rehearsals will be held in an indoor facility which will be announced that day, either by school P.A. announcement or on the Band Room Dry Erase Board.

PLEASE DO NOT SCHEDULE ANY APPOINTMENTS OR COLLEGE VISITS, ETC. THAT WILL CONFLICT WITH REHEARSALS OR PERFORMANCES!!! YOU HAVE MADE A COMMITMENT TO THE RHS MARCHING BAND, AND HAVE THEREFORE AGREED TO ADHERE TO THIS CALENDAR.

August

Pre-Season Schedule:

Pre-Camp - Wednesday, August 25

9 AM - 1 PM Section Leaders Only
2 PM - 5 PM Experienced Members Only
6 PM - 8:30 PM All Members
8:30 PM - 9:30 PM Section Leaders Only

Pre-Camp - Thursday, August 26

9 AM - 11:00 AM Section Leaders Only
11:00 AM SHARP **ALL MEMBERS REPORT IN UNIFORM FOR FULL BAND PICTURE, INDIVIDUAL PHOTOS, AND "BUDDY SHOTS" (pictures with friends, brothers, sisters, etc.)**

1:00 PM

2:00 PM - 5:00 PM **Lunch Break**
New Members and Section Leaders Only

Departure - Friday, August 27

Depart from the High School parking lot at 8 AM.

Return - Wednesday, September 1

Return to the High School parking lot by 3 PM.

RHS Marching Band August 2010

Tentative Calendar as of April 25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
15	16	17	18	19	20	21
22	23	24	25	26	27	28
			9 AM - 1 PM Section Leaders Only (Meet at RHS Band Room)	9 AM - 11 AM Section Leaders Only (Meet at RHS Band Room)	8 AM - Meet at RHS parking lot to depart for Timber Lake Camp	Pre-season Training
			2 PM - 5 PM - Experienced Members Only (Meet at RHS Band Room)	11 AM All Members report in full uniform for full band picture, individual photos, and "buddy shots". (Meet at RHS Campus Center)		
			6 PM - 9 PM - All Members (Meet at RHS Band Room)	1 PM - Lunch Break		
29	30	31	9:00 - 9:30 PM Section Leaders Only	2 PM - 5 PM New members and Section Leaders only		
Pre-season Training	Pre-season Training	Pre-season Training				

RHS Marching Band September 2010

Tentative Calendar as of April 25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Return from Pre-season Training 3PM RHS Parking Lot	2	3	4
5	6 LABOR DAY NO SCHOOL	7 First Day of School 3:30 PM - Full Band rehearsal until 6 PM (K)	8 Rosh Hashanah begins at Sundown - NO REHEARSAL	9 Rosh Hashanah - NO SCHOOL	10 3:30 PM - Full Band rehearsal until 6 PM (K)	11 9:00 AM Full Band rehearsal until 11:30 AM (S) 12:30 PM - Line up for home game v. Bergen Cty. Tech (ends by 5 PM)
12	13 3:30 PM - Full Band rehearsal until 6 PM (K)	14 3:15 pm - Percussion Sectional until 6 PM (K)	15 3:30 PM - Full Band rehearsal until 6 PM (M)	16	17 Yom Kippur begins at Sundown - NO REHEARSAL	18 Yom Kippur NO REHEARSAL
19 12 Noon - Full Band rehearsal until 4:00 PM (S, M) 4:30 PM Marching Band Preview Performance and Band Association Picnic (M, CC)	20 3:30 PM - Full Band rehearsal until 6 PM (K)	21 3:15 pm - Percussion Sectional until 6 PM (M)	22 3:30 PM - Full Band rehearsal until 6 PM (M)	23	24 3:30 PM - Full Band rehearsal until 6:00 PM (K)	25 9 AM - Full Band rehearsal until 4:00 PM (S, M) Dinner at RHS (CC) 5 PM - Depart for USSBA Competition at Pequannock (est return 11:00 PM)
26	27 3:30 PM - Full Band rehearsal until 6 PM (K)	28 3:15 pm - Percussion Sectional until 6 PM (M)	29 3:30 PM - Full Band rehearsal until 6 PM (M)	30		

K - Kenilworth Field; M - Main Field; S - Stevens Field; CC - Campus Center

RHS Marching Band October 2010

Tentative Calendar as of April 25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 3:30 PM - Full Band rehearsal until 6 PM (K)	2 SAT Testing 12 Noon Full Band rehearsal until 4:00 PM (M) Dinner at RHS (CC) 5 PM - Depart for USSBA Competition at Morris Knolls HS (est return 11:30PM)
3	4 3:30 PM - Full Band rehearsal until 6 PM (K)	5 3:15 pm - Percussion Sectional until 6 PM (M)	6 3:30 PM - Full Band rehearsal until 6 PM (M)	7	8 3:30 PM - Full Band rehearsal until 6 PM (K)	9 Home game v. Clifton Dinner at RHS (CC) Yamaha Cup at GIANTS STADIUM <i>Practice/Game/Competition Schedule for this day to be announced</i>
10 12 Noon - Depart for Competition at Midland Park HS (est return 5PM)	11 Professional Day - No Classes 3:30 PM - Full Band rehearsal until 6 PM (K)	12 3:15 pm - Percussion Sectional until 6 PM (K)	13 3:30 PM - Full Band rehearsal until 6 PM (M)	14	15 3:30 PM - Full Band rehearsal until 5 PM (S) Dinner Break at RHS 6:30 PM - Line up for home game v. Wayne Hills (ends by 11 PM)	16 PSAT Testing 12 Noon - Full Band Rehearsal until 4 PM (M) 4:30 PM - Mid Season Showcase (M)
17	18 3:30 PM - Full Band rehearsal until 6 PM (K)	19 3:15 pm - Percussion Sectional until 6 PM (M)	20 3:30 PM - Full Band rehearsal until 6 PM (M)	21	22 3:30 PM - Full Band rehearsal until 6 PM (K) Mystery Event	23 10 AM - Full Band Rehearsal until 4 PM (S, M)
24 USSBA NJ State Championship - Old Bridge HS (Schedule TBA)	25 3:30 PM - Full Band rehearsal until 6 PM (K)	26 3:15 pm - Percussion Sectional until 6 PM (K)	27 3:30 PM - Full Band rehearsal until 6 PM (M)	28	29 3:30 PM - Full Band rehearsal until 6 PM (K)	30 9:00 AM - Full Band rehearsal until 11:30 AM (S) 12:30 PM - Line up for home game v. Teaneck
31						

K - Kenilworth Field; M - Main Field; S - Stevens Field; CC - Campus Center

RHS Marching Band November 2010

Tentative Calendar as of April 25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 3:30 PM - Full Band rehearsal until 6 PM (K)	2	3 3:30 PM - Full Band rehearsal until 6 PM (M)	4 Teacher's Convention - No School	5 Teacher's Convention - No School	6 SAT Testing
7 Daylight Saving Time Ends	8 3:15 PM - Full Band rehearsal until 6 PM (K)	9	10 3:15 PM - Full Band rehearsal until 6 PM (M)	11	12 3:15 PM - Full Band rehearsal until 6 PM (K)	13 12:30 PM - Line up for home playoff game (M)
14 Poinsettia Sale Blitz Day (CC)	15 3:15 PM - Full Band rehearsal until 6 PM (K)	16	17 3:15 PM - Full Band rehearsal until 6 PM (M)	18	19 3:15 PM - Full Band rehearsal until 6 PM (K)	20 12:30 PM - Line up for home playoff game (M)
21	22 3:15 PM - Full Band rehearsal until 6 PM (K)	23	24 Half Day - No rehearsal	25 8:30 AM - Breakfast with the Band for all students, parents, families, staff, & alumni (CC) 9:00 AM - Bus Leaves RHS for Thanksgiving game v. Paramus (away) <i>Game ends by 2 PM!</i>	26	27
28	29 3:15 PM - Full Band Clean Up Day / Music & Equipment Collection (Meet at Band Room) *Note - If football team advances to NJ state finals, there will be rehearsal on this day, and Clean Up will be held on Mon. 12/6.	30	Dec. 1	Dec. 2 6:30 PM - Marching Band Awards Banquet at The Tides Estate, North Haledon	Dec. 3 Downtown for the Holidays	Dec. 4 Poinsettia Delivery NJ State Football Championships at Giants Stadium

K - Kenilworth Field; M - Main Field; S - Stevens Field; CC - Campus Center