

2014 FCHS MARCHING BAND



www.jaguarband.org

Welcome To All New and Returning Members Of The Falls Church High School Band!

Mr. Jacoby and the FCHS Band Aides parents are looking forward to seeing and working with you as we begin another successful season. The following key points are provided so that you can better familiarize yourself with the Band program (dates, times, policies, etc.) and the overall structure of the parent support group, the FCHS Band Aides.

- **Marching Band Preseason Rehearsals (the activity formerly known as “Band Camp”)** – The preseason rehearsals are a key element for developing a strong band program because it helps to strengthen individual playing skills and coordination. Freshmen and new students receive a valuable head start on the school year by getting to know Band upperclassmen who can help them adapt to the change from middle to high school. They can also use the clinic as an opportunity to become acclimated to a new school. **The Preseason Rehearsal schedule is available on the final page of this letter as well as on www.jaguarband.com.** *If you have a conflict with the Preseason Rehearsal dates, please notify Mr. Jacoby immediately.* Failure to communicate will result in exclusion from all of the fun!

On August 22nd at 5:00 pm, the 2014 Marching Jaguars will perform a sneak preview of their upcoming show for the parents highlighting their work over the past two weeks. Afterwards, there will be a potluck dinner and end of band camp awards for the parents and students in the school cafeteria. Thursday, 8/28 will be the “Jaguar Kick-Off”. Times have not been determined yet for a call time on 8/28.

- **Rehearsals** – Parents are welcome to come and watch practice at any time during camp and throughout the season. Mr. Jacoby has open rehearsals so that family and friends can see and appreciate how hard the band students work to produce a precision performance.

- **Uniforms, Concert Attire and Other Accessories** - We will be fitting students for their marching uniforms and concert attire during the first week of the preseason rehearsals. Measuring and ordering for marching shoes will take place during the Marching Band Clinic. A new pair of marching shoes will be \$33. A used pair *MAY* be available (depending on size) for \$10.00. **Two pairs of gloves will be provided for each student at no cost** and replacement gloves can be purchased for \$3 a pair.

IMPORTANT

ALL RETURNING STUDENTS PLANNING TO USE AN EXISTING PAIR OF MARCHING SHOES MUST BRING THEIR SHOES IN WITH THEM WHEN BEING FITTED DURING PRESEASON REHEARSALS. NO SHOES = NO UNIFORM

- **Fundraising** - Many different fundraising activities will take place throughout the school year. While some are intended to help raise money for the Band's general fund, most others are designed to offset the cost of the spring trip.
- **Band Aides Meetings** - All parents are encouraged to attend the monthly Band Aides meetings that will usually held on the first Monday evening at 7:00pm of each month (please check the calendar on the Website (www.JaguarBand.org) to see if a date has been moved due to a conflict). Be the first to find out, and contribute towards, the activities that involve your Band student. These meetings are also an opportunity for you to help direct, and voice your opinion about, Band events that affect the organization.
- **Band Fees – Due to changes in FCPS financial regulations regarding funding of band programs, the Fee structure for Marching Band has changed significantly. Please see the attached letter entitled FCHS Finance Information and Policies. We don't want ANY student to miss out on the great opportunities that Band can provide.** If the fee should become an issue, please contact Mr. Jacoby in the band office immediately at (703) 207-4222 so that we can discuss any necessary arrangements.

The information in this packet includes a few more things of which you should be aware. Please review these materials and do not hesitate to contact Mr. Jacoby (703-207-4222, stjacoby@fcps.edu) or any of the following Band Aides Board parents if you have any questions (*please see **www.jaguarband.com** updated contact info*):

President, Voted upon on June 12th

Vice President, Voted upon on June 12th

Treasurer, Valerie Spiegelblatt – valhsp@cox.net

Secretary – Voted upon on June 12th

Communications Secretary, Voted upon on June 12th

**Thanks and we look forward to another
great year!!**

FCHS Marching Band Overview

Things to remember for our August Preseason Rehearsals:

- The “Emergency Care” form, “Field Trip Permission” form, and “Communication and Volunteer” form, must be completed and returned by the student’s first day of clinic in order for the student to be eligible to participate.
- Be sure to **bring a bagged lunch each day**, as you are not permitted to leave until the end of the scheduled rehearsal day. Per FCPS policy, no one may leave the school for lunch.
- Bring a **large container of water with your name on it!** We will be working outside in the mornings, and it is important to drink plenty of water to avoid dehydration. A standard “water bottle” won’t last!
- Wear **comfortable tennis/running shoes with socks** so that we may practice correct marching style—and also to help protect your feet from blisters and other foot problems. **No flip-flops or sandals will be allowed on the marching field!**
- **Bring Your Instrument!**
- Flip-Folder and Lyre (specific to your instrument) – call the Band Office for more information if necessary. These can be purchased at any music store (Foxes, Music & Arts). Don’t wait to the last minute or they will be out of stock and you’ll be out of luck!!!! Remember....**EVERY** marching band in the area is starting on the same day as us, so supplies are limited!
- Mouthpiece, extra reeds, valve oil, etc.
- Sun block/ Sunglasses/ Bug repellent / Hat
- Wear light, comfortable clothing
- Appropriate medications, as required.

Attendance:

- Marching band is a group activity, and every participant plays a vital role. We cannot function successfully if members are missing from the rehearsed formations. **It is absolutely ESSENTIAL that all marching band members with Fall Activity Conflicts communicate with Mr. Jacoby in order to discuss a scheduling compromise!**
- Once you have arrived at school for the August Preseason Rehearsals, you may leave before the end of the day ***only*** for an absolute emergency for which you have obtained written permission from your parent or guardian ***and*** the Band Director. **If communication is not made, the period of absence will be marked as “Unexcused” and may have an effect on the student’s level of participation during the season.**
- **Please try to schedule medical, dental, and other appointments at times that *do not* conflict with the rehearsal schedule.** Our preparation time is very limited and very important.

Rules and Regulations:

- All rules and regulations set forth by the “Fairfax County Public Schools Students Rights and Responsibilities Handbook” apply to our Preseason Rehearsals. While attending, students must remain in the Music Department unless accompanied by an adult or chaperone. The Auditorium and Gym are off limits to all band students unless prior arrangements have been made through the director. **No student may leave campus for any reason without prior written consent.**
- Marching Band members will perform at every home football game and will be involved with *approximately* five Saturday performances throughout the months of September and October.
- Once the new school year begins, the FULL Marching Band will practice on specific days (*mostly Wednesdays and Thursdays for the 2014 season*) from 2:30–5:00 (leaving a brief period of time for students to “touch base” with their teachers) and on one evening per week from 5:00–8:00pm (*usually Tuesday for the 2014 season* – these rehearsals are our only opportunity during the week to rehearse on the main football field). **Students should plan on getting extra help or making up work afterschool on days where we have evening rehearsal or days that we do not rehearse and not during the 2:30-5:00 rehearsal times. If your teacher says that you can only stay after for them on a day we have rehearsal, please see Mr. Jacoby so he can help you work it out.**

A full calendar of all planned events will be provided for ease of scheduling. Information will also be available on Charms and on the FCHS band website at:

<http://www.JaguarBand.org>

Note – we reserve the right to alter the schedule as necessary throughout the year as activities and dates may change. However, every attempt will be made through student-delivered paperwork, e-mail notices and Website postings to make you aware of such necessary changes.

If any contact information should change throughout the course of the year, please make sure Mr. Jacoby and the Band Aides are aware of these changes so that we can get you the information necessary to fully support your Band student.

ALL Band Members - please return the following forms:

- “Emergency Care” form
- “Communication and Volunteer” form
- **If eligible for “Free and Reduced-Priced Meals,” please send in the “Parents Consent to Share Form” to the Office of Food and Nutrition Services, as indicated on the form.**
 - <http://www.fcps.edu/fs/food/serve/free-reduced.shtml>
- If not paying with a credit card via Charms, your FCPS Marching Band Fee can be paid by check (made payable to FCHS, with Student’s name in memo line).
- Your check for “extras”(gloves, shoes, shirts, and spiritwear) made payable to the “FCHS Band Aides”) and mail to:

FCHS Band Aides
C/O Steven Jacoby, Director of Bands
Falls Church High School
7521 Jaguar Trail
Falls Church, VA 22042

2014 – 2015 BAND HANDBOOK

FALLS CHURCH HIGH SCHOOL BANDS

Symphonic Band
Percussion Ensemble
Marching Band
Color Guard
Jazz Ensemble

Phone: 703-207-4222

www.JaguarBand.org



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Falls Church High School Bands

HANDBOOK 2014 – 2015

FCHS Band Room: 703-207-4222

www.JaguarBand.org

Steven Jacoby

Director

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Elizabeth Ward

Color Guard Instructor

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TBA

Percussion Instructor

INTRODUCTION

The high school band is a unique musical experience for students. Students at Falls Church High School are very fortunate to be offered an opportunity to perform in band because there are many schools in other areas that have no band program to speak of. The success of the band depends upon the positive and enthusiastic contribution of each individual member.

Think of the Falls Church Band as a long chain with each member representing a link in the chain. "Any chain is only as strong as its weakest link." All members of the band must be willing to commit themselves to the good of the organization. In pursuing our goals, we must strive to do our best at all times. This pursuit of excellence by all members bonds us together, and by working towards a common purpose we will achieve our goals and have an enormous amount of fun at the same time.

To help ensure our success, I have established certain rules, guidelines and areas of responsibility. This handbook presents these responsibilities and will aid in the student's personal reward and satisfaction in participating in the band program. It is very important that each parent and student read every page of this handbook carefully. **When you have done so, please sign, date and return the "Student/Parent Band Contract" which is included at the end of the handbook.** By signing this contract, both the student *and* parent are obligated to uphold and support the rules and responsibilities stated within this handbook. As the director, it is my responsibility to provide an environment where students learn skills to grow academically, socially, emotionally and physically in order to become contributing members of society. I believe that the guidelines in this handbook will allow us as director and staff to fulfill our obligation to all of our band students.

PHILOSOPHY

The Falls Church High School Band Program is dedicated to developing fine musicians and outstanding citizens. Music enriches the students' lives with expression, critical thinking, interpretation skills, and provides ample opportunities for student leadership. The band program works to set and reach goals that will elevate the students' abilities and raise the performance level of the band. Every effort should be made toward maximum development of both the individual and the group as a whole. While working with the bands, the students must agree to make personal sacrifices for the ensembles, to uphold the highest level of integrity, work with personal sincerity, and generate pride and respect within the student and the organization. The parents must also take an active role in the enrichment of their child's education through continued encouragement at home and through active participation in our program.

PURPOSES OF THE FALLS CHURCH BAND PROGRAM

- To provide each student with a comprehensive music education by teaching the skills and attitudes necessary to succeed as a young musician and as a young adult.
- To benefit the school and community through the public performance of quality music while promoting and enhancing the dignity and reputation of Falls Church High School.
- To foster the development of essential character qualities which we believe are to include: a strong work ethic; a respect for order and legitimate authority; a sense of personal integrity; responsibility for one's attitudes and actions; and a respect for the time, talents, abilities and accomplishments of others.
- To provide each student with positive emotional outlet, a good social experience and a worthy use of leisure time.

BAND STUDENTS ARE EXPECTED TO BE.....

Well-Behaved

Follow instructions the *first* time they are given. Be quiet, cooperative and in-control of yourself.

Polite

Treat one another, teachers, parents and administrators with courtesy and respect.

Honest

Take full responsibility for your actions and attitudes. Do not lie, cheat or steal.

Mature

Think *before* you act.

Committed

Realize the impact that your individual attitudes and actions will have on the group.
Think of the band first.

Responsible

Do not wait to be told the obvious. Pick up the trash, wipe your feet and close the door.

Positive

Attitudes are contagious. Be sure that yours is worth "catching". Be a part of the solution, not a part of the problem.

Punctual

If you are early, you are on time. If you are on time, you are late. If you are late, you are a problem.

Prepared

Bring your instrument, your best effort, and your best attitude to each rehearsal and performance.

Persistent

Becoming a good musician is a process. It takes time and hard work. Practice to improve on a *daily* basis.

Proud

Take pride in your band, your school and yourself. Celebrate success *together!*

POLICIES AND PROCEDURES

The Importance of Procedure

Policies and procedures are outlined in this handbook to ensure that all aspects of the band program run smoothly and to further ensure that each student has a safe and successful experience. **Please do not ask for exceptions to the rules.** At times, unforeseen circumstances may warrant the modification of a policy. If and when these circumstances should arise, modifications will be made on a case-by-case basis at the discretion of the director that is in the best interest of the band program.

The importance of discipline

Because of the nature of the organization, band discipline must, out of necessity, be strict. Band students maintain a highly visible profile, both at school and in the community. The old saying, "trouble rides a fast horse," contains a great deal of truth. Rumors of poor behavior will spread throughout the community faster than news of any accomplishments that the band has received. ***Students in the Falls Church Band Program will be held accountable for their attitudes and actions. Persons with severe or perpetual behavior problems will lose their privilege of being a Falls Church Band Member.***

A Word About Commitment

Membership in the band program requires a major commitment from students and their families. Successful band programs require thousands of hours of work from each student. It is important for students to understand the necessity of time management. Calendars are essential. Purchase one that meets your needs and write down all of the band dates off of the master schedule (distributed in the summer mailing with this handbook) that pertain specifically to you. ***Students should take caution when becoming involved in multiple organizations and activities. It is wrong to expect any program to lower its standards because you have overcommitted yourself.*** Making wise choices based on your time, talents and interests is a vital part of becoming an adult. **Budget your time wisely!**

Daily Procedure

The following is a list of the "daily classroom rules" for all band classes at Falls Church High School:

- Band classes will begin each day with students arriving on time, with instrument, and with all other required materials.
- Students will enter the classroom with a positive attitude, sit up in their chairs appropriately, and engage themselves in the rehearsal process, whether they are playing or not. Failure to do so by slouching in the chairs, rolling eyes, and failing to make eye contact when being talked to, for example, is considered rude and disrespectful behavior. These actions will not be tolerated and will result in appropriate consequences for the offender.
- Students should be seated and ready to play when the director is at the podium. If you are not seated, then you are tardy.
- Students are not to talk or to leave their seats without first obtaining permission. Raise your hand and wait to be called upon.
- Students should return all instruments and classroom materials to their proper storage places at the end of each class. All cases should be latched and locker doors should be closed and secured.
- Chairs and stands should be returned to their orderly appearance before leaving the band room.
- Students should help to keep the band suite clean by placing trash in containers located throughout the music wing. If in doubt, pick it up and straighten it up.... *even if it is not yours!!!*
- Food, drink (other than water) and gum are not allowed in the music wing at any time!

- As a member of the Falls Church Band Program, you are *expected* to conduct yourself with an element of *class*. This means to show respect for yourself, all others, your school, all music and all equipment.....AT ALL TIMES!

GRADING

The grading for all classes within the band program follows a performance-based structure which is calculated on a “point system” incorporating the three following assessment tools:

- Rehearsal Technique and Daily Work
- Rehearsal and Performance
- Content Knowledge through Assessment

Rehearsal Technique and Daily Work:

This includes reporting on time, having proper materials, and displaying proper rehearsal technique on a daily basis. Make-up assignments may be necessary to obtain credit for excused absences. It is the student's responsibility to obtain and complete any necessary make-up work. All make-up work must be completed and submitted within one calendar week of a student's return from an excused absence. No make-up opportunities will be provided for an unexcused absence. Students may have points deducted from their grade. Students can earn back lost points by making up practice time or by performing extra duties at the conclusion of rehearsals or after school for the advancement of the program. The following list includes (but is not limited to) infractions that may result in a loss of points:

- Lack of participation.
- Poor conduct / Improper and disrespectful behavior.
- Inability to follow classroom policies: no gum, food or beverage (other than water) in the band room without permission and never in rehearsal/performance.
- Improper uniform (dirty, wrinkled, missing parts, etc.). Uniforms will be checked before each performance.
- No instrument or part of the instrument (including reeds).
- Marching music not in flip folder / Missing drill (coordinate) sheet.
- Care of your instrument (includes leaving instrument outside of your locker).
- Care of music and music books (originals stay in the black folios in good condition and do not leave the band room).
- Talking, or any other disrespectful behavior, while the director, instructor, student leader, band member or guest is addressing the group.

Rehearsal and Performance:

All scheduled rehearsals and performances are required as an integral part of each student's grade as provided in the FCPS Curriculum Guide. These activities are considered evaluations of student/group progress. A master schedule is provided at the beginning of the year. This schedule may be updated throughout the year if changes are necessary. Changes to the schedule will be made aware to the families through e-mail reminders and notifications containing the updated schedule, and through the band's Website (www.JaguarBand.org). *Conflicts in scheduling must be presented to the director **IN WRITING** at least one week prior to a rehearsal and one month prior to a performance.* Excused absences will be considered in cases of extreme hardship (parent/guardian letter required) or illness (doctor/parent excuse required). Work, sports, lack of transportation, babysitting responsibilities, and family vacations or trips are not acceptable excuses for missing a rehearsal or a performance. However, students excused from a performance for the aforementioned reasons, and at the director's discretion, will be given an appropriate make-up assignment. It is the student's responsibility to receive, complete and submit the assignment **within one calendar week of return or all possible credit is forfeited.**

Content Knowledge:

This includes meeting the objectives outlined in the FCPS Program of Studies for each ensemble. A band student has homework every day....to practice their instrument and any music currently in rehearsal at the time. There may be additional homework assignments and tests (written and playing) used to evaluate student progress and achievement. The quarter grading scale for all band classes follow the **FCPS grading scale percentages**, which are as follows:

- A 93 – 100%
- A- 90 – 92%
- B+ 87 – 89%
- B 83 – 86%
- B- 80 – 82%
- C+ 77 – 79%
- C 73 – 76%
- C- 70 – 72%
- D+ 67 – 69%
- D 64 – 66%
- F Below 64%

Quarter grades and final exam will be averaged together to arrive at the student's final grade for the year as outlined in the class syllabus. Remember: YOUR grade is reflective of YOUR effort. It is what YOU have earned. **BEING ON TIME IS ARRIVING 10 MINUTES EARLY!!!** Absences and being tardy hurt the unity of the organization because ALL members are important to the success of the rehearsal or performance. Please be there, and be on time!

ABSENCE POLICY

Absences are only excused when they are cleared with the director. Legitimate excuses are: illness (with a signed parent or doctor's note), family emergency, and pre-arranged schedule conflicts such as athletics and study groups (signed note from teacher required). **WORK IS NOT AN EXCUSE.** You are given plenty of notice on all required dates for the course and are expected to find ways to work around and to avoid potential conflicts. If transportation to/from an event is a problem, you have ample time to find ride assistance from someone in the group. All absences and tardies require a note from attendance, the teacher, or the parent within 48 hours of the absence for it to be marked as excused. **UNEXCUSED ABSENCES AND TARDIES WILL NOT BE TOLERATED AND CANNOT BE MADE UP FOR CREDIT.** Performance privileges may be suspended or revoked for even one incident. This includes sectional dates pre-arranged by the director and placed on the calendar. We are a team, and teams don't let each other down by not being there. Required rehearsal time that is missed must be made-up or the student's "Rehearsal and Performance" grade will be lowered. The amount of make-up time will be determined by the director on a case-by-case basis.

SECTIONALS

Throughout the year, students will be expected to participate in sectionals run by their section leader, instructors or the director. Sectionals help students to learn their music on more of a one-on-one basis. The same behavior and attendance rules that apply to daily rehearsals also apply to sectionals. Students unable to attend are to inform the director in writing no later than 48 hours prior to the date of the sectional and the UNAVOIDABLE conflict. Failure to do so will result in an unexcused absence (see "Absence Policy" above).

IMPORTANT!

A student missing an excessive number of rehearsals (excused OR unexcused) and/or not being prepared for a performance may be asked not to participate in that or near performances. However, ANYTIME A STUDENT IS PULLED FROM A PERFORMANCE DUE TO EXCESSIVE ABSENCES OR LACK OF PREPAREDNESS, HE/SHE IS STILL EXPECTED TO FULFILL THE RESPONSIBILITIES BY ATTENDING THE PERFORMANCE AS A MEMBER OF THE BAND AND HELPING OUT, whether on the field or in the concert hall. The removal of a student from a performance is entirely at the discretion of the director.

COLORGUARD, WINTERGUARD, AND PERCUSSION REHEARSALS

Since the Colorguard/Winterguard and Percussion sections are such specialized entities, extra rehearsals will be held throughout the fall and spring for their benefit. The same behavior and attendance rules that apply to daily rehearsals will apply to these extra rehearsals. During the marching season, the colorguard and percussion section rehearse on Monday afternoons from 2:45-5:00, or other times that work best for the section and their instructors. In the event that there is the formation of a Winterguard and a Winter Drumline in the winter and spring, they will have outside rehearsals with dates and times to be mutually determined by the instructors and the members of those sections.

EVENING / AFTER SCHOOL REHEARSALS

During marching season, after school rehearsals are scheduled from 2:35 – 5:00pm on Tuesdays and Thursdays. Evening rehearsals will be held from 5:30 – 8:00pm every Wednesday. During concert season (mid-November thru May), full band rehearsals will be held on Monday afternoons from 2:30 – 4:00 (see calendar for specific dates). The purpose for the full band rehearsal is to integrate the percussion section, who rehearses in a separate class during the school day from the wind section. These rehearsals are **required** as part of the student's "Rehearsal and Performance" grade. The same behavior and attendance rules that apply to daily rehearsals apply to evening and after school rehearsals as well.

PRESEASON REHEARSAL POLICY

Attendance at Preseason Rehearsals (formerly known as "Band Camp") is not optional, but **expected**. Because of the amount of material that the band must learn for its first performance so early in the season, the Preseason Rehearsals is a necessary and vital part of the band's success. If a student misses all or part of these rehearsals, that student may lose his/her opportunity to march in the show. This is purely at the discretion of the director based upon preliminary communication between all parties and the work ethic of the student to successfully learn all missed material as to not hinder the progress of the entire band (remember the "weakest link" analogy on pg.2). Those students who have lost the opportunity in the marching assessments will be **expected** to march as alternates for any sick or injured students. They will also be **required** to sit and play in the stands at the football games, and to serve as helpers when needed.

INDIVIDUAL PRACTICE

For individual and group musical progress, **practice is a MUST** in the instrumental area. A minimum of three hours of cumulative practice time is **expected** each week. This does not include our regular rehearsal time during the school day, afternoon/evening rehearsals or sectionals. **PRACTICE TIME ON YOUR INSTRUMENT IS YOUR HOMEWORK FOR THIS CLASS.** It is VERY obvious when an individual does not practice his/her instrument and music. This is unacceptable behavior which does not coincide with the band's philosophy of striving for excellence. Without consistent practice from every member, we can only expect to stay at the same ability level, at best. Remember, you are

graded on your musical progress. Unacceptable progress may result in the loss of your performance privileges.

BAND SEATING / PART PLACEMENT / CHAIR PLACEMENT

Students will be assigned a certain musical “part” (ex. Trumpet 1, 2 or 3) to perform in each ensemble, including marching band. Parts are selected on an audition basis. They will occur throughout the year depending upon the music and musician’s needs. Not every section in the ensemble warrants a chair placement audition. Material to be prepared will be selected and distributed with at least one week of time before the scheduled audition date. In all cases, seat placement in the ensembles is always at the discretion of the director and instructors, for musical and education reasons. These are not to be confused with “playing tests” which can be called upon at anytime as a “pop quiz” or with an amount of preparation time. Scores from these evaluative tests will be calculated into the student’s “Content Knowledge” portion of their grade.

BAND MEMBER RESPONSIBILITIES

Marching Responsibilities (on the field):

- No talking on the marching field during rehearsals while at attention, at parade rest or at ease. You need to be able to hear instructions.
- No walking on the marching field. We run to keep our intensity, focus and to maximize productivity within limited rehearsal time.
- Read drill books/coordinate sheets quickly. Your position should be clearly diagrammed or defined.
- Make sure that music is marked properly.
- It is your responsibility to have your music, drill book/coordinate sheet and a pencil available EVERY DAY. Loss of materials is not an excuse. Borrow someone’s and make a copy.
- Specific items of marching music MUST be memorized. These would include the festival music, FCHS Fight Song and any parade tunes for performance. Playing/memory tests will be the director, instructors and student leaders.
- Hats may be worn outside during rehearsal only as per FCHS policy.
- Bring your own water jug with your name on it. Water breaks will be given at regular intervals, but if you are in need of water between breaks you are encouraged to run to the sideline, get your drink and return to your spot promptly without talking or disrupting the rehearsal in progress.

Indoor Responsibilities:

- Always read the board for announcements!
- Food, drink (other than water) and gum chewing are not to be consumed in the Band Room at any time without special permission from the director.
- Have a pencil on your stand at all times during rehearsal.
- Never lean on, sit on or place your feet on the music stands. It ruins them and they are costly to replace.
- Respect other people’s instruments as you wish for them to respect yours.
- Running indoors and/or in the hallways will not be tolerated.
- Be courteous to the person on the podium, whether director, student or visitor.
- No food, drink (other than water) or gum chewing permitted in the locker and practice rooms.
- Stay in your seat during rehearsal. Do not leave the rehearsal without permission from the director or an instructor.
- No studying or reading of any outside material allowed during band class, except as approved by the director. Students are expected to stay “on task” during rehearsals.

CONCERTS / PERFORMANCES

Generally, our concerts will begin at 7:00pm and usually will not exceed two hours in length. Students are expected to be in attendance of ALL PARTS of the concert. This includes the portions in which you are not performing. Wandering in the halls, back stage or waiting in the band room are not acceptable unless specified by the director. Students will be in concert dress during the concert and will not add or take away from the official uniform at any time during the concert. The teachers, administrators, parents and students at FCHS expect only the best in performance and concert etiquette from you.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Serious behavior infractions including (but not limited to) alcohol and drug abuse, smoking, fighting or other situations that jeopardize the safety of students will be dealt with by immediate referral to the office and possible removal from the band program.

Minor behavioral problems will be dealt with in the following manner:

- First Offense: Verbal warning
- Second Offense: Verbal warning and phone call to parent/guardian
- Third Offense: After school detention and work duty; phone call to parent/guardian; contract drawn up
- Fourth Offense: Administrative referral; phone call to parent/guardian; request conference with recommendation for removal from program

MUSIC LETTER REQUIREMENTS AND AWARDS

All students have the opportunity to "letter" in music, similar to student athletes. Having (or not having) a music letter will have no effect on a student's grade in band. This award is based purely on loyalty to the band and participation in band activities. Each spring, students without a letter will receive a point sheet to determine if they qualify for a letter. A total of 100 cumulative points must be earned to receive a letter. Most two-year band students qualify for a letter, but it is possible for someone to letter in band after one year of service in the program if they are heavily involved and perform at a very high level. To qualify for a letter in band, a student must complete two full years (four semesters) of band in good standing. Colorguard members must be in marching band for three fall seasons or in Colorguard AND Winterguard for two full years.

Years-of-Service Awards are distributed as follows:

- One Year of Service (in good standing): Certificate of Achievement
- Two Years of Service (in good standing): Letter Pin (a "bonus" pin will be awarded at this point to students who received their letter and letter pin after their first year of service)
- Three Years of Service (in good standing): "3-year Pin"
- Four Years of Service (in good standing): Senior Award

Awards will only apply to students on a full-year basis. Partial years will not "round up" to a full year. Students transferring into FCHS band in good standing from other band programs can have that credit applied to their annual formula. If unavoidable conflicts should arise, they will be assessed by the director on an individual basis.

Other annual awards are the Outstanding Freshman, Sophomore, Junior and Senior Awards. Five other more prestigious awards presented at the Senior Recital and Band Awards are the Outstanding Marching Band Member, the Semper Fidelis Award, the John Philip Sousa Award and

the Director's Award and Scholarship. These awards "usually" go to seniors due to experience, but are in no way limited to only senior recognition.

UNIFORMS (MARCHING AND CONCERT)

MARCHING

We are very fortunate to have our uniforms. They were very expensive to purchase and equally as expensive to maintain and repair. Therefore, we are very "picky" about the way that the uniforms are handled when checked out to the students for events and the shape that they are in upon return. All uniform pieces are numbered and assigned to students. Fitting for all uniform parts will be done during preseason rehearsals for the upcoming season. The uniforms are housed at the school and are never to be taken home under any circumstance. Students will need to arrive early enough to change into their uniforms. They will be available, in most cases, one hour before the scheduled warm-up time. They should have with them their band shirt for that season (to be worn under their marching jacket), black socks (long, calf-length – NOT ANKLE), black marching shoes and their **clean**, white gloves. Shoes are to be free of any dust and scuff marks. Hair must be neat and up in the shako (guys AND girls). Students will hang their uniforms up neatly on the appropriate hangers and check them in with the parent volunteers after each performance. You are responsible to provide yourself with a change of clothes. It is the student's responsibility to keep the uniform in good condition. A portion of the class fee is used to cover the cost of a dry cleaning run at the end of the season. If a portion of the uniform becomes dirty before the end of the season due to student negligence or carelessness, the student will be responsible for covering the cost of the cleaning. The student's account will then be deducted in that amount. No student will be permitted to perform in a uniform that is dirty or has been mistreated.

If a student misplaces or forgets specific items of their uniform for a performance, replacement items may be available **for purchase** from the uniform parents. Purchasable replacement items include black socks, white gloves and current band t-shirts (if still available).

CONCERT

Gentlemen:

Tuxedos will be provided including coat, shirt, pants, and an accessory pack containing a cummerbund, bowtie and tux shirt studs. The student is responsible to provide their own black socks (long, calf-length – NOT ANKLE) and black shoes (the black marching shoes are acceptable if they have been cleaned). Hair must be neat and pinned back if necessary. Fitting for uniforms will occur at a scheduled time during preseason rehearsals. Uniforms may be checked out up to an hour before call time (in most cases). They must be returned neatly on the appropriate hangers with the accessory pack complete and sealed. Each uniform must be checked in with the parent volunteers for correctness.

Ladies:

All ladies will be provided with a concert dress. Fitting will occur at a scheduled time during preseason rehearsals. They will also be issued an accessory pack with a string of pearls. Please be careful with these as the string may easily snap if mishandled. Ladies are required to provide a pair of **black, closed-toe shoes** and **dark hose (black or off-black)**. No tennis shoes, canvas shoes, sandals or flip-flops are acceptable. Earrings may be worn as a small post only, no hoops or dangles. No other jewelry around the neck but the string of pearls..

IMPORTANT

Any student who is inappropriately dressed at the time of a performance will be asked to take a seat in the audience for the duration of the entire performance with a reduction in grade. Failure to do so will result in an unexcused absence and a greater reduction of one's grade

under the “Rehearsal and Performance” category. When we are in uniform, we stay in FULL uniform unless instructions to do otherwise are given by the director. In uniform, you are representing yourself, your band and your school with pride. Walking around with your shirt out and unbuttoned is unacceptable and nothing short of disrespectful to all mentioned above.

“BAND AIDES” PARENT ORGANIZATION

The FCHS Band Aides Parent Organization exists to provide support to the director, the band students and their parents. As a parent of a band member, you are a member of the FCHS Band Aides. The Band Aides raise funds to pay for a variety of band program expenses, provide chaperones/sponsors for all band trips and help coordinate and support a variety of band activities. All parents/guardians are automatically members of the Band Aides and are strongly encouraged to be an active part of their child's high school musical experience. Band Aides meetings are open to all members, including students, and are usually held once each month at 7:00pm in the FCHS band room. These meetings are generally held on the *first* Monday evening of each month (see the calendar for specific dates). There is **no charge** for Band Aides membership.

The Band Aides have a panel of elected volunteers that function as the Board of Directors for the Parent Organization. The positions of the Board and their primary responsibilities are as follows:

- The President in general, supervises all of the business and activities of the Band Aides and coordinates these activities with the Band Director. The President sets and resides over all Board of Directors and General Membership Meetings.
- Vice President is the fundraising chairperson of the organization. It is their responsibility to organize, direct or appoint people to operate the fundraising events.
- The Treasurer is in charge of the maintenance of the Band Aides General Fund and student accounts. This includes the keeping of the books, managing deposits and expenditures, and reporting to the membership on the financial status of the Band Aides.
- The Recording Secretary keeps the minutes of meetings, as well as the roll of the active membership. It is also their job to be the custodian of the records, Constitution and the By-Laws of the organization.
- The Corresponding Secretary conducts the written correspondence of the Band Aides. This includes notices to the general membership of scheduled events.

CHAPERONES – GUIDELINES FOR ADULT HELPERS

Chaperones are a critical component of the band. Chaperones are needed for ALL band activities, and dads are especially needed to oversee the young men on overnight trips. All parents and guardians are asked to function as chaperones, bus monitors, snack bar helpers, equipment loaders, truck drivers, members/officers of the parent organization, etc., etc., etc.....**WE NEED YOUR HELP!!!!** Please contact a Band Aides Board Member or the band director if you are interested in helping in any way.

At each function, adults are acting as an extension of the music director in an effort to make the music program more successful, and should expect to function under their direction. Although adults/parents will be given specific instructions by the music director for each activity, the following guidelines must apply:

- **FCPS AND FCHS POLICIES APPLY.** When supervising students on a trip or at an event, behavior expectations and consequences are to be the same as if they were on the FCHS campus.
- Situations that call for disciplinary action should be handled as deemed best for the moment and the incident should be immediately reported to the director. At that point, ultimate decisions as to discipline become the responsibility of the director, not the chaperone.

- In no case should physical discipline ever be used.
- Take immediate measures as necessary to the incident, **always** ensuring the safety and well-being of the students.

FOOTBALL GAME AND BAND ASSESSMENT CONDUCT

The FCHS Jaguar Marching Band will march to and from the stadium for games. This is part of our performance. Talking and playing while at attention is **never** acceptable. March with **PRIDE** and follow the example set by your section leaders and drum majors. The band will be seated in sections in the stands. When other bands are performing, **WATCH THE BAND!** This is not the time to carry on a conversation and act unprofessionally. Listen attentively and applaud at the conclusion of the performance as a sign of class and respect. Remember, you would want them to applaud for you.

Only official visitors are permitted in the band section with prior permission from the director. Please do not invite your family and friends into the band when we are in the stands. When the band plays, **EVERYONE PLAYS!** Refusal to play is grounds for disciplinary action and a grade reduction (if applicable). Your music folder is **required** to be at all games and you should be prepared to play any piece of music in your folder at any time.

Food and beverage (other than water) may not be consumed with the marching jacket on. We traditionally allow the band members to visit the snack bar for the majority of the third quarter once they have returned their jacket to the racks provided. They are required to have their marching band t-shirt for the current year under their jacket so that we still look uniform with the jackets off. If a student fails to wear such shirt, they are required to remain in full uniform and thus the snack bar visit is forfeit. Failure to comply will result in disciplinary action. Gum chewing is **never allowed** while in uniform. This includes in the stands and on the bus.

Do not throw anything in or from the stands. Do not walk on the benches. Do not leave the stands during the game. You must get permission from the director to use the restroom. No traveling alone! You need to visit the restroom in at least groups of two and may be asked to go with a chaperone. Your safety is our highest priority. No extraneous playing will be permitted in the stands without permission.

TRIPS / AWAY GAMES / AWAY CONCERT ASSESSMENTS

Since any trip made by the band is considered a school function, all school and county guidelines for student behavior and special rules brought up by the director are to be followed and will be enforced.

Unnecessary commotion, loud noises and foul language will not be tolerated. Every student must remain seated while the bus is in operation. No one is to have part of their body outside the bus window while in motion, nor should anything be thrown out of the window. It's not just unsafe, it's illegal.

Students may not drive themselves to or from a performance. Everyone must ride the bus and travel as a team. Parents will only be allowed to transport their student **to** an event under extreme circumstances that are communicated and excused through the director ahead of time and in writing. Parents will only be permitted to transport their student **from** an event provided they submit a signed release to the appropriate bus chaperone and director at their time of departure and in person. **The director must see the parent/guardian and the student together before they may leave the director's care.**

MUSIC AND MARCHING DRILL

For marching band, each student is required to own a marching flip-folder and lyre. A limited number may be available from the director for students who are in financial need (donated from graduating seniors for use). It is recommended that students purchase their own equipment if possible, which are available at most music stores. Each student will be provided a "coordinate sheet" giving their specific location for every set in the marching program. This, as is the music, is considered instructional material for the class and should be taken care of. Do not leave your music out after rehearsal. You will be responsible for copying parts lost or misplaced. Remember, this is your textbook for the class!

For the concert music, the black folios are not to leave the band room. When not in use, they should be returned to the appropriate shelf underneath the stereo. Extra parts for music being rehearsed will be provided to each student in a folder for them to practice at home. All music (marching and concert) should be marked on with pencil only... **NO PEN**. A pencil should be kept in every concert folder.

SCHOOL INSTRUMENT USAGE

The Falls Church Band has some instruments which may be rented to students under FCPS guidelines. The rental cost for these instruments, including a percussion usage fee, may change from year to year. Check with the director to determine the current charge to rent a specific instrument for the year. Students on the free/reduced lunch plan receive a greater discount for rental (proof of plan membership must be received from the cafeteria to the director before an instrument may be released). Repairs on rental instruments as "normal wear and tear" may be covered by the band. Repairs needed due to neglect are the responsibility of the student/family during the rental period. The student/family will be responsible for lost, stolen or destroyed instruments (an instrument deemed as irreparable).

LOCKS AND LOCKERS

Band lockers are available to band students and are intended for the storage of musical instruments, equipment and music. **It is not intended to replace your school locker.** Students may be required to share lockers depending upon availability. The school assumes no responsibility for anything stolen from your locker. Please keep your locker closed and locked at all times. All lockers are furnished with an FCHS lock. Students may not use their own personal lock. The result will be the cutting of the lock at the owner's expense and a loss of locker privileges. **Please keep the lockers and the locker room clean at all times.**

DRUM MAJOR AUDITIONS

The position of Drum Major is chosen by audition near the end of each school year. Potential candidates will begin by submitting a completed application form. The audition process will consist of a conducting demonstration, demonstration of verbal commands, marching demonstration, and an interview with the director and his chosen panel of interviewers. If chosen, the drum major **must** attend a drum major camp approved by the director during the summer. The cost of the camp will be covered by the Band Aides.

MARCHING BAND SECTION LEADER SELECTION

Marching section (and co-section) leaders are chosen by the director. The director uses records of daily behavior, attendance, performance, application and an interview to determine who will be the

leaders of the organization. Whether you know it or not, your audition begins as soon as you become a member of the Falls Church Band Program.

The section leader is not necessarily the “best” player. He/she is chosen on the basis of musicianship, leadership potential, attitude and the example that he/she will convey to the rest of the band. For educational reasons, this decision must ultimately be made by the director.

SECTION LEADER RESPONSIBILITIES:

- Call and run extra sectionals as needed.
- Run sectional rehearsal (if director not present) effectively and efficiently – Be Organized!
- Follow effective lesson planning and teaching strategies (see director for ideas).
- Assist director and drum major with discipline and control during marching band activities.
- Attend scheduled leadership meetings throughout the season with the director for input as for what needs to be accomplished.
- Perform regular music and drill knowledge checks. **YOU** are responsible for every member of your section.
- Must possess and maintain a reputation for honesty, integrity, promptness, dependability and cooperation.
- Be a positive example to others **AT ALL TIMES**, both musically and personally.
- Must maintain at least a 2.0 grade average.

Failure to perform effectively could result in removal from the section leader position. The section leader position is an earned privilege, not a right!

UNIFORM INSPECTIONS BEFORE GAMES AND PERFORMANCES

This task will be carried out by the uniform parents, drum major and section leaders. Inappropriate or dirty uniform parts will result in a loss of performance points and you will not be allowed to perform unless the uniform is in proper condition.

- Hats and plumes on straight. Hats near eyebrows. Top of shako should be flat.
- White gloves.
- Black socks and clean black shoes.
- No visible jewelry. No rings, earrings, watch, bracelets, etc.
- Hair inside the hat and not below the collar.
- No lipstick and only **moderate** make-up (it will streak). Colorguard has the exception.
- Instrument/reed working properly.

ALL-DISTRICT BAND / SOLO & ENSEMBLE

The All-District Band is an honor band made up of band students within the District X schools on an audition basis. The audition is usually held at the beginning of December (see the schedule of events for specifics). If a student’s audition is strong enough to grant them placement within the group, it is expected that they will participate in the All-District Band Event (see calendar). Audition etudes will be made available to the directors at their fall meeting at the end of October and will immediately be made available to the students. The same etude(s) will be used for the band’s December chair placement audition for the spring semester. It is expected that students will put sufficient time into the preparation of this material for the audition. The director reserves the right to have the student play their prepared selection for him in order for the student to demonstrate their proficiency. A student will not be permitted to audition if the director feels that the student’s preparation is not at an acceptable level. Students who sign up to take the audition, but fail to show will need to reimburse the Band Aides for the cost of the audition.

The Solo & Ensemble Festival is usually held in April and provides the students with the opportunity to work on a selection of solo literature that they have prepared with their private instructor, or to start something new in a solo or group fashion. There is no limit to the size of the ensemble, or the mix of instrumentation for this festival, however, the larger the group the more difficult it becomes to coordinate rehearsal times outside of class. It is expected that all participants in this festival will put sufficient time into the practicing of their individual parts, as well as the rehearsal of the entire ensemble (if applicable). The director reserves the right to have the student(s) play their prepared selection(s) for him in order for the student(s) to demonstrate their proficiency. A student(s) will not be permitted to audition if the director feels that the student's preparation is not at an acceptable level.

A student will demonstrate the greatest musical growth (which is encouraged) by participating in both the District Band Audition and the Solo & Ensemble Festival. If not doing both, it is the student's responsibility to make their selection, but once a commitment has been made and their name has been submitted to the coordinator at the deadline, they are expected to honor their commitment. The participation cost for both events is covered by the Band Aide Organization in order to try and add an incentive for the students to participate in both activities. If a student fails to show for their performance at either event, they will be expected to reimburse the organization for all costs. Please make every effort to fulfill your obligation.

FALLS CHURCH HIGH SCHOOL BAND PROGRAM

MARCHING BAND

The Marching Band is one of our most visible ensembles. Performances at all home (and some away) Varsity football games, the Homecoming Parade, and Marching Band Assessments, both in and out of the state, keep the Marching Jaguars very busy throughout the Fall. The band begins rehearsals two weeks before school starts with our annual Preseason Rehearsals. Marching Band teaches cooperative skills, group dynamics, commitment, the rewards of effort, the joys of friendship and a deeper understanding of music and expression from a more physically rewarding approach. Through this activity students will learn the values of strong work ethic, accountability, responsibility, leadership, sacrifice and pride. **Marching Band is taught as a co-curricular course with the Advanced Band**, but membership into the "marching family" is open to the entire school as an extra-curricular opportunity. Outside rehearsals and performances are an important and required element to the continued success of this program. Instrumentation is at the discretion of the instructor.

BEGINNING BAND –

*****Note: This course is not offered for the 2014-2015 school year*****

Students develop skills as individual musicians and as members of a musical group. Guidance will be given by the instructor in the selection of an instrument, if necessary. Course content includes beginning level technical and ensemble skills necessary for performance. Some performance opportunities may be provided to students who show a strong work ethic on becoming proficient on their instrument and the music. Rehearsals and performances outside of normal school hours may be required as part of this course. **Marching Band techniques are not applicable to this course.**

INTERMEDIATE BAND

Students continue developing as individual musicians and as members of a musical group. Emphasis is placed on the development of intermediate level technical and ensemble skills necessary for performance. After school rehearsals and performances are required of all students as an integral part of this course. Students enrolled in Intermediate Band are members of the Symphonic Band. **Marching Band techniques are not required for this course, but are encouraged.**

ADVANCED BAND

Students in this course form the representative-performing band for the school. Emphasis is placed on the successful development of advanced technical skills and on the study of related literature. Based on successful completion of sequential concepts for each level, students will continue as specified in course level. After school rehearsals and performances are required of all students as a part of this course. Students enrolled in Advanced Band can be members of the Symphonic Band or Wind Ensemble. **Marching Band techniques, rehearsals and performances are included and required in this course.**

PERCUSSION ENSEMBLE

This ensemble consists of percussionists of all ability levels. It focuses on individual technique, rhythm knowledge, reading skills, music theory, music history and listening skills to be applied to a wide array of styles, techniques and types of literature. This class is an extended section from the Advanced Band course description with emphasis placed specifically in the areas of percussion. After school rehearsals are required of all students as part of this course. **Marching Band techniques, rehearsals and performances are included and required in this course.**

JAZZ ENSEMBLE –

*****Note: Jazz ensemble is currently extra-curricular and is not offered for credit during 2014-2015 school year.*****

The instrumental jazz ensemble curriculum emphasizes improvisation and styles of the jazz idiom. Content includes the study of blues scale patterns and harmonic progressions innate in jazz music. Content also includes the study of the appropriate jazz literature and rehearsal/performance techniques appropriate in the jazz style. Rehearsals and performances, both in and out of school, are required. Instrumentation of the jazz ensemble is at the discretion of the jazz instructor.

STUDENT / PARENT BAND CONTRACT

(BOTH Student and Parent must sign this form for student eligibility)

Print Student's Name _____

Permission for Use of Photographs (please check one):

☐ **I grant permission** for my child's photograph to be taken during band events and used for publicity purposes by the FCHS Band Department and/or Band Aide Organization. This may include use in school district publications, public newspapers, flyers, newsletters and the Jaguar Band Website.

☐ **I DO NOT** grant permission for my child's photograph to be used for publicity purposes by the FCHS Band Department with the exception of a full group photo providing a great degree of student anonymity.

I, _____, the parent/guardian of the above-mentioned student, agree and support the contents of the 2014-15 FCHS Band Handbook. I have reviewed the policies within the Handbook with my child and agree to help them to be a contributing member of the Falls Church Band Program. I confirm that I am the parent/guardian of the student named herein.

Parent/Guardian Signature

Date

I, _____, the student, understand my responsibilities to act in a safe, disciplined manner, following the procedures which are described to me by the sponsors (i.e. Directors, Instructors, and Band Parents/Chaperones). I also realize that failure to comply with the rules and/or safety procedures may result in my removal from the activity and/or disciplinary action. I will participate in all activities and follow all rules as described by the sponsors. I have read and understand the policies and procedures in the 2014-15 FCHS Band Handbook and the expectations that are upon me as a member of this organization. I agree to follow these policies and understand that my actions affect all other band members. I agree to be a contributing member of the Falls Church High School Band Program.

Student Signature

Date

COMPLETE AND RETURN TO THE FCHS BAND OFFICE



August 2014



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Drumline and Color Guard Preseason Training 8am-5pm Band Aides Meeting 7pm—Band Room	5 Drumline and Color Guard Preseason Training 8am-5pm	6 Drumline and Color Guard Preseason Training 8am-5pm Leadership Meeting 12pm	7 All New Members 8am-12pm Drumline and Color Guard Preseason Training 8am-5pm Returning members uniform fitting 8am-5pm	8 All New Members 8am-1pm Drumline and Color Guard Preseason Training 8am-1pm Returning members uniform fitting 8am-1pm	9
10	11 Preseason Rehearsal for all MB Members 8am-5pm	12 Preseason Rehearsal 8am-5pm	13 Preseason Rehearsal 8am-5pm	14 Preseason Rehearsal 8am-5pm	15 Preseason Rehearsal 8am-1pm “Movie Night” - 7-10pm	16 Band Car Wash TBA
17	18 Preseason Rehearsal 8am-5pm	19 Preseason Rehearsal 8am-5pm	20 Preseason Rehearsal 8am-5pm	21 Preseason Rehearsal 8am-5pm Picture Day	22 Preseason Rehearsal 8am-1pm Parent Preview and Potluck 5pm—Stadium Field	23 FCHS Band Aides “End of Camp Party” at Woodley Pool
24	25	26	27	28 Jaguar Kickoff - report time 3:30	29	30
31						



September 2014



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <i>Labor Day</i>	2 <i>1st Day of School</i> Marching Band Rehearsal 2:30-5pm	3 Marching Band Rehearsal 2:30-5pm	4 Marching Band Rehearsal 2:30-5pm	5 Home Football Game vs. Annandale—Report at 5:30pm for uniforms	6
7	8 Band Aides Meeting 7pm—Band Room	9 Marching Band Rehearsal 5:30-8pm (Stadium)	10 Marching Band Rehearsal 2:30-5pm	11 Marching Band Rehearsal 2:30-5pm JV/Fresh Football Home Game—Snack Bar Volunteers needed	12	13 Tag Day <i>All day commitment</i> 8am call for uniforms 5pm Performance at Mosaic.
14	15	16 Marching Band Rehearsal 5:30-8pm (Stadium)	17 Marching Band Rehearsal 2:30-5pm JV/Fresh Football Home Game —Snack Bar Volunteers needed	18 Marching Band Rehearsal 2:30-5pm Back to School Night	19	20 FCBDA Marching Band Clinic and Per- formance at Robinson SS— <i>call time TBA</i>
21	22	23 Marching Band Rehearsal 2:30-5pm	24 Marching Band Rehearsal 5:30-8pm (Stadium)	25 Marching Band Rehearsal 2:30-5pm	26 Home Football Game vs. Yorktown—Report at 5:30pm for uniforms	27 Oakton Classic AND USBANDS Northern Virginia Regional at Herndon HS
28	29 SRO Auditions at McLean HS	30 Marching Band Rehearsal 2:30-5pm				



October 2014



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	September 29 SRO Auditions at McLean HS	September 30 Marching Band Rehearsal 2:30-5pm	1 Marching Band Rehearsal 5:30-8pm (Stadium)	2 Home Football Game vs. W&L—5:30pm for Uniforms	3	4
5 <i>All-VA Jazz Auditions (tentative)</i>	6 Band Aides Meeting 7pm—Band Room	7 Marching Band Rehearsal 5:30-8pm (Stadium)	8 Marching Band Rehearsal 2:30-5pm	9 Marching Band Rehearsal 2:30-5pm JV/Fresh Football Home Game—Snack Bar Volunteers needed	10	11
12	13 <i>Columbus Day—No School</i>	14 Marching Band Rehearsal 5:30-8pm (Stadium)	15 Marching Band Rehearsal 2:30-5pm	16 Marching Band Rehearsal 2:30-5pm V/Fresh Football Home Game—Snack Bar Volunteers needed	17	18 Parade of Champions Competition at JMU
19	20	21 Marching Band Rehearsal 5:30-8pm (Stadium)	22 Marching Band Rehearsal 2:30-5pm	23 Marching Band Rehearsal 2:30-5pm	24 <i>Homecoming Parade Report at 4:30</i> Homecoming Football Game vs. Edison	25
26	27	28 Marching Band Rehearsal 5:30-8pm (Stadium)	29 Marching Band Rehearsal 2:30-5pm	30 Marching Band Rehearsal 2:30-5pm	31 <i>End of 1st Quarter Early Dismissal</i> Senior Night Home Football Game vs. Hayfield—Report at 5:30pm for uniforms	November 1 VBODA Marching Band Assessment— South Lakes HS



November 2014



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 VBODA Marching Band Assessment— South Lakes HS
2	3 <i>Teacher Workday— No School</i>	4 <i>Teacher Workday— No School</i>	5 Pit Orchestra Rehearsal 2:30-5	6 Marching Band Rehears- al 2:30-3:30pm JV/Fresh Football Home Game—Snack Bar Volunteers needed	7 Bell Game at Stuart HS-Report 5pm	8
9	10 Band Aides Meeting 7pm—Band Room	11 Pit Orchestra Rehearsal—2:30-5	12 <i>Marching Band Awards and Potluck 7-9pm</i>	13 <i>SRO at Herndon HS</i>	14 <i>SRO at Herndon HS</i>	15 <i>SRO at Herndon HS</i>
16	17 Jazz Band interest meeting—2:30-3pm	18 Pit Orchestra Rehearsal—2:30-5	19	20 <i>Mr. Jacoby at VMEA State Music In-service Conference</i>	21 <i>Mr. Jacoby at VMEA State Music In-service Conference</i>	22 UVA Band Day <i>Mr. Jacoby at VMEA State Music In-service Conference</i>
23	24	25 Pit Orchestra Rehearsal 2:30-5	26 2 Hour Early Release	27 Thanksgiving—No School	28 Thanksgiving Break—No School	29
30						



December 2014



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Musical Rehearsal Act 1 <i>Time TBA</i> Band Aides Meeting 7pm—Band Room	2 Musical Rehearsal Act 2 <i>Time TBA</i>	3 Musical Dress Rehearsal <i>Time TBA</i>	4 Musical <i>Report TBA</i>	5 Musical <i>Report TBA</i>	6 Musical <i>Report TBA</i>
7	8 Concert Band Dress Rehearsals Symphonic—2:30-4 WE—3:30-5	9	10 Band Winter Con- cert—7pm Report at 6pm for uniforms	11	12 Set-up for All-District 10 Band Auditions— 6pm-8pm	13 All-District 10 Band Auditions at FCHS—many volun- teers needed
14	15	16	17	18	19 Holiday Assemblies	20
21	22 <i>Winter Break—No School</i>	23 <i>Winter Break—No School</i>	24 <i>Winter Break—No School</i>	25 <i>Winter Break—No School</i>	26 <i>Winter Break—No School</i>	27 <i>Winter Break—No School</i>
28	29 <i>Winter Break—No School</i>	30 <i>Winter Break—No School</i>	31 <i>Winter Break—No School</i>			



January 2015



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <i>Winter Break—No School</i>	2 <i>Winter Break—No School</i>	3
4	5 Band Aides Meeting 7pm—Band Room	6	7 Jazz Band—6-8pm	8	9	10
11	12	13	14 Jazz Band—6-8pm	15	16 <i>FCHS/Stuart Band Clinic—TBA</i>	17 <i>FCHS/Stuart Band Clinic—TBA</i>
18	19 <i>Martin Luther King, Jr. Day—No School</i>	20	21 District 10 Jazz Band Auditions @ Hammond MS	22	23	24
25	26	27	28 <i>End of 2nd Quarter</i> Jazz Band—6-8pm	29 <i>End of 2nd Quarter</i> <i>2 Hour Early Release</i> District 10 Jazz @ Episcopal HS	30 <i>Teacher Workday—No School</i> District 10 Jazz @ Episcopal HS	31 District 10 Jazz @ Episcopal HS



February 2015



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Band Aides Meeting 7pm—Band Room	3	4 Jazz Band—6-8pm	5 All-District 10 Band at Hayfield SS— Evening Rehearsal	6 All-District 10 Band at Hayfield SS— All Day	7 All-District 10 Band at Hayfield SS— Morning Rehearsal, Afternoon Concert
8	9 Wind Ensemble and Percussion Rehearsal— 2:30-4pm in the Band Room	10	11 Jazz Band—6-8pm	12	13	14
15	16 President's Day—No School	17 Symphonic Band and Percussion Rehearsal— 2:30-4pm in the Band Room	18 Jazz Band—6-8pm	19	20	21 Heritage Night
22	23	24	25 Jazz Band—6-8pm	26	27	28 <i>All-Virginia Band and Orchestra Auditions at JMU</i>



March 2015



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Symphonic Band Dress Rehearsal—2:30-5 Band Aides Meeting 7pm—Band Room	3 Wind Ensemble Dress Rehearsal—2:30-5	4 Pre-Assessment Con- cert with LJMS Bands—7pm 6:30pm report	5	6 VBODA District 10 Concert Band Assess- ment @ Annandale HS—Symphonic Band	7 VBODA District 10 Concert Band Assess- ment @ Annandale HS—Wind Ensemble
8	9	10	11 Jazz Band—6-8pm	12	13	14
15	16	17	18 Jazz Band—6-8pm	19	20	21
22	23	24	25 Falls Church Area Band Pyramid Concert—7pm WE only report at 6:30	26	27 Jazz Band Tour of Elementary Schools	28
29	30 Spring Break—No School	31 Spring Break—No School				



April 2015



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<i>1</i> <i>Spring Break—No School</i>	<i>2</i> <i>Spring Break—No School</i>	<i>3</i> <i>Spring Break—No School</i>	<i>4</i>
<i>5</i>	<i>6</i> <i>Easter Monday</i> Student Holiday	<i>7</i>	<i>8</i> Jazz Band—6-8pm	<i>9</i> All-State Band and Orchestra at CNU	<i>10</i> All-State Band and Orchestra at CNU	<i>11</i> All-State Band and Orchestra at CNU
<i>12</i>	<i>13</i> Band Aides Meeting 7pm—Band Room	<i>14</i> Leadership Training— for 2015-2016 posi- tions—2:30-4pm	<i>15</i> Jazz Band—6-8pm	<i>16</i> <i>End of 3rd Quarter</i> <i>2 Hour Early Release</i>	<i>17</i> <i>Spring Trip—Details</i> <i>TBA</i>	<i>18</i> <i>Spring Trip—Details</i> <i>TBA</i>
<i>19</i>	<i>20</i>	<i>21</i> Leadership Training— for 2015-2016 posi- tions—2:30-4pm	<i>22</i> Jazz Band—6-8pm	<i>23</i>	<i>24</i>	<i>25</i> Solo and Ensemble Festival @ Key MS
<i>26</i>	<i>27</i>	<i>28</i> Leadership Training— for 2015-2016 posi- tions—2:30-4pm	<i>29</i> Jazz Band—6-8pm	<i>30</i>		



May 2015



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Leadership Applications Due by 2:30pm	2
3	4 Band Aides Meeting 7pm—Band Room	5 Drum Major Workshop	6 Jazz Band—6-8pm	7	8	9
10	11 Wind Ensemble Auditions 5-8pm	12 Wind Ensemble Auditions 5-8pm	13	14 Jazz Band Dress Re- hearsal—6-8pm	15 Drum Major Auditions	16
17	18 Concert Band Dress Rehearsals Symphonic—2:30-4 WE—3:30-5	19 Percussion Ensemble/ Bands/Jazz Band Spring Concert—7pm Report 6pm for uniforms	20 Drumline Technique Session 6-8pm	21	22	23
24	25 Memorial Day—No School	26	27 Drumline Technique/ Audition Session 6-8pm	28	29	30
31						



June 2015



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Band Aides Meeting 7pm—Band Room	2	3	4	5	6
7	8 Senior Recital and Awards Ceremony— 7pm	9	10	11 Rising 9th Grade Night, Marching Show Read-through, and Parent Meet- ing—6:30-8:30pm	12	13
14	15	16	17	18	19 <i>Last Day of School</i> Graduation at the Patriot Center	20
21	22	23	24	25	26	27
28	29	30				



**FAIRFAX COUNTY
PUBLIC SCHOOLS**

Falls Church High School Bands

Steven Jacoby, Director of Bands
7521 Jaguar Trail
Falls Church, Virginia 22042
Band Office: (703) 207-4222
stjacoby@fcps.edu

Falls Church High School Bands Finance Information and Policies For School Year 2014-2015

FCPS will not charge students a fee for any mandatory aspect of the Falls Church High School Band Program except for musical instruments and course material fees which are permitted by Virginia Department of Education (VDOE) regulations. Schools or booster organizations cannot require a student to pay fees for course materials in excess of the amount approved by the School Board in Notice 5922, Revenue, Tuition, and Fees – Student Fees. As a result of the agreement with FCPS, we have restructured the types and manner of payments collected. The new fee structure will be effective for the 2014-2015 school year.

Fee Structure

The new structure includes required Course Materials Fees and FCPS sponsored optional Activity Fees. Course materials fees cover consumable materials associated with a course and are a required element of that course. FCPS sponsored optional activity fees are charged in connection with a particular activity and cover some or all of the actual costs of that activity. Participation in the particular activity is optional but if a student decides to participate in the activity, payment of the activity fee is required. Any fees collected that exceed actual cost of materials or activities must be refunded to the parent.

Falls Church High School Marching Band

Course Materials Fee (\$129, due by September 2, 2014): This fee is similar to required fees paid for certain, other FCPS classes. It covers course materials related to the course. Examples of the materials eligible to be covered by this fee include: uniform purchases and maintenance, the drillbook, music/choreography for the show, band t-shirt, instrument accessories, equipment repairs, and food during instructional activities. Included in this fee is \$6000 that will be allocated to a uniform replacement reserve fund.

Marching Band Accessories: Certain uniform accessory items have to be purchased separately by the students as needed. Examples of these items include marching band and color guard shoes, extra gloves, and replacement t-shirts. The FCHS Band Aides will sell these items at cost (meaning, the Band Aides are not making any money from the sales) to facilitate the ordering process. Please see the order sheet in the information packet or on www.jaguarband.org.

Falls Church High School Concert Bands

Course Materials Fee (\$30, Due September 12, 2014): This fee is similar to required fees paid for certain, other FCPS classes. It covers course materials related to the course. Examples of the materials eligible to be covered by this fee include uniform purchases and maintenance, music, and instrument accessories.

Uniform Accessories: Certain uniform accessory items have to be purchased separately by the students as needed. While certain concert uniform components are included (shirt, jacket, pants, bow tie, and cummerbund), students are responsible for purchasing and maintaining black dress shoes, for boys and plain black dress flats for girls. You are free to use your marching band shoes if you participate in marching band or any plain black dress shoes that you own. Please contact Mr. Jacoby if you have questions or have difficulty acquiring the proper shoes.

Falls Church Band Program FCPS Sponsored Optional Activity Fee (Approx. \$250-\$300): This is an FCPS sponsored optional activity fee that students are expected to pay if they choose to participate in the Band's Spring Trip. The band will generally go on one trip per year, usually in the spring-time. Prior trips have cost around \$400-\$600 for 2-3 days to such places as Disney World, Universal Studios, Nashville, Atlanta, and New York. ***While the destination and duration of the 2015 Spring Trip is still to be determined, the plan is to do a trip which costs less money than the previous few years.*** While these optional trips are not a required component of any course, most students generally choose to participate. Trip or activity fees are determined and assessed based on the estimated costs of the trip (transportation, hotel, certain meals, etc.).

Musical Instrument Rental Fee (\$46/semester, \$92/year for band instruments. Percussion rental fee is \$52/year. Students who are verified to be on free/reduced meal plans are \$20/year. Fee due upon receipt of instrument): This required fee only applies to students who play school-owned instruments and covers maintenance costs of those school-owned instruments.

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. Such fees are not established by the Falls Church High School Band Program, but the Falls Church High School Band Program 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. *The Falls Church High School Band Aides will pay for a majority of these fees.* Any fee or partial fee that is the responsibility of the student is communicated at the time other information about these opportunities is communicated.

Payment Policies

Payments may be made via credit card, cash, or check as described below.

- Credit Card payments are made through Charms. After making your payment, please log back into Charms to ensure that your payment appears within your student account.
- Payments made by check should be placed in the lockbox within the band room. If paying by check, please make the check payable as instructed for the particular payment and write the name of the student and the name of the fee being paid in the memo line of the check. Please note that a fee will be assessed for any returned checks. Such fee will be the actual amount charged by the bank related to the returned check, not to exceed \$50.
- If paying by cash, please put the money in an envelope and write the name of the student and the name of the fee being paid (i.e. Tom Smith, Spring trip fee) and take the envelope to the front office of the school and give it to the Falls Church High School staff responsible for collecting such cash payments. A receipt will be given to you acknowledging 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.

Students and parents may login to their student account in CHARMS at any time to view fees and balances due.

Financial Assistance

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.**



FAIRFAX COUNTY
PUBLIC SCHOOLS

Karen K. Garza, PH.D, Superintendent
8115 Gatehouse Road
Falls Church, Virginia 22042

August 11, 2014

Dear Parent or Guardian:

Children need healthy meals to learn. Fairfax County Public Schools (FCPS) offers healthy meals every school day. Student breakfast costs \$1.75 and lunch costs \$2.90 for elementary students, \$3.00 for middle, high, and secondary school students. Your child(ren) may qualify for free meals or for reduced price meals.

All meals served must meet standards established by the U.S. Department of Agriculture. However, if a student has been determined by a doctor to be disabled and the disability prevents the student from eating the regular school meal, the school will make substitutions prescribed by the doctor. If a substitution is prescribed, there will be no extra charge for the meal. If your student needs substitutions because of a disability, please contact the Office of Food and Nutrition Services at 703-813-4800 for further information.

Children who are members of households receiving Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamp Program) or Temporary Assistance for Needy Families (TANF) are eligible for free meals regardless of income. Foster children who are the legal responsibility of a welfare agency or court are eligible for free meals regardless of the income of the household with whom they reside. Children who are members of households participating in WIC may also be eligible for free or reduced priced meals based on the household's income. If your total household income is at or below the Federal Income Eligibility Guidelines, shown on the chart below, your child(ren) may get free meals **or** reduced price meals. Your child(ren)'s application from last school year is only good for the first few days of this school year. **YOU MUST SEND IN A NEW HOUSEHOLD APPLICATION FOR EACH SCHOOL YEAR.**

Households that are receiving SNAP benefits or TANF for their child(ren) as of July 1 may not have to fill out an application. School officials will notify you in writing of your child(ren)'s eligibility for free meal benefits. Once notified your child(ren) will receive free meals unless you tell the school that you do not want benefits. **If you are not notified by August 22, 2014 you must submit an application.** The application must contain the names of all of the students in the household, the SNAP or TANF case number, and the signature of an adult household member.

If you do not receive SNAP or TANF benefits for your child(ren) complete the application and return it to the Office of Food and Nutrition Services, 6840 Industrial Road, Springfield, Virginia, 22151. If you do not list a SNAP or TANF case number for the child(ren) you are applying for, then the application must have the names of all students, the names of all other household members, the amount of income each person received last month, and how often the income was received. An adult household member must sign the application and include the last four digits of the social security number. If the person does not have a social security number, check the box provided indicating none. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.

If you are applying for a foster child, who is the legal responsibility of a welfare agency or court, an application is not required. Contact the FCPS Homeless Liaison/Foster Care Liaison's office at 571-423-4332 for more information. If you are applying for a homeless, migrant, or runaway child, an application may not be necessary, contact the FCPS Homeless Liaison/Foster Care Liaison's office at 571-423-4332 for more information.

Income Chart for Free or Reduced Price Meals Effective July 1, 2014 to June 30, 2015			
Household Size	Annual	Monthly	Weekly
1	\$21,590	\$1,800	\$ 416
2	\$29,101	\$2,426	\$ 560
3	\$36,612	\$3,051	\$ 705
4	\$44,123	\$3,677	\$ 849
5	\$51,634	\$4,303	\$ 993
6	\$59,145	\$4,929	\$1,138
7	\$66,656	\$5,555	\$1,282
8	\$74,167	\$6,181	\$1,427
For each additional family member, add:	\$ 7,511	\$ 626	\$ 145

An application that is not complete cannot be approved. An application that is not signed is not complete. You must send in a new application each school year.

FEDERAL INCOME GUIDELINES: Your child(ren) may be eligible for free meals or reduced price meals if your household income is within the limits on the Federal Income Eligibility Guidelines chart shown above.

OTHER BENEFITS: Your child(ren) may be eligible for other benefits such as the Virginia children's health insurance program called Family Access to Medical Insurance Security (FAMIS) and/or Medicaid. The law allows the school division to share your free and reduced price meal eligibility information with Medicaid and FAMIS. These programs can only use the information to identify children who may be eligible for free or low-cost health insurance, and to enroll them into either Medicaid or FAMIS. These agencies are not allowed to use the information from your free or reduced price meal application for any other purpose. Medicaid officials or officials with FAMIS may contact you to get more information. You are not required to allow us to share this information with the Medicaid or FAMIS program. Your decision will not affect your children's eligibility for free and reduced price meals. If you do not want your information shared, please check the appropriate box in Section 5 of the application. You may qualify for other assistance programs. To find out how to apply for SNAP or other assistance programs, contact the local social service office in your area.

CONFIDENTIALITY AND NOTICE OF DISCLOSURE: School officials use the information on the application to determine if your child is eligible to receive free or reduced price meals and to verify eligibility. As authorized by the National School Lunch Act, the school division may inform officials connected with other child nutrition, health, and education programs of the information on your application to determine benefits for those programs or for funding and/or evaluation purposes.

VERIFICATION: The Office of Food and Nutrition Services may check your eligibility at any time during the school year. The Office of Food and Nutrition Services may ask you to send information to prove that your child(ren) should receive free or reduced price meals.

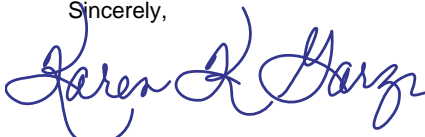
FAIR HEARING: If you do not agree with the decision on your application or the results of the verification, you may wish to discuss it with the coordinator, administrative services, at 703-813-4800. If you wish to review the final decision on your application you also have the right to a fair hearing. You can request a hearing by calling 703-813-4800, or writing Ms. Penny McConnell, RDN, director, at Office of Food and Nutrition Services, 6840 Industrial Road, Springfield, Virginia, 22151.

REAPPLICATION: You may reapply for free or reduced price meals any time during the school year. If you are not eligible now but have a change, such as a decrease in household income, an increase in household size, become unemployed or get SNAP or TANF for your child(ren), fill out an application at that time.

If you need help filling out the application form, please contact the Office of Food and Nutrition Services at 703-813-4800. Return the complete, signed application to: Office of Food and Nutrition Services, 6840 Industrial Road, Springfield, Virginia, 22151.

You will be notified in writing when your child(ren)'s application is approved or denied.

Sincerely,



Karen K. Garza, PH.D
Superintendent of Schools

KKG/pm

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Fairfax County Public Schools
2014-2015 INSTRUCTIONS FOR COMPLETING THE HOUSEHOLD APPLICATION
FOR FREE AND REDUCED PRICE MEALS

To apply for free or reduced price meals, complete **ONLY ONE application for ALL children in the household who are in school** using the following instructions. Sign the application and return it to: Office of Food and Nutrition Services, Fairfax County Public Schools, 6840 Industrial Rd., Springfield VA 22151. Call (703) 813-4800 if you need help.

A NEW APPLICATION MUST BE FILLED OUT AND SENT IN EACH SCHOOL YEAR IN ORDER TO BE ELIGIBLE FOR FREE OR REDUCED PRICE MEALS.

A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU.

If you are applying for a Foster Child, who is the legal responsibility of a welfare agency or the court, an application is not required. Contact the FCPS Homeless Liaison/Foster Care Liaison's office at 571-423-4332 for more information. List all foster children in school in part 1 and check the box for each child indicating the child is a foster child, and complete parts 5, and 6.

If you are applying for a child who is homeless an application is not required. Contact the FCPS Homeless Liaison/Foster Care Liaison's office at 571-423-4332 for more information and complete parts 1, 3, 4, 5, and 6.

If a member of your household receives benefits from the Supplemental Nutritional Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) complete parts 1, 2, 5, and 6.

All other households, including WIC households, complete parts 1, 4, 5, and 6.

PART 1 - STUDENT INFORMATION: ALL HOUSEHOLDS COMPLETE PART 1.

1. Print the names of all children in the household who are in school.
2. List the birth date (MM/DD/YY), the grade, and the student's school, for each child.

PART 2 – SNAP OR TANF: If a member of your household receives SNAP or TANF benefits complete parts 1, 2, 5, and 6.

1. Check the box of which benefit is received.
2. List the name and case number of any household member (including adults) receiving SNAP or TANF benefits.

PART 3 – Homeless Child: If you are applying for a child that is homeless complete parts 1, 3, 4, 5, and 6.

1. Check the appropriate box and contact the FCPS Homeless Liaison/Foster Care Liaison's office at 571-423-4332 for more information.

PART 4- ALL OTHER HOUSEHOLD MEMBERS AND GROSS INCOME

1. **Name:** Write the names of everyone in your household. DO NOT include students listed in Part 1. Include yourself, all children who are **NOT** in school, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
2. For each household member listed write their age.
3. For any person with no income, including children, you must check the "No Income" box.
4. **Gross Income and How Often It Was Received**
 - A. For each household member, list each type of income received for the month. You must tell us how often the money is received – weekly, every two weeks, twice a month, monthly, or Annually.
 - B. For earnings be sure to list the **gross income**, not the take-home pay. Gross income is the amount earned *before* taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. Next to the amount darken the circle to show how often the person received it.
 - C. Also list the amount you receive for Worker's Compensation, unemployment or strike benefits, if you receive them. For other income, list the amount each person got from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), and Veteran's benefits (VA benefits).
 - D. Under *Any Other Income*, list disability benefits, cash withdrawn from savings, regular contributions from people who do not live in your household, income from your rental property and any other income. Do not include income from SNAP, WIC, Federal education benefits and foster payments received by the family from the placing agency. For *ONLY* the self-employed, under *Earnings from Work*, report income after expenses for your business or farm.
 - E. Military families: If you are in the Military Privatization Housing Initiative, or get combat pay, do not include these allowances as income. If you get a Basic Allowance for Housing (BAH) to live off-base this **MUST** be included as income.

PART 5 – OTHER BENEFITS: You do not have to provide this information in order to be eligible for free or reduced price meals. For other FCPS benefits see the FCPS Consent to Share Information for Benefits for Other Programs form.

PART 6 - SIGNATURE AND SOCIAL SECURITY NUMBER: ALL HOUSEHOLDS COMPLETE PART 6.

1. **An adult household member must sign the form and provide the last four digits of their Social Security Number (or mark the box ☐ I do not have a Social Security Number).**
2. If you listed a SNAP or TANF, or if you are applying for a foster child, the last four digits of the social security number are not needed.

Privacy Act Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Fairfax County Public Schools

2014-2015 Confidential Household Application for Free and Reduced Price Meals

6635603942

Complete **ONE APPLICATION** per Household in Blue or Black Ink

Please read all the instructions on the back of this form before completing the application. NOTE: FAILURE TO COMPLETE ENTIRE APPLICATION WILL DELAY PROCESSING. Call (703) 813-4800 if you need help completing this form.

1 CHILDREN IN SCHOOL Print Name(s) of all Child(ren) that attend a Fairfax County Public School on Part 1. Include birth date(s), grade(s), and name of school.

[illegible]

SNAP or TANF

If any member of your household receives SNAP or TANF benefits, check the box and list the person's name and case number. DO NOT use 16 digit EBT card number. Complete parts 1, 2, 5, and 6.

☐ SNAP

☐ TANF

Name

Case Number

3 HOMELESS, MIGRANT or RUNAWAY

If the child you are applying for is homeless, a migrant, or a runaway check the appropriate box and contact the FCPS Homeless Liaison/Foster Care Liaison's office at 571-423-4332. Complete parts 1, 4, 5, and 6.

☐ Homeless☐ Migrant☐ Runaway

4 ALL OTHER HOUSEHOLD MEMBERS NOT LISTED IN PART 1. Do not include students listed in Part 1. Do not complete if all children are foster children, or if you listed a SNAP or TANF case number in Part 2.

NAMES OF ALL OTHER HOUSEHOLD MEMBERS:

List all adults and OTHER children in household.

Do not include students listed in Part 1.

Age

Check
If No
Income

Wages, Salaries and Tips, or Strike
Benefits, Unemployment, Worker's
Compensation, or Self-owned Business

Weekly
Every 2 Weeks
2 X Monthly
Monthly
Annually

Welfare,
Child Support,
Alimony

Weekly
Every 2 Weeks
2 X Monthly
Monthly
Annually

Pensions, Retirement,
Social Security,
Any Other Income

Weekly
Every 2 Weeks
2 X Monthly
Monthly
Annually

Example: Jane Smith	42	<input type="checkbox"/>	\$		1	2	0	0	.	5	0	W	<input checked="" type="radio"/>	E	T	M	A	\$		1	2	0	.	0	0	W	E	T	<input checked="" type="radio"/>	M	A	\$		4	8	0	.	0	0	W	E	T	<input checked="" type="radio"/>	M	A
		<input type="checkbox"/>	\$.			W	E	T	M	A	\$.			W	E	T	M	A	\$.			W	E	T	M	A			
		<input type="checkbox"/>	\$.			W	E	T	M	A	\$.			W	E	T	M	A	\$.			W	E	T	M	A			
		<input type="checkbox"/>	\$.			W	E	T	M	A	\$.			W	E	T	M	A	\$.			W	E	T	M	A			
		<input type="checkbox"/>	\$.			W	E	T	M	A	\$.			W	E	T	M	A	\$.			W	E	T	M	A			
		<input type="checkbox"/>	\$.			W	E	T	M	A	\$.			W	E	T	M	A	\$.			W	E	T	M	A			
		<input type="checkbox"/>	\$.			W	E	T	M	A	\$.			W	E	T	M	A	\$.			W	E	T	M	A			

OFFICE USE ONLY
Household Size

5

OTHER BENEFITS: Medicaid & Health Insurance: Your child may be eligible for other benefits. The school is allowed to share the information on this application with Medicaid and the Virginia children's health insurance program called FAMIS. If you do not want this information shared you must tell us by checking the NO block below. Your decision will not affect your child's eligibility for free or reduced price meals.

☐ NO, I do not want school officials to share information from my free or reduced price meal application with Medicaid or FAMIS.

6

SIGNATURE & SOCIAL SECURITY NUMBER: An adult household member must sign the application and provide the last four digits of the Social Security number before it can be approved.

(See Privacy Act Statement on instructions). **PENALTIES FOR MISREPRESENTATION:** I certify that all of the above information is true and correct and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify the information. I understand that if I purposely give false information, my children may lose benefits and I may be prosecuted.

X Signature		Parent/Guardian First Name		Parent/Guardian Last Name		<div style="display: flex; justify-content: space-between;"> <div> X X X - X X - </div> <div> Social Security Number </div> </div>		<input type="checkbox"/> I do not have a Social Security Number
/ /	Address	Apt #	City	VA	State	Zip	Home Phone	Work Phone



**FAIRFAX COUNTY
PUBLIC SCHOOLS**

Karen K. Garza, Superintendent
8115 Gatehouse Road
Falls Church, Virginia 22042

August 2014

Dear Parent/Guardian:

If you have children eligible for the federal Free and Reduced-Price Meals program, they may also be eligible to participate in other Fairfax County Public Schools (FCPS) fee-based programs without paying a fee or by paying a reduced fee. You are also eligible to receive information about scholarships, classes, and services that are provided by agencies and organizations other than FCPS.

If you want your children to participate in FCPS fee-based programs on a free or reduced fee basis and receive information about other benefits for your children, you must provide written agreement allowing FCPS staff to share information about your children's meal eligibility status.

If you agree to share this information, we will disclose only whether you are eligible for free or reduced-price meals and disclose only to your children's school principal, school counselors, and other FCPS program staff involved in these activities. Information received by FCPS staff will only be used for the purposes described in this letter and will not be shared with anyone else, either within or outside FCPS.

Please complete your children's information and check (✓) the appropriate boxes on the back of this letter. Your agreement to share this is completely voluntary. Declining to share your children's eligibility information with other FCPS programs will not affect their eligibility for free and reduced-price meals.

Please return this form in the pre-addressed envelope with your application to: Fairfax County Public Schools, Office of Food and Nutrition Services, 6840 Industrial Road Springfield VA 22151-9922.

Sincerely,

Karen K. Garza, Ph.D.
Superintendent of Schools

KKG/bz

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a civil rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442, or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

**FAIRFAX COUNTY PUBLIC SCHOOLS
CONSENT TO SHARE INFORMATION FOR BENEFITS FOR OTHER PROGRAMS
2014-2015**

	Student's School ID	Student Name	School Name
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____

Please check (✓) the box or boxes that apply.

If I want my children to receive **ALL ELIGIBLE BENEFITS**, I will check (✓) the box in the left-hand column below. If I want my children's information shared with only specific programs, I will check (✓) only the box or boxes from the right-hand column that describe the programs. I understand that not all benefits and programs described below will be available to students at every school and at every grade level.

☐ **All Eligible Benefits**

OR

Specific Programs

☐ **Student Fees:**

Athletic Uniforms and Equipment Fees
Field Trip Fees
Participation Fees for various activities (e.g., music camp)
Student Parking Fees

☐ **Classroom Fees:**

Musical Instrument Fees
Supplemental Class Material
Equipment Fees (e.g., calculators)

☐ **Assistance to Students:**

Information about Holiday Assistance
Information about non-FCPS scholarships, classes, and other
non-FCPS educational-related services
Information on available assistance

☐ **Test/Application Fees:**

ACT/SAT Fees
Application Fees (e.g., TJHSST application, college applications)

☐ No **I DO NOT** want my children's eligibility status in the federal Free and Reduced-Meals program shared with the programs listed above.

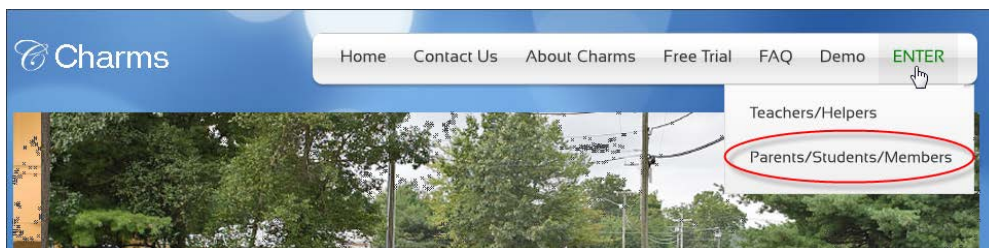
Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Charms Parent Handout

Accessing Parent/Student Information

1. Navigate to Charms landing page at www.charmsoffice.com.
2. Log on:
 - a. Click the green “ENTER” button, and then click “Parents/Students/Members” from the drop down menu. The Charms Parents/Students/Member Area log in screen will display,



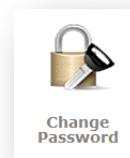
- b. Enter **FCPSFallsChurchHSBand** in **Your School Code** field
- c. Click ‘Enter Charms’ button. The screen will display asking for Student Area Password

- d. Enter your Student’s FCPS ID Number. Click Enter. The Charms Home page will display.

Change Password

To change Password from Student ID (Acceptable to leave as student ID):

- a. From the Home page, click the **Change Password** icon – The Change Student Password screen will display
- b. Enter Student ID in the **Old Password** field



Charms Parent Handout

- c. Enter new password into the **New Password** field and **Confirm New Password** fields (**must be at least 9 characters**)
- d. Enter a hint that will be helpful in remembering the new password in the **New Password Hint** field.
- e. Click **Change Password** button- The Home page will display.
Note: For all future logins, the new password will be entered into the Student Area Password field

Update Information

Verify Student Information (Important for effective communication with teacher):

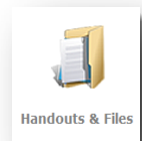
- a. From the Home page, click the **Update Info** icon – The Update Student Detail screen will display.
- b. Confirm student's information
- c. Enter any changes and click the **Update** button - The screen will refresh displaying changes.
- d. Click the **Home** icon to return to Homepage



Handouts & Files

1. To View or Print Handouts:

- a. From the Home page, click on **Handouts & Files** icon. The Files & Handout screen will display with the schools files tab active.
- b. Click appropriate folder to view/print related handout
- c. Click on the desired file to open
- d. Click **Back to Folder List** to select additional handouts or to upload a file.



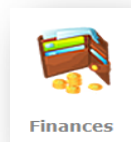
2. To Upload a Scanned/Saved File:

- a. From the Home page, click on **Handouts & Files** icon. The Files & Handouts screen will display with the **School Files** tab active.
- b. Click **My Files** tab. The file upload screen will display.
- c. Click **Browse** button. The Choose File to Upload box will appear.
- d. Locate the file and click file name to populate File Name field.
- e. Click **Open**. The Files & Handouts screen will display and file location/name will populate the Upload to Teacher field.
- f. Click **Upload File** button.
- g. The list of uploaded files will display below with links to the files for viewing.

Finances

To view Finances for Students:

- a. From the Home page, click the **Finances** icon. The Student Financial Statement screen will display.
- b. **Total Balance** due – is a total of all monies due. Balances from previous years are listed under Student Miscellaneous Ledger Detail – this includes money still owed from previous years.



Charms Parent Handout

- c. Positive Balances will be automatically applied towards student's fee and trip balance
- d. Sample of a student financial record can be found on the last page of this handout.

Make a Payment through SchoolPay

1. From the Home page, click the **Finances** icon – Student Financial Statement will display.
2. To make a payment:
 - a. Click on desired **Payment** button, a screen will display
 - b. Click the **Pay** button – Charms will connect to SchoolPay
 - c. Enter payment information/make payment
 - d. Click **Return to Charms** to complete the process and display the updated Student's record reflecting the payment.



Fee Payment History Pay Fees				
Fee	Paid Date	Fee Amt	Paid By	Dep. Num
MMC Colorguard Fee	7/10/2010	0.00	waived	waiv
Marching Band Fee	8/19/2010	300.00	G-Check 1258	FEE-MMC-0620
Uniquip Fee	8/19/2010	150.00	G-Check 1258	FEE-Uniquip-0620
Indoor Guard Returning	not paid	225.00	<input checked="" type="checkbox"/>	
Total Fees Paid		\$450.00		
Total Fees Unpaid		\$225.00		

Fee Payments

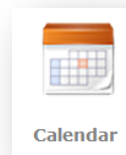
IMPORTANT:
AFTER COMPLETING YOUR PAYMENT WITH PAYPAL BE SURE TO CLICK THE
"RETURN TO CHANTILLY MUSIC BOOSTERS" LINK TO RECORD YOUR PAYMENT IN THE CHARMS SYSTEM!

Fees to Pay	225.00 -- Indoor Guard Returning
Total to Pay:	225.00
	<input type="button" value="Pay"/>

Charms Parent Handout

Calendar

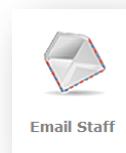
1. To access the calendar:
 - a. From the Home page, click the **Calendar** icon
 - b. Calendar will display – When selected, events will display in a popup window with detailed information about the event.
2. To volunteer:
 - a. From the Home page, click **Calendar** icon – Calendar will display
 - b. Navigate to event using arrows next to month/year, **Volunteers needed** will be found in the detail with the raised hand that is a link to the volunteer screen.
 - c. Click on the **hand** – The Volunteer Opportunities Screen will display for the event
 - d. Volunteer activities will be listed below. Enter Name and E-mail address to sign up.
 - e. Enter cell phone number and select cell phone carrier from drop down menu to receive a text reminder – If no text is desired, enter **none** in Cell Phone field.
 - f. Once desired fields are completed click **Sign-Up** button. The screen will refresh with information saved.



Email Staff

To contact Band Director:

- a. From the Home page, click **Email Staff** icon – The Email Directors screen will display a list of available staff members
- b. Click envelope next to name of staff member to contact.



Logging Off

1. When all desired actions are completed, exit Charms by clicking the red **Exit Charms** button.

Charms Parent Handout

Sample Student Finance Record:

FINANCES

FINANCIAL STATEMENT

EXIT CHARMS

Student Financial Statement

Trip Ledger Balance Credit	0.00	
Fees Due	225.00	
Fundraising Balance Credit	0.00	
Miscellaneous Balance Credit	100.00	
TOTAL BALANCE DUE	\$ 125.00	

Trip Ledger Detail

Make Trip Payment

Paid Date	Trip	Amt Paid	Paid By
2/13/2011	Spring Trip Orlando - 700.00	67.20	bxfr
2/13/2011	Spring Trip Orlando - 700.00	65.87	G-Ck 4482
2/6/2011	Spring Trip Orlando - 700.00	466.93	bxfr
12/2/2010	Spring Trip Orlando - 700.00 Credit Card Payment	100.00	Credit
	Total of All Trips	700.00	
	Total Paid and Applied	700.00	
	Balance Due	0.00	

Fee Payment History

Pay Fees

Fee	Paid Date	Fee Amt	Paid By
MMC Colorguard Fee	7/10/2010	0.00	waived
Marching Band Fee	8/19/2010	300.00	G-Check 1258
Uniquip Fee	8/19/2010	150.00	G-Check 1258
Indoor Guard Returning	not paid	225.00	<input type="checkbox"/>
	Total Fees Paid	\$450.00	
	Total Fees Unpaid	\$225.00	

Fundraising Activity Detail

Make Fundraising Payment

Date	Activity	Value Given	Amt Rec'd
10/25/2010	GL Scrip	102.00	102.00
11/2/2010	Pizza and Dessert	58.00	58.00
	Total	160.00	160.00
	Amount Due	0.00	

Student Miscellaneous Ledger Detail

Make Miscellaneous Payment

Date	Notes	Amt	Paid By	Dep. Num
7/6/2010	Misc Balance Carryforward	113.17		2009-2010
10/25/2010	GL Scrip H20	102.00	Cash	SC-H20

Falls Church High School Band Aides Communication and Volunteer Form

Please return this form by the first day of Preseason Rehearsals.

Student's Name _____ Grade _____ Birth Date _____

Marching Instrument _____ Concert Instrument _____

Address _____ E-Mail _____

_____ Home Phone _____

_____ Cell Phone _____

Mother/Guardian _____ Father /Guardian _____

Home Phone _____ Home Phone _____

Work Phone _____ Work Phone _____

Cell Phone _____ Cell Phone _____

E-Mail _____ E-Mail _____

The success of the band program depends not only on dedicated and hard working students but supportive and involved parents. The following is a list of just some of the many opportunities available for parents to become involved with the band. Please check the activities that you would like to help with. A brief explanation of each fund raising activity is enclosed. If you have any questions about the opportunities listed below please contact Joyce Madison at joycethivierge@yahoo.com

_____ Volunteer Coordinator

_____ Uniform help

_____ Tag Day

_____ Snack Bar

_____ "Pit Crew" (Marching Pit Equipment)

_____ Stadium Set-Up (Home FB Games)

_____ PTSA Representative

_____ Hospitality