

To: Band Members, Color Guard, and Parents

From: Lake Braddock SS Band
Michael Luley – Band Director
MLuley@fcps.edu
Patrick Smith – Associate Band Director
PLSmith1@fcps.edu

Subject: Marching Pre-Season Rehearsals – 2015
Forms and Fee DUE: June 11, 2015

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Dates: **Monday, August 17th - Friday, August 21st - (8:00am - 4:00pm)**

- **All Color Guard, Percussion** (this includes double reeds playing in the sideline/pit) section, and **ALL SECTION LEADERS** (These groups meet an extra week)

Thursday, August 20th - Friday, August 21st - (9:00am-12:00pm)

- **FIRST YEAR OR NEW MARCHERS – This is absolutely REQUIRED!!**

Monday, August 24th - Friday, September 4th (Monday - Friday, 8:00am - 4:00pm)

- **Pre-Season Rehearsals for EVERYONE – This is absolutely REQUIRED!!**

Tuesday, August 25th at 6:30PM

- **MEET THE DIRECTORS NIGHT** – Mandatory *NEW* parent meeting for information on the season, year, and question and answer period.

Cost: The cost of this year's Marching Band Materials Fee is \$110 and is non-refundable.

***This fee is due with the attached Marching Pre-Season Rehearsal forms and reserves a spot for each member on the field.**

Due Date: **Thursday, June 11, 2015**

All completed 2015 Marching Pre-Season Rehearsal forms and the Marching Band Materials Fee for \$110 (Paid via CHARMS – Instructions included in packet), are due by Thursday, June 11, 2015.

Remember, mark your calendars now! It's going to be a great year!

Looking forward to seeing everyone in August!

Lake Braddock Band

2015-2016 Marching Band Calendar

All Students are required to be at all Pre-Season Rehearsals!

This schedule is subject to change

August

- 17-21 Percussion (and double reeds playing in sideline/pit), Guard, and Leadership Marching Pre-season Rehearsals
- 20-21 First Year and New Marchers Rehearsals
- 24-28 Marching Pre-season Rehearsals for everyone
- 25 Meet the Directors Night (6:30PM)
Required Parent Meeting in the theater
- 31-4 Marching Pre-season Rehearsals for Everyone

September

- 1-4 Marching Pre-season Rehearsals for Everyone
- 4 Parent/Faculty Preview Show (12PM)
- 4 Home Game vs Robert E Lee
- 11 Home Game vs Annandale
- 12 Tag Day (***All Participate in this group fundraiser***)
- 18 Away Game @ Robinson
- 19 Tag Day Rain Make Up Date
- OR 19 **FCBDA Marching Band Workshop**
@Robinson
- 26 **Marching Competition**

October

- 2 Home Game vs Centreville
- 8-9 **Symphonic Band Workshop**
@LBSS
- 10 **Marching Competition**
- 15 US NAVY BAND CONCERT
@LBSS 7:30PM
- 16 Homecoming vs Woodson
Parade and Game
- 23 Home Game vs West Springfield
- 31 **VBODA State Marching Assessment**

November

- 6 **Senior Night** vs South County
- 13 1st Round Football Playoffs
- 19-21 **VMEA Conference**
- 20 2nd Round Playoffs (TBD)
- 24 Jazz/Trombone Choir Concert
- 28 3rd Round Playoffs (TBD)

December

- 3 Orchestra Concert
- 8 MS Band Concert
- 10 HS Band Concert

January

- 9 District Band Auditions
- 9 Progressive Dinner
(Marching Band Awards Night)

**PLEASE MARK YOUR
CALENDARS NOW TO
AVOID SCHEDULING
CONFLICTS!**

After School Rehearsals

Beginning September 8th

Tuesday, Wednesday, and Thursday

3:30-5PM each day

Percussion will meet Tuesday evenings from
7-9PM instead of during the day

Lake Braddock Secondary School
Marching Band and Color Guard Program
Finance Information and Policies
For School Year 2015-2016

FCPS will not charge students a fee for any mandatory aspect of the band except for musical instruments and course material fees which are permitted by Virginia Department of Education (VDOE) regulations. Schools 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 2015-2016 school year.

Fee Structure

The fee structure includes required Course Materials Fees and FCPS sponsored optional Activity Fees. Required course materials fees cover consumable materials associated with a course and are a required element of that course.

Lake Braddock Marching Band (Including Color Guard)

Marching Band Course Materials Fee (\$110, due by June 11th): This fee is similar to required fees paid for certain other FCPS classes. It covers course materials related to the course. Examples of the consumable materials covered by this fee include: uniform purchases and maintenance, the drill book, music/choreography for the show, band t-shirt, instrument accessories, equipment repairs, and food during instructional activities. If fees collected exceed the costs incurred for all consumable materials, any excess fees will be set aside in an FCPS reserve account to fund future purchases of band uniforms.

Marching/Color Guard Uniform Accessories (Amount varies - due by August 31st): Certain uniform accessory items are required to be purchased separately by the students as needed. Orders for such items can be placed and paid for in Charms or ordered in the school's uniform closet. Examples of these items include marching band shoes, color guard shoes and gloves, marching band polo, and marching band performance shorts.

Marching/Color Guard Uniform Fee (\$50 - due by August 31st): This fee is for rental of the Marching Band and Color Guard Uniforms. \$35 goes towards rental, repairs, and retention for new uniforms. \$15 is for dry cleaning expenses.

Lake Braddock Concert Bands (Symphonic, Concert I, II, and III)

Concert Band Course Materials Fee (\$35 - due by October 1st): This fee is similar to required fees paid for certain other FCPS classes. It covers course materials related to the course. Examples of the consumable materials covered by this fee include: uniform purchases, maintenance and dry cleaning, music, and instrument accessories. If fees collected exceed the costs incurred for all consumable materials, any excess fees will be set aside in an FCPS reserve account to fund future purchases of band uniforms.

Concert Band Uniform Accessories (Amount varies - due by October 1st): Certain uniform accessory items are required to be purchased separately by the students as needed. While certain concert uniform components are provided (Tux, bow tie and cummerbund, skirts, and pearls), students are responsible for purchasing and maintaining their shirt or blouse (including stud buttons) and black dress shoes (Marching shoes for tuxedos). Orders for such items can be placed and paid for in Charms or ordered in the school's uniform closet.

Trip Activity Fee (Actual cost and due date TBD): This optional activity fee covers the cost of trips taken by the concert bands. All concert bands generally go on one overnight trip to perform in a competition during the spring. There have also been additional overnight trips in certain years. For example, the Symphonic Band travelled to the Bands of America National Concert Band Festival in Indianapolis, IN last year and performed at the VMEA Conference in Virginia Beach, VA in past years. While these overnight trips are not a required component of any course, most students generally choose to participate. Trip fees are determined and assessed based on the estimated costs of the trip (transportation, hotel, certain meals, entertainment, etc.). If fees collected exceed the actual cost of the trip, any excess fees will be refunded.

Musical Instrument Rental Fee (\$52 for percussionists, \$92 for wind players – Due October 1st): This required fee is applicable to students who play school-owned instruments and covers maintenance costs of those school-owned instruments.

Payment Policies

All payments are processed through Charms. Students and parents may login to their student account at any time to view fees and balances due. Payments may be made via credit card, checks, or cash 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 fee 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.
- Paying by cash is discouraged. 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. Little Johnny, Spring Trip Fee) and take the envelope to the Finance office in the front office of the school and give it to the Lake Braddock SS 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.**

CHARMS

Students and parents must login into their student account in CHARMS to update their contact information and view/pay fees and balances due.

To log into your account

- 1) Go to - www.charmsoffice.com
- 2) Select the login screen
- 3) Select parent/student login
- 4) Student/Parent Login: FCPSLakeBraddockSSBand
- 5) Password: Student ID #
- 6) Update User information
- 7) Update User name and password (Parent and Student need to know the password)
- 8) Visit Financial Tab to pay using credit card through School Pay**

Refunds

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

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.**

Lake Braddock Band Bruin Marching Band

Participation Commitment Form 2015

All members of the Bruin Marching Band are expected to adhere to the following statements:

- ❖ I understand that I must abide by all rules and regulations set forth by Fairfax County Public Schools and Lake Braddock Secondary School during all Bruin Marching Band activities and events.
- ❖ I commit to attending every rehearsal and performance for the full duration of the season. Special conflicts with the calendar will be brought to Mr. Luley's or Mr. Smith's attention as early as possible. I will avoid scheduling vacations, doctor appointments, tutoring, etc. during the scheduled calendar of rehearsals and events, particularly in August.
- ❖ I will be punctual for all call times, rehearsals, and performances. I will be in place and prepared to work at the time instructed.
- ❖ I understand that for the ensemble to be successful we need 100% commitment from each member.
- ❖ I understand that individual absence or tardiness negatively impacts the learning and experience of every other member in the ensemble.
- ❖ I will effectively carry out any out-of-rehearsal preparation/practice needed in order to keep up with assignments and hasten the progress of the entire ensemble.
- ❖ I agree to bring a positive and cooperative attitude to each rehearsal and performance.
- ❖ I understand the Bruin Marching Band is drug, alcohol, and tobacco free. Failure to comply with this policy will result in disciplinary action, which can lead to removal from the ensemble, referral to the administration and appropriate authorities, and possible expulsion from school as permitted by the Student Rights and Responsibilities Regulation.
- ❖ I will strive for academic excellence in all of my classes and effectively manage my time to balance all commitments.
- ❖ I understand that I am responsible for any fees required by FCPS with my enrollment in the marching band program and as explained in the attached documents. My deposit to participate is included with this form and I understand that it may be non-refundable.
- ❖ I understand that I represent the Lake Braddock Marching Band both on and off the field. I will exhibit good sportsmanship and dignity. I understand that my actions reflect not only on myself but also on the entire group. I agree to represent the band in a positive and responsible manner throughout the school and community.
- ❖ I will respect the property of others and the school. I will never abuse nor tolerate the abuse of someone else's property.
- ❖ I will comply and cooperate with any instructions given by a staff member, parent volunteer, or student leader. I will also cooperate at all times with my fellow band members.
- ❖ I will be a reliable member of this ensemble. I will not let my colleagues down.
- ❖ I agree to have fun, cherish the memories, work hard, and never give up.

Participation Commitment Form

I have read and fully understand the **Lake Braddock Band Bruin Marching Band Participation Commitment Form 2015** and agree with the content. This is my commitment to participate. I am prepared to be an active and productive member of the Bruin Marching Band. I understand that my participation may be in jeopardy if these expectations are not met. I am aware that my place in the show is specifically written to include me based on this commitment and my lack of participation from here on out will negatively impact all of the other students' ability to achieve their best.

Student Printed Name

Student's Signature

Date

I understand and support the commitment my student has made to the Bruin Marching Band. I understand that this includes a responsibility on my part to help them succeed in following through with this commitment. I understand the financial and calendar obligations that are represented by this commitment.

Parent/Legal Guardian Printed Name

Parent/Legal Guardian Signature

Date

Financial Assistance:

NO STUDENT IN THE BRUIN BAND WILL EVER BE PROHIBITED FROM PARTICIPATING BECAUSE OF FINANCIAL DIFFICULTIES!

Contact Mr. Luley via email at mcluley@fcps.edu regarding Financial Aid if you are in need of some assistance.

This form must be completed with signatures and the \$110 Course Material Fee is due by Thursday, June 11, 2015!

Form and payment should be submitted one of two ways:

1. Put in the secured box in the HS band room labeled "Purple Box"
2. Mailed to Michael Luley at Lake Braddock SS – 9200 Burke Lake Road, Burke, VA 22015

Payment for this deposit should be made by CHECK payable to **Lake Braddock SS**
Or by CREDIT CARD on Charms www.charmsoffice.com

Contact for Questions: Michael Luley, Director of Bands – mcluley@fcps.edu – 703-426-1076
Patrick Smith, Associate Director – plsmith1@fcps.edu – 703-426-1029

MARCHING PRE-SEASON REHEARSALS

REGISTRATION and BOOSTER DIRECTORY FORM

Due Friday June 11, 2015

**Please print very clearly in black ink, as it will be photocopied!*

*Please don't forget to login to www.Charmsoffice.com to update student and contact information, as well as visit the finance section for the **School Pay option to pay fees by credit card.***

Name _____
(as you wish it to be printed in directory) LAST FIRST (Given) Nickname

Address _____

City _____ Zip Code _____

Home phone # _____ Grade 2015-2016 _____

Student cell # _____

Instrument you will be playing in Marching Band _____

Instrument you will be playing in Concert (indoor) band _____

Band Rehearsal T-Shirt - these are Men's sizes (Please circle one): S M L XL XXL

Band Polo - these are Men's sizes (Please circle one): XS S M L XL XXL

White Shorts - Same size as your PE shorts (Please circle one): S M L XL XXL

PARENTS' or GUARDIANS' INFORMATION:

FATHER'S NAME _____
(as you wish it to be printed in directory) LAST FIRST MIDDLE INITIAL

MOTHER'S NAME _____
(as you wish it to be printed in directory) LAST FIRST MIDDLE INITIAL

Primary e-mail address that we can reach parents



PARENTAL AUTHORIZATION AND ACKNOWLEDGEMENT OF RISK FOR FIELD TRIP

(This form and an attached field trip description are required for all field trips.)

IMPORTANT DIRECTIONS: (1) Use one form per trip, (2) Complete the school portion (top half) of form, (3) Duplicate one form per student, and (4) Send a copy home for parent and student signatures.

TO BE COMPLETED BY THE SCHOOL	Date(s) of Trip Marching Band Trips and Performances	Destination
	Purpose Performance assessments, football games, pep band performances, and other marching related events	
	SUPERVISION (Check one.)	
	<input checked="" type="checkbox"/> Students will be directly supervised by adults on this trip at all times	
	<input type="checkbox"/> Students will be directly supervised by adults on this trip with the following exceptions _____	
	TRANSPORTATION BEING PROVIDED (Check all that apply.)	
<input type="checkbox"/> Walking <input checked="" type="checkbox"/> School Bus <input checked="" type="checkbox"/> Commercial Carrier <input type="checkbox"/> Personal Vehicle		
<input type="checkbox"/> Leased Vehicle <input type="checkbox"/> County Vehicle <input type="checkbox"/> None		
DRIVERS OF PRIVATE OR LEASED VEHICLES (Check all that apply.)		
<input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Teacher or Staff Member <input type="checkbox"/> Other Adult		
VEHICLE TYPE (Check all that apply.)		
<input type="checkbox"/> Car <input type="checkbox"/> Van (10 passenger or less) <input type="checkbox"/> SUV <input type="checkbox"/> Other _____ (Specify)		
RISK RELATED (Check all that apply.)		
<input type="checkbox"/> Swimming Pool <input type="checkbox"/> Amusement or Theme Park <input type="checkbox"/> Beach or Ocean <input type="checkbox"/> Other _____ (List activity)		
STOCK EPINEPHRINE (Check one) <input type="checkbox"/> Will be available on this trip <input checked="" type="checkbox"/> Will not be available on this trip		

Pupil Agreement

While participating in this field trip, I will accept responsibility for maintaining good conduct and appearance, and I will follow directions at all times.

Signature of Student _____

Date _____

PARENTAL AUTHORIZATION AND ACKNOWLEDGEMENT OF RISKS

I understand that participation in this field trip is voluntary, that it is not required, and that it exposes my child to some risk(s). I also understand that the trip may include amusement activities and that participation in any amusement activities will expose my child to some risk of injury or even death. I have read and understand the description of the field trip (attached) and authorize my child to participate in the planned components of the field trip to the extent indicated by my signature below. I also understand that participation in the field trip will involve activities off school property; therefore, neither the Fairfax County School Board, or its employees and volunteers, will have any responsibility for the condition or use of any nonschool property.

PARENT PERMISSION (Check all that apply.)

- ☐ Participation in all aspects of this trip.
- ☐ Participation in all aspects of this trip, except the amusement and theme park activities.
- ☐ Participation in all aspects of this trip, except the water-related activities.

I give permission for _____ to participate in this field trip.

Signature of Parent _____

Date _____

IMPORTANT NOTICE Fairfax County Public Schools (FCPS) cannot be responsible for reimbursements to parents or students of money submitted as advance payment (e.g., for Broadway shows, transportation, or hotels) for any field trip that FCPS cancels. It is strongly recommended that you personally review any tour company's or commercial carrier's contract, including its stated refund policies, BEFORE your child signs up or pays for the trip.



EMERGENCY CARE INFORMATION

In case of an emergency, the school staff will contact 911.

Every attempt will be made to contact a parent, a guardian, or a designated emergency contact.

STUDENT INFORMATION

Last:	First:	Middle:	Date of Birth:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Grade:
School Name: Lake Braddock Secondary School			ID No.:	Teacher or Counselor : Michael Luley	Bus # (AM): Bus # (PM):
<input type="checkbox"/> Student has medical alert information on file. See page 2 for details.					

PARENT/GUARDIAN CONTACT INFORMATION

This form is to be completed by the enrolling parent. The enrolling parent is the natural or adoptive parent or legal guardian with whom the student lives the preponderance of the school week and who enrolled the student in school.

Enrolling Parent	Last:	First:	Middle:	Telephone
Home:				
Number:	Street:	Apt. #:		Work:
City:				State: Zip:
Cell:				
Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Foster Parent <input type="checkbox"/> Self		<input type="checkbox"/> Resides with	Language:	E-mail:

Other Parent	Last:	First:	Middle:	Telephone
Home:				
Number:	Street:	Apt. #:		Work:
City:				State: Zip:
Cell:				
Relationship:		<input type="checkbox"/> Resides with	Language:	E-mail:

Other Parent	Last:	First:	Middle:	Telephone
Home:				
Number:	Street:	Apt. #:		Work:
City:				State: Zip:
Cell:				
Relationship:		<input type="checkbox"/> Resides with	Language:	E-mail:

Other Parent	Last:	First:	Middle:	Telephone
Home:				
Number:	Street:	Apt. #:		Work:
City:				State: Zip:
Cell:				
Relationship:		<input type="checkbox"/> Resides with	Language:	E-mail:

OTHER CONTACT INFORMATION

Please list at least two people we may call if the parent(s) or guardian(s) cannot be reached in the event of an emergency. These people also have your permission to pick your child up from school during the school day.

Name of Person	Relationship	Language	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

* Please remember to sign page 2.



EMERGENCY CARE INFORMATION

In case of an emergency, the school staff will contact 911.

Every attempt will be made to contact a parent, a guardian, or a designated emergency contact.

STUDENT INFORMATION

Last:	First:	Middle:	Date of Birth:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Grade:
School Name: Lake Braddock Secondary School		ID No.:	Teacher or Counselor: Michael Luley		Bus # (AM): Bus # (PM):
Siblings attending the same school (complete if applicable). Name(s):			Is Internet access available in your home for your child/children? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined		

CURRENT HEALTH CONDITIONS

Below check any current health condition that may require attention during the school day. Also complete and submit Health Information form SS/SE-71 if your child has health conditions that require attention during the school day. See below for medical alert information currently on file.

<input type="checkbox"/> allergies (be specific) <input type="checkbox"/> foods _____ <input type="checkbox"/> medicines _____ <input type="checkbox"/> bee sting or insect bite _____ <input type="checkbox"/> other _____	<input type="checkbox"/> hemophilia <input type="checkbox"/> sickle cell anemia <input type="checkbox"/> physical disability (be specific) _____ <input type="checkbox"/> respiratory (be specific) _____
<input type="checkbox"/> asthma <input type="checkbox"/> cancer <input type="checkbox"/> diabetes <input type="checkbox"/> hearing problems <input type="checkbox"/> hearing aid(s) <input type="checkbox"/> heart problems (be specific) _____	<input type="checkbox"/> seizures <input type="checkbox"/> vision problems (be specific) _____ <input type="checkbox"/> glasses <input type="checkbox"/> contacts <input type="checkbox"/> other (be specific) _____

List all medications and dosages your child receives on a continual basis:

MEDICAL ALERT INFORMATION ON FILE

This space reserved for system printing of Health Information

PHYSICIAN INFORMATION

My child's medical care is provided by: _____
(name of doctor, clinic, or HMO) (telephone)

Does your child have health insurance? ☐ Yes ☐ No

If yes, medical coverage is provided by: _____
(health insurance company, assistance program, HMO, etc.) (telephone)

First aid and emergency treatment will be provided to students in accordance with the current version of FCPS Regulation 2102 or in accordance with the student's individualized health plan.

ENROLLING PARENT OR GUARDIAN SIGNATURE: _____ DATE: _____