

The Marching Spartans Rookie (and others) Survival Guide 2014

This information has been put together by a group of parents who spent a portion of their “rookie year” in various stages of confusion. We want to share with the new rookie parents some of the answers to the many questions that you might have.

Being a member of the West Springfield High School (WSHS) band program will bring your children an interesting, and fulfilling educational experience. They will work hard and experience many triumphs, as well as some disappointments; two things that will prepare them for the real world after high school.

We sincerely hope the information in this guide will answer some important questions about time management, time commitment, volunteering, uniforms, competitions and football games and the preseason rehearsals.

How Will My Child Have Time?

Time Management/Time Commitment

How will our children have the time to go to rehearsals after school, perform Friday nights at football games until 10pm, and compete on Saturdays five to six weekends; all within a 3-month period, and keep up their grades?

TIME MANAGEMENT will be one of the most important tools that your children will acquire when they become members of the WSHS band program. Your student will learn how to keep a schedule, how to be punctual, and how to set priorities.

Despite how it may look on their schedule, they will have plenty of time to be active in band, as well as other after school activities and keep up with school & homework requirements, attaining good grades. They must learn to use their time wisely.

A detailed monthly band calendar is posted at

https://www.google.com/calendar/embed?src=5136jto651si5srt6hjumbi4k%40group.calendar.google.com&ctz=America/New_York

It lists rehearsals, football games, and competitions your student will be required to attend during the marching band season. The schedule does sometimes change due to unforeseen circumstances, so checking the calendar every few days is recommended.

Scheduled rehearsal times are always a big question for those families new to the WSHS Band Program. Published rehearsal time are the times that the band will be actively involved in rehearsing the band. That means for a 6pm rehearsal a student needs to be at the band room early enough to 1) take care of their set-up responsibilities and 2) get their instruments, equipment, and themselves to the

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rehearsal location by 6pm. That usually means 15-20 minutes prior to the scheduled beginning of a rehearsal. The WSHS rehearsal locations vary from day-to-day. Rehearsals will be finished at the published time and the students dismissed. However, those students assigned various crew duties might have to stay after dismissal in order to finish those duties. You will need to check with your child to see what their crew assignment requires.

What About the Pre-Season Marching Band Rehearsals?

Yes, the pre-season summer marching band rehearsals are required for marching band participation. Please arrange family vacations, doctor's visits, jobs and family time at some other time than during these rehearsals. Band is the ultimate group activity, and if one member is missing, it has an effect on the entire group. That being said, please let the Band Director know if your child can't attend a portion of the pre-season rehearsals.

Pre-season rehearsals begin Monday, August 11, 2014. Rookies and leadership start on Monday and all other returning students start on Wednesday, August 13, 2014.

Things Needed:

- Water Jug with cold water is extremely important. It is very important to stay hydrated, there is no drinking fountain in the outdoor rehearsal areas. Please mark student's name on the water jug. It should be at least a quart to a gallon jug.
- Recommend wearing a t-shirt (light colored) and comfortable shorts. Would not recommend wearing jeans. They will chafe and be uncomfortable after a long practice day.
- Comfortable athletic shoes or sneakers with socks. No sandals, flip-flops or other shoes inappropriate for marching practice.
- Sunglasses and hat to shade your face and keep the sun out of the eyes.
- Sunscreen. Sweat proof type. Apply often.
- Chapstick with SPF
- Marching instrument
- Drill Book (3-ring binder with 40-50 clear page protectors) with music and drill
- Dot Book (small, note-card sized spiral bound notebook you can carry or wear)
- Pencil and highlighter
- Lunch for first week of rehearsals

WATER, WATER, WATER

Students must stay hydrated, they will sweat a lot during marching band. It's hot on the pavement, they are outside, and it is summertime. Remember that caffeine dehydrates. Did we mention...Water?

The Marching Spartans Rookie (and others) Survival Guide 2014

Drill & Dot Books

The Drill Book holds all of the student's warm-ups, music and drill. The Dot Book is a small spiral bound pad that contains a depiction of the student's location on the field for the drill as well as the associated musical score. The student should tie a string through the corner or use a lanyard and wear it on their body for easy access.

Food

Please ensure your child eats a healthy breakfast each day before they come to rehearsal. Their body needs fuel to perform at the level necessary for marching band. Students must bring a midday meal for the lunch break the first week of pre-season rehearsals. The WSHS Band Boosters will provide lunch during the second week of pre-season rehearsals.

What are the "work crews"?

Why Will My Child Be Assigned To A Work Crew?

Our band is a cohesive unit. We function as one body. All members of that body have different functions as musicians and performers, but also as supporting members to the rest of the body. When students are given real responsibility, real growth and learning occurs. There is a student leadership structure, beginning with the Band Manager, Drum Majors, and Crew Chiefs which extends to every band student. They help with the logistical and administrative tasks necessary to run the marching band program. Tasks like driving the equipment truck, fitting uniforms, chaperone duties, and organizing fundraisers are accomplished by parent volunteers. We need students involved in the logistical and administrative tasks of the band because with this involvement comes ownership, growth, pride, and responsibility. Try to get involved with one of our performance events and watch how our students handle themselves as functioning members of a team.

How Do Parents Get Involved?

PARENT INVOLVEMENT = A SUCCESSFUL BAND PROGRAM

Getting involved in the band program through the WSHS Band Boosters will give you the opportunity to share with your child the last four years of their education, these years that go so fast and are rarely enjoyed by many parents. Your child might say they'd rather not have you around, but most parents actually learn that in reality they appreciate your involvement and will thank you in the future. WSHS is fortunate to have a great instructional band staff. The band parents are needed to support the band director, and help with the details of fundraising, transporting, feeding and watering an organization of this size. Join one of the many committees; we need your help. Your help can make a difference. Being active in the WSHS Band Boosters is a great way to

The Marching Spartans Rookie (and others) Survival Guide 2014

meet the parents and the kids your child will be spending much of their time with for the next few months. Attend the monthly WSHS Band Booster meetings to find out where you can help. It is fun, and you meet the other parents with the same interests as yours.

How Do We Keep Informed?

The WSHS Band Booster website is in the process of being updated. Once it is completed the website will have the latest information on upcoming events and fundraising opportunities. The website will have a link to the band calendar for rehearsal times and band schedules, forms, and WSHS band booster Executive Board and Committee Chair contact information.

Uniforms, Uniforms – What Do They Wear?

Pre-Season Marching Band Rehearsals (Band Camp)

Students wear comfortable shoes (closed toe, no flip flops), a light colored t-shirt and shorts. Shirts and shorts must be within FCPS clothing standards. Students may want to bring an extra t-shirt in case of a sudden rain shower. A hat and sunglasses are recommended as well as the liberal use of sunscreen. A thermos of water is essential.

Marching Band Uniform

The marching band uniform is worn at home football games, homecoming parade, competitions and during TAG Day.

The MB uniform is issued from the uniform room prior to each home game and competition. It never goes home with students. The marching uniform consists of the following:

- Blue Jacket
- White Bibber Pants
- Shako with white plume
- Blue TAG Day marching pants

In addition, the following items are part of the marching uniform, but will be kept by the students:

- White Marching Shoes. Keep clean with Mr. Clean Magic Eraser and white shoe polish. Provided as part of the marching band fee to rookie marching students or when needed for replacement (new size).

- Marching Band T-shirt. One shirt will be provided as part of the marching uniform. There is a new t-shirt design each year, based on the season's show theme. It is recommended that you consider purchasing a second marching band t-shirt for a nominal fee (determined at beginning of pre-season rehearsals) so that your child has a second one available for a Saturday competition after a Friday football game.

The Marching Spartans Rookie (and others) Survival Guide 2014

- White boxer shorts or “Umbro” type shorts. Individually provided by each student. These shorts are worn over light colored underwear under the white bibber. The shorts are required because of group changes in open conditions.
- White Socks. Calf-length individually provided by each student.
- White Gloves. Provided as part of the marching band fee.
- Blue Hooded Sweatshirt. Provided as part of the marching band fee to rookie marching students or when needed for replacement (new size or worn). Used during colder weather over the marching band t-shirt.

Tips To Remember While in Uniform:

- Hair will be kept off of the collar of the uniform jacket. If a student can't put up their hair in an orderly manner, hairnets are available. No odd hair accessories.
- No jewelry
- No nail polish except for students in the Guard, if required.
- No makeup (transfers to uniform) except for students in the Guard.
- Please don't use hair products that could possibly transfer to the uniform.
- Only food provided by chaperones can be eaten while in uniform. Water is OK and encouraged.

Guard Uniform

Students in the guard will not wear the marching band uniform, but a costume based on the show theme. This costume will be provided.

Students will also receive a marching band t-shirt and blue hooded sweatshirt.

Away Football Games

Students do not perform their show during away football games, but play “Pep” music. The students wear their marching band t-shirt, blue hooded sweatshirt during colder weather, and jeans.

Helpful Hints to Save You Time and Grief:

- Make your child responsible for being prepared. The first time they forget something will help them to remember not to forget it the next time.
- At the end of each practice session there are usually announcements. This is the best opportunity the students have to find out who what, where, and when things are going on.
- Come to the competitions and football games. The band students love it when they have their own cheering section.
- Don't put uniform items away in the closet or drawers when cleaned. Keep all items (socks, shoes, band shirt, hoodie, gloves, etc.) in a bag. This tip will save time spent hunting for them each time they are needed
- Make sure your correct emails are in CHARMS.

The Marching Spartans Rookie (and others) Survival Guide 2014

Terms and Phrases You Might Hear:

- “If you are early, you’re on time; if you’re on time, you’re late”

Students need to have time to get their instrument and get to the practice location by the published time of the practice.

- “Where’s my dot?” or “Do we line up on the hash?”

This does not refer to insects or food. These terms indicate how the practice field is marked off. Students use their Dot Books to understand their position on the field during anytime in the marching drill being performed.

- “Oh, just sit where band parents sit.”

The area outside the uniform room is where the chaperones and “Pit” parents meet. When the band leaves for the stadium, band parents normally sit just right of the band (facing the field), which is in the area of the 30-yard line.

- “Are you working the Pit?”

The “Pit” is a group of percussion instruments that travel on a trailer and are stationary during performances. The students need parents to help move this equipment. Parents volunteering for the Pit Crew work feverishly to set up and take down the Pit equipment/instruments in record time, before and after a performance.

You Know You Are A Band Parent When.....

- You make three extra trips from home to the band room to drop off everything forgotten, but needed, by your child

- You carry extra white socks, reeds, hair supplies and other things they might need.

- Your weekends revolve around the Band schedule, at least until November.

- You can’t pick your child out of the crowd when they are in uniform because they all look alike at a distance.

- You no longer speak of your child as a fourteen-year-old daughter/son, but as a ‘freshman trumpet, freshman flute,’ etc.

- You know you will be wearing something blue/orange every Friday night and on competition Saturdays.

- You are cheering with other band parents. (More cowbell!!)

CONTACTS:

Band Office Phone Number: 703-913-3931

Email: Band Director (Eric Hoang) emhoang@fcps.edu

Website: To be announced when completed



**Concert Band (Intermediate Band 923315)
COURSE EXPECTATIONS 2014 – 2015
Mr. Hoang, Band Director**

PROCEDURES

1. Be on time, in your seat, with music and instrument, ready to perform **when the bell rings**. Tardiness will not be tolerated and the WSHS tardy policies will be enforced.
2. Food, drinks, candy or gum (except water) will not be allowed in the band room, storage rooms, or practice rooms at any time.
3. When entering the room, check the board for setup or rehearsal instructions and prepare the room accordingly. If there are no instructions displayed, students are to sit in their normal sections and await further direction. If a student is not present in his/her designated place with their instrument and materials out when the bells rings, they will be counted as tardy.
4. Do not expect to do work from other classes during band class. Your non-band related materials will be collected and returned at the end of the week.
5. Students must not play any instrument other than their own. Do not play with the stringed, wind, or percussion instruments that are stored in and around the rehearsal area.
6. Cell phones and other personal electronic devices (excluding stand-alone tuners) are prohibited during class and rehearsals unless specifically expressed by the teacher. Unauthorized devices will be confiscated.
7. Students are to follow the instructions given by the teacher, band director, conductor, substitute, or other designee.

FACILITIES

1. The instrument storage room is to be kept clean and in order. Instruments are to be stored in the assigned lockers. If a student fails to keep his or her instrument in the appropriate area, or keep their locker properly secured, that student will lose their storage privileges for the next 4 weeks. School combination locks are provided for each locker. Students' personal items should not be stored in the band room, guard room drum room, tuba room, the annex or the band office at any time. Personal items may be stored in instrument lockers during rehearsals only.
2. The band room will be set up by each class for its own use. The room must be cleared for cleaning at the end of each day. All chairs and stands must be stacked and racked properly.
3. Students are to use instruments and equipment properly and treat the facilities, equipment and music with respect. Any damage resulting from improper use or negligence will become the financial responsibility of the student. School owned instruments checked out for individual use will require a music instrument rental contract and applicable rental fee.

EQUIPMENT AND RESPONSIBILITIES

1. Students must bring their instrument, music, method assigned books, notebook, pen, planner, and pencil to each class.
2. Students need to provide their own instrument with the following exceptions: Tuba, Euphonium, French Horn, Bass Clarinet, Tenor Sax, Baritone Sax, Bass Sax, and Bassoon. Percussionists will pay a \$52 rental fee for the use of all percussion Instruments. These exceptions may be rented from the school.
3. It is the responsibility of each student to make sure that the instrument is in proper working order and that he or she has a sufficient supply of reeds for classes, rehearsals, and performances. Neither the school nor the band will provide nor sell reeds to the students.
4. Method books will be issued for use in the classroom and practice at home. Method books, tuners and folders will be assigned by barcode number as a textbook. These materials should be treated as textbooks, and the appropriate care should be taken to keep them in good condition. Replacement of lost or damaged books will be the responsibility of the student.
5. All original sheet music issued (other than photocopies) is not to be defaced in any way. Any notes made should be in pencil and erased before the music is turned in. Lost or damaged music will become the financial responsibility of the student.
6. Each day a student does not have the equipment or materials necessary to participate in class or rehearsal will count as a zero in class participation. This includes instrument, music, method books, mouthpieces, reeds, etc.
7. Uniforms: Female students are required to wear the standard black concert dress and set of pearls which are provided by West Springfield High School. Ladies will also wear their own appropriate stockings and black closed-toed dress shoes for performances. Male students are required to wear a white, wing-tip tuxedo shirt, black bow tie, black cummerbund, black studs, tuxedo pants, and jacket provided by West Springfield High School. Gentlemen must provide their own black socks and black dress shoes. The uniform costs are included in the Band Materials Fee.
8. ALL students in every band class must submit the Band Materials Fee of \$50 per year. This is a course materials fee as outlined in FCPS regulation 5922. This fee is payable to West Springfield High School and is due by October 1, 2014.
9. Fundraisers are available for all students of the Band Program to help defray these fees and the cost of any other band events that may arise (Spring Trip, etc.). Please check the website (www.WSHSSpartanband.org) for more information.

ENSEMBLES

1. Students registered for Intermediate Band are not required to march. Marching Band is required only at the Advanced Band level, and is part of your grade. Active and full participation at all rehearsals and performances in their entirety is mandatory.
2. Students in this class are eligible to audition for the musical, jazz ensembles, or full orchestra. Students committed to these ensembles are **required** to participate in rehearsals and performances scheduled outside of regular school hours.
3. Participation at **ALL** concerts and rehearsals outside of school hours is required. Band is a performance class. Each concert is considered a playing exam. If a student has an excused absence from a concert or rehearsal, a make-up will be assigned at the director's discretion. Any schedule conflicts must be submitted at least three weeks in advance and approved by the director in order to be excused.
4. Participation in winter/indoor ensembles is by audition and is available only to students who are participating in the Marching Spartans. Participation in full orchestra and jazz ensembles are by audition. There are co-requisites for these classes and participation is at the discretion of the teacher(s).
5. Music will be distributed for all performing ensembles. When possible, students will receive a practice copy. It is the responsibility of each student to keep and care for all original pieces of music. Any writing on original music should be done in pencil, as the instructions may change. Permanent markings must not be made on original music because some of the music used at West Springfield High School is out of print and cannot be replaced.

REHEARSALS

1. As stated above, band is a performance class and students are required to participate in all rehearsals and performances held outside of normal school hours. These events are required and graded.
2. Proper rehearsal etiquette requires self-discipline and maturity. Students are not to talk during the rehearsal, especially while instruction is being given from the podium. **NO CELL PHONES OR TEXTING DURING REHEARSALS OR CLASS!**
3. Rehearsals will begin at the scheduled times. Students are to arrive early enough to set up their music and equipment so they are ready to begin and end at the published time. Rehearsal times are posted the band calendar on the website (www.WSHSSpartanband.org) & on Charms (<https://www.charmsoffice.com>).

GRADING

Each grading period, grades will be assigned in the following categories:

Playing Quizzes	Homework/Class Work	Class/Rehearsal Participation
Playing/Chair Tests	Quarter Project	Extra Credit Projects
Written Tests	Performance Participation	

Some playing tests (performance evaluations) are done on a sectional basis. If the results or requirements warrant, students will need to do an individual test. Individual playing tests and quizzes may be done live, but will frequently be turned in electronically. The preferred method for submitting recordings is through Charms, however, audio files can also be sent through email.

1. Students in this class are encouraged, but not required to audition for All-District Band and to participate in Solo & Ensemble.
2. The final exam will count as 1/5 of the total grade. The written final is comprehensive.
3. The final exam has both a written (25%) and a playing (75%) component.
4. Letter grades will be assigned according to the FCPS policy outlined in the WSHS Student Handbook.

CONTACT

Please feel free to contact Mr. Hoang with any questions:

Office: 703.913.3931

Email: EMHoang@fcps.edu

Web: www.WSHSSpartanband.org

ACKNOWLEDGEMENT

Please **sign and return this entire form acknowledging** "I have read and understand this information."

Student Name (Printed)

Student Signature

Date

Parent/Guardian Signature

Date



Symphonic Band (Advanced Band 923415/Intermediate Band 923316)
COURSE EXPECTATIONS 2014 – 2015
Mr. Hoang, Band Director

PROCEDURES

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4. Do not expect to do work from other classes during band class. Your non-band related materials will be collected and returned at the end of the week.
5. Students must not play any instrument other than their own. Do not play with the stringed, wind, or percussion instruments that are stored in and around the rehearsal area.
6. Cell phones and other personal electronic devices (excluding stand-alone tuners) are prohibited during class and rehearsals unless specifically expressed by the teacher. Unauthorized devices will be confiscated.
7. Students are to follow the instructions given by the teacher, band director, conductor, substitute, or other designee.

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2. The band room will be set up by each class for its own use. The room must be cleared for cleaning at the end of each day. All chairs and stands must be stacked and racked properly.
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4. Letter grades will be assigned according to the FCPS policy outlined in the WSHS Student Handbook.
5. Student progress will be reported to parents regularly.

CONTACT

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Email: EMHoang@fcps.edu

Web: www.WSHSSpartanband.org

ACKNOWLEDGEMENT

Please sign and return this entire form acknowledging "I have read and understand this information."

Student Name (Printed)

Student Signature

Date

Parent/Guardian Signature

Date



WIND SYMPHONY (Advanced Band 923416/923417)
COURSE EXPECTATIONS 2014 – 2015
Mr. Hoang, Band Director

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3. It is the responsibility of each student to make sure that the instrument is in proper working order and that he or she has a sufficient supply of reeds for classes, rehearsals, and performances. Neither the school nor the band will provide nor sell reeds to the students.
4. Method books will be issued for use in the classroom and practice at home. Method books, tuners and folders will be assigned by barcode number as a textbook. These materials should be treated as textbooks, and the appropriate care should be taken to keep them in good condition. Replacement of lost or damaged books will be the responsibility of the student.
5. All original sheet music issued (other than photocopies) is not to be defaced in any way. Any notes made should be in pencil and erased before the music is turned in. Lost or damaged music will become the financial responsibility of the student.
6. Each day a student does not have the equipment or materials necessary to participate in class or rehearsal will count as a zero in class participation. This includes instrument, music, method books, mouthpieces, reeds, etc.
7. Uniforms: Female students are required to wear the standard black concert dress and set of pearls which are provided by West Springfield High School. Ladies will also wear their own appropriate stockings and black closed-toed dress shoes for performances. Male students are required to wear a white, wing-tip tuxedo shirt, black bow tie, black cummerbund, black studs, tuxedo pants, and jacket provided by West Springfield High School. Gentlemen must provide their own black socks and black dress shoes. The uniform costs are included in the Band Materials Fee.
8. ALL students in every band class must submit the Band Materials Fee of \$50 per year. This is a course materials fee as outlined in FCPS regulation 5922. This fee is payable to West Springfield High School and is due by October 1, 2014.
9. Fundraisers are available for all students of the Band Program to help defray these fees and the cost of any other band events that may arise (Spring Trip, etc.). Please check the website (www.WSHSspartanband.org) for more information.

ENSEMBLES

1. Marching Band is required at the Advanced Band level, and is part of your grade. Active and full participation at all rehearsals and performances in their entirety is mandatory.
2. Students in this class are eligible to audition for the musical, jazz ensembles, or full orchestra. Students committed to these ensembles are **required** to participate in rehearsals and performances scheduled outside of regular school hours.
3. Participation at **ALL** concerts and rehearsals outside of school hours is required. Band is a performance class. Each concert is considered a playing exam. If a student has an excused absence from a concert or rehearsal, a make-up will be assigned at the director's discretion. Any schedule conflicts must be submitted at least three weeks in advance and approved by the director in order to be excused.
4. Participation in winter/indoor ensembles is by audition and is available only to students who are participating in the Marching Spartans. Participation in full orchestra and jazz ensembles are by audition. There are co-requisites for these classes and participation is at the discretion of the teacher(s).
5. Music will be distributed for all performing ensembles. When possible, students will receive a practice copy. It is the responsibility of each student to keep and care for all original pieces of music. Any writing on original music should be done in pencil, as the instructions may change. Permanent markings must not be made on original music because some of the music used at West Springfield High School is out of print and cannot be replaced.

REHEARSALS

1. As stated above, band is a performance class and students are required to participate in all rehearsals and performances held outside of normal school hours. These events are required and graded.
2. Proper rehearsal etiquette requires self-discipline and maturity. Students are not to talk during the rehearsal, especially while instruction is being given from the podium. **NO CELL PHONES OR TEXTING DURING REHEARSALS OR CLASS!**
3. Rehearsals will begin at the scheduled times. Students are to arrive early enough to set up their music and equipment so they are ready to begin and end at the published time. Rehearsal times are posted on the band calendar at the website (www.WSHSSpartanband.org) & on Charms (<https://www.charmsoffice.com>)).

GRADING

Each grading period, grades will be assigned in the following categories:

Playing Quizzes	Homework/Class Work	Class/Rehearsal Participation
Playing/Chair Tests	Quarter Project	Extra Credit Projects
Written Tests	Performance Participation	

Some playing tests (performance evaluations) are done on a sectional basis. If the results or requirements warrant, students will need to do an individual test. Individual playing tests and quizzes may be done live, but will frequently be turned in electronically. The preferred method for submitting recordings is through Charms, however, audio files can also be sent through email.

1. Students in this class are required to audition for All-District Band and encouraged to participate in Solo & Ensemble.
2. The final exam will count as 1/5 of the total grade. The written final is comprehensive.
3. The final exam has both a written (25%) and a playing (75%) component, which includes **performance at graduation**.
4. Letter grades will be assigned according to the FCPS policy outlined in the WSHS Student Handbook.
5. Student progress will be reported to parents regularly.

CONTACT

Please feel free to contact Mr. Hoang with any questions:

Office: 703.913.3931

Email: EMHoang@fcps.edu

Web: www.WSHSSpartanband.org

ACKNOWLEDGEMENT

Please sign and return this entire form acknowledging "I have read and understand this information."

Student Name (Printed)

Student Signature

Date

Parent/Guardian Signature

Date



2014-2015 West Springfield Band and Ensemble Fees

FCPS and the West Springfield Band Boosters will not charge students a fee for any mandatory aspect of the West Springfield Band program except for musical instrument and course material fees of which are permitted by the Virginia Department of Education regulations. Schools or Booster organizations cannot require a student to pay fees for course materials in excess of the amount approved by the FCPS School Board in Notice 5922.

FCPS Required Fees	Amount	Who pays this fee?	This pays for...
Band Course Materials Fee Due September 30, 2014	\$50	EVERYONE	This fee covers <u>consumable</u> items/expenses for the bands/ensembles throughout the school year. Some examples of these items include uniform, uniform accessories/maintenance, instrument accessories/services, music, food for instructional trips, etc.
Marching Band Course Materials Fee Fee is past due	\$300	Marching Band only	This fee covers <u>consumable</u> items/expenses for the marching band season. Examples of these items include band t-shirt, drill book, uniform, uniform accessories/maintenance, instrument accessories, music/copyright, food for instructional trips, etc. \$9,000 of the collected fees will be allocated to a uniform replacement fund.

FCPS Sponsored Optional Activity Fee

This is a fee that students are expected to pay if they choose to participate in any activities/trips associated with the West Springfield Band. This fee is determined and assessed based on the estimated cost of the trip/activity – including such costs as transportation, accommodation, registration, food, and other miscellaneous expenses.

Examples of trips/activities would include Indoor Guard, the Spring Band Trip and Marching Band Assessments not already fully funded by FCPS.

Students who do not pay the fees associated with a trip/activity will be ineligible to perform/participate in the trip/activity.

Optional Activity	Amount	Due Date
Indoor Guard (Feb – April 2015)	To Be Determined (~\$200-300)	01/15/15
Spring Trip to Orlando April 15-19, 2015	To Be Determined (~\$550-700)	Oct. 15 - \$100 deposit Nov. 15 - \$200 2 nd payment Jan. 15 - \$200 3 rd payment Feb. 15 – TBD, final payment

Musical Instrument Rental Fee: This required fee only applies to students who play school-owned instruments and covers maintenance costs of those school-owned instruments. Students who are verified to be on free/reduced meal plans are to pay \$20.

Instrument Rental Fee	Amount	Due Date
Woodwinds and Brass	\$92	9/30/14
Percussion	\$52	9/30/14

Marching Band Accessories: Certain uniform accessory items have to be purchased separately by the students as needed. Examples of these items include marching shoes, gloves, replacement t-shirts, etc. The WSHS Band Boosters will sell these items at cost (to facilitate the ordering process).

Concert Uniform Accessories: Certain uniform accessory items have to be purchased separately by the students as needed. While certain concert uniform components are included (jacket/vest, bow tie and cummerbund), students are responsible for purchasing and maintaining their shirt (including stud buttons), pants/skirt, and black dress shoes.

Individual Performance Events: There are opportunities throughout the school year for individual students to choose to audition and/or participate in other bands. Examples include the All-District or All-State Band and the Solo and Ensemble Festival. Audition or participation fees are often assessed for these opportunities by the sponsoring organization. The West Springfield Band does not establish such fees, but the West Springfield Band often assists in the collection of these fees from individuals who elect to participate and the submission of one group payment to the respective sponsoring organization. These fees are communicated at the time other information about these opportunities is communicated.

Payment Policies

Credit Card

- Payments can be made through Charms. After making your payment, please log back into Charms to confirm that your payment appears within your student's account

Check

- Payments can be made out to **West Springfield High School**. Please include the student's name and fee being paid in the memo line of the check.
- Payments made by check should be placed in the lockbox within the band room (next to the folder cabinets).
- Please note that a fee will be assessed for any returned checks. This fee will be the actual amount charged by the bank related to the returned check, not to exceed \$50.

Cash

- Please put the money in a sealed envelope and write the first and last name of the student and the name of the fee being paid (ex. Jane Doe, Marching Band fee) and take the envelope to the front office of the school. The West Springfield High School staff responsible for collecting such cash payments will give you a receipt to acknowledge the cash payment. **NO CASH PAYMENTS SHOULD BE DEPOSITED INTO THE LOCKBOX IN THE BAND ROOM.**

Refunds: Typically fees paid are non-refundable once commitments and purchases have been made. These refund policies will be communicated separately as they relate to individual activities.

Financial Assistance is available for those in need of such assistance. Requests for financial assistance should be made directly to the Band Director prior to the due date for the related fee.