

*WHITEHALL HIGH  
SCHOOL  
"MARCHING  
ZEPHYR BAND"*



**MEMBER HANDBOOK**

Dear Band Member and Parents:

In order to achieve the highest possible level of excellence as an organization, it is necessary that we have a strong foundation of solid guidelines. Enclosed within this handbook is vital information concerning all policies, procedures, rehearsal and performance information, and a variety of other general information with which all parents and band members need to become familiar. Please don't take anything for granted – ***you need to read this handbook cover to cover!***

After reading the handbook, you must sign and return the **Whitehall “Marching Zephyr Band” Agreement and Contract** in order to participate as a member of the MZB. Please note that by signing it you accept and agree to follow and adhere to ***ALL*** of the principles, rules, regulations, consequences and membership guidelines contained in the handbook.

Please also realize and understand that Marching Band is the “ultimate team sport.” Each student of the ensemble is a contributing member and their decisions and actions affect everyone else involved in the group. ***Do not take this responsibility lightly!*** Together, with everyone pulling in the same direction, we can achieve great things! In addition, members must always be striving to improve and take their skills to higher levels. I look forward to taking those steps with you as a member of the Whitehall High School “Marching Zephyr Band.” Welcome aboard!

Respectfully,

Mr. Matthew Tanzos  
Band Director  
Whitehall High School “Marching Zephyr Band”



# The MZB Pledge

## **The Whitehall MZB and its members WILL:**

- Be Professional.
- Carry Themselves With Pride, Dignity and Class.
- Be Committed to Excellence In All Things.
- Put the Organization and Team Above The Individual.
- Follow All Rules, Regulations and Procedures.
- Show Respect For and To Everyone.
- Respect the Uniform and Equipment.
- Accept the Authority Of Their Leaders.
- Accept the Consequences Of Their Actions.
- Be Open To New Ideas, Techniques and Concepts.
- Always Be Prepared.
- Always Be Improving.
- Always Give Their Absolute Best.

## ***PERSONAL EXPECTATIONS***

### **In order for the MZB to be successful...**

- 1.** You will conduct yourself appropriately at all times, including prior, during, and after a rehearsal or performance. Unnecessary talking and interruptions will not be tolerated.
- 2.** You are expected to demonstrate acceptable academic achievement. Students who are failing a course will subject themselves to suspension from band activities until the grade is brought up to a satisfactory level.
- 3.** You must fulfill your obligation with the middle school band if you are a 7<sup>th</sup> or 8<sup>th</sup> grade instrumentalist. Any middle school student who is a member of the MZB and ceases membership in the middle school band will lose his/her status as an MZB member. High school instrumentalists in the MZB must fulfill their obligation to be enrolled in instrumental activities (the HS Symphonic Band) in order to be a member in good standing. An exception to this will be students whose schedules/course selection specifically prohibits them from scheduling band during the school day (i.e. vo-tech, career-ed, etc). If a student has a genuine scheduling conflict between instrumental activities class and another class, it is expected that he/she make some kind of alternative agreement between the classroom teacher and the band director. Otherwise, any HS student who ceases membership at anytime during the school year in the HS symphonic band class will lose membership in good standing status, and will be declared ineligible for all activities of the MZB, including that of trips.
- 4.** It is important that you give the utmost respect to any adult (chaperone, staff member, etc...) that is assigned to a position in the band.
- 5.** You will display pride in our group! A band that sounds good, marches well, and functions smoothly must look good as well. These elements constitute *pride*. Take pride in the way you look. Keep your uniform clean and looking sharp – this will help display the pride you have in being in an outstanding organization.

## ***ATTENDANCE POLICIES***

Attendance is mandatory at all band functions (i.e. practices, games, performances, etc...). If there is an emergency, notify Mr. Tanzos as soon as possible if you are unable to attend a function. You have been notified of rehearsal and performance dates well in advance – clear your calendars. If you miss a practice, you will be held responsible for any material covered or you will not be permitted to perform at the next function. **We will not sacrifice the quality of the whole for a few!**

The following are valid reasons for missing a required band function and will be considered **excused**:

1. Illness that keeps the student home from school.  
\*\*\*Please note that if you become ill after school hours, a doctor's note must be provided – otherwise, you will be considered **unexcused**.
2. A death in the family or funeral, provided communication in the form of a signed note from a parent is given to the director.
3. Weddings of the immediate family, provided communication in the form of a signed note from a parent is given to the director **in advance**.

Please note that you ***may not*** attend an event (practice or performance) if you are absent from school the day of that event. As long as you are legally absent from school, your absence from that particular band event will be considered **excused**. Communication from the parent is not needed in such an instance.

4. Absences for other **school-related activities** will be considered **excused** provided that:
  - 1) *the time in conflict* between the other activity and band *is split equally*.
  - 2) you make up the material you missed at rehearsal *in a timely manner*.
  - 3) your absence does not become detrimental to the group.
  - 4) your absence does not become excessive.
  - 5) *performances* take priority over *practices*.

Please note that there WILL NOT be an attempt to accommodate scheduling conflicts with non-school activities.

All other absences will be considered **unexcused**. Unacceptable reasons for missing a required band function include (but are not limited to):

1. After school jobs
2. Non-School Activities
3. Homework
4. Forgetting to show up
5. Vacations
6. Routine appointments
7. Other personal activities
8. Lack of transportation (If this is a potential issue, find a fellow member who lives near you to carpool with in case of emergency.)

In addition, all MZB members are required to arrive for all band functions **ON TIME**.

This means dealing with instrument or equipment concerns and/or any problems before the start time of practice. If practice is scheduled to begin at 6:00, you are to be in place with all of your equipment, ready to go at 6:00. If you are not ready to go at the designated meeting place at the designated time, you will be considered **LATE**.

Consequences for attendance violations are as follows:

<b>3 Lates</b>	<b>=</b>	<b>1 Unexcused Absence</b>
<b>1 Unexcused Absence</b>	<b>=</b>	<b>Suspension from 1 performance</b>
<b>5 Lates</b>	<b>=</b>	<b>Dismissal from MZB</b>
<b>2 Unexcused Absences</b>	<b>=</b>	<b>Dismissal from MZB</b>

If you are suspended from a performance, you are not to report on the day of the event unless otherwise directed to by the band director.

## ***DISCIPLINE AND BEHAVIORAL EXPECTATIONS***

You are members of a respected group. You will therefore demonstrate the utmost respect for the directors, staff members, instructors, adults, chaperones, bus drivers, other students in our band, other students in other bands, and anyone else in which we may come into contact. **All students are expected to demonstrate the qualities of pride, dignity, and class at ALL TIMES.** You are constantly in the public view: You are watched and evaluated by your peers, school, and community. Your actions, in or out of uniform, reflect upon all of us. *Refrain from abusive language or poor vocabulary.* Follow the rules of good bandsmanship and demonstrate common courtesy. Be loyal, and never second-guess the directors and instructors. *It only takes one person to spoil the appearance and attitude of the entire group.*

1. Disrespect for any adult or fellow member **will not be tolerated** and will result in disciplinary action.
  
2. All band rehearsals should be considered the equivalent of a classroom environment. Any disruptions or failure to comply with instruction and direction will result in disciplinary action.
  
3. Regarding discipline problems, the following will be enforced:
  - a. **First Offense** – verbal warning from the director, possible removal from rehearsal.
  - b. **Second Offense** – removal from rehearsal and suspension from next performance.
  - c. **Third Offense** – dismissal from MZB
  
4. **Please note that the director's decision regarding any disciplinary infraction will be final.** If the infraction in question is of a serious enough nature, **immediate dismissal** from the group will result.
  
5. All members must pay for the return or replacement of lost and/or damaged equipment, uniforms, and music beyond that of normal wear and tear.
  
6. All students are expected to obey and adhere to all Whitehall-Coply School District policies and the Extracurricular Activities Conduct Code at all times!

## ***REHEARSAL AND PERFORMANCE POLICIES***

1. You are expected to have a positive outlook, an open mind, and the willingness to learn new ways and ideas. There may be differences in the way things were done in the past. Expect it and accept it. It's been said that the definition of "insanity" is doing the same thing over and over and expecting a different result. With that said, we will always be looking at new ways to improve and grow to become the best we can possibly be.
2. Everyone is to be **silent** whenever a staff member is addressing or rehearsing the group, or part of the group – even if they are not addressing you or your section directly.
3. When your section is being addressed "by the box," please raise your hand so that the staff members know you can hear them and are listening.
4. Play only when directed to do so by a drum major, staff member, or the director.
5. Be sure you have all needed supplies – a pencil, dot sheets/book, instrument, music (which should be in a three-ring binder with plastic sheet protectors), equipment, uniform parts, instrument supplies, etc. Failure to have any of these will result in a **VIOLATION** (*see page 10 for more on violations*).
6. *While we are practicing or performing*, there is to be no gum, no food, and no drink. You are, however, expected to bring water for breaks.
7. The school dress code will be enforced at all times.
8. Load all of your equipment onto the truck as directed by the person in charge. This includes instruments, music, and guard equipment.
9. After all rehearsals and performances there will be a "debriefing" session. All members will be expected to see to it that all equipment is unloaded and properly put away. No one is excused to leave until instructed to do so by the director.
10. Warm up and line up as directed by the drum major(s), director, and/or staff. Your attentiveness is important here.
11. At football games, you will be expected to remain seated within your individual section. Friends and family are not permitted to sit within the reserved band section.
12. During third quarter break at football games, members are expected to finish all food and drink before returning to the stands. All students should return to their seat in the stands at the designated time. Failure to do so will be recorded as a **LATE**.
13. There may be times when we will be assigned "audience time". You are expected to be a *respectfully attentive* audience member and learn from the performing band. This means listening and watching attentively and not talking.

14. All members of the band must ride the bus to and from events, unless Mr. Tanzos has a note from your parents stating that your parents will be taking you home from the event. You will not be allowed to leave until your parents present themselves to Mr. Tanzos and he dismisses you into their custody. Please note that you will not be allowed to leave any function with anyone other than your parents!

15. The director reserves the right to withhold a member from a performance if they are not rehearsing/performing at a satisfactory level.

**We will always do what is best for the overall group...NOT the individual! One must remember that being part of a team means that what is best for the group IS what is best for the individual!**

### ***UNIFORM POLICIES***

1. It is important to know that when you accept this uniform, you are accepting the responsibility for its proper maintenance. Protect the uniform from abuse, as you will be charged the replacement fee for any part of the uniform if it is damaged or abused beyond that of normal wear and tear or if it is lost. Loss of a uniform part or leaving it behind will also result in a **VIOLATION** (*see page 10*). You must return the uniform parts at the end of the season that you were originally issued in the beginning of the year.

2. Uniforms, when they are not in use, are to be hung NEATLY at all times! This includes when the uniforms are at home or placed in your garment bag.

3. Do not cut or permanently alter uniforms in any way.

4. Uniforms are to be professionally dry-cleaned only. **Do not attempt to clean the uniform yourself!** We will set-up a dry cleaning service for you. Details and cost will be given to you at the appropriate time. Band and guard members are additionally responsible for having their uniforms dry-cleaned on an as-needed basis. **All members will be required to have your uniform professionally dry-cleaned at the end of the season.**

5. Keep the uniforms off the floor, the bottom of the buses, and the ground. Take all precautions to keep the uniforms clean and dry.

6. Store helmets in the boxes when they are not in use.

7. If some major damage does occur, please notify the director immediately. If the uniform is damaged beyond repair due to negligence, the MZB member in question will be billed for the replacement cost by the school district.

8. When the weather becomes cold, all members will be required to bring along their raincoats for warmth.

9. All members will be expected to report to performances dressed as directed by Mr. Tanzos. Possibilities include “full uniform,” “partial uniform,” and “civies.” There may also be instances where raincoats will be part of the uniform. You will be notified of which dress prior to each performance. Please check e-mail and Infosys for last minute changes to the dress.

10. While in uniform, make-up is to be kept to a minimum (natural colors are acceptable) and jewelry is not to be worn. (This means it’s not a good idea to get piercings during band season!)

11. Uniform contracts will be issued to all members. They must be signed and returned before any student will be given a uniform.

12. While in uniform, all hair must be OFF THE JACKET COLLAR, OUT OF THE EYES and tucked UNDER THE HELMET. For females with long hair, this may mean a bun or ponytail; for males with long or bushy hair, this means either a ponytail or plain, black skull cap. Bandanas or headbands are *unacceptable*.

13. Here is the breakdown of what must be worn under your uniform:

**BAND PROPER**

- PLAIN BLACK undershirt with sleeves. NO SLEEVELESS SHIRTS! NO WRITING OR DESIGNS!
- BLACK socks that go up to the calf, at a minimum. NO ANKLE CUT SOCKS!
- Mesh or cotton gym shorts underneath pants. May be any color.
- BLACK marching shoes, which must be cleaned and polished. For best results, I suggest using Armor-All wipes.

**COLORGUARD**

- Uniforms, hair styling, and make-up will be worn as directed by the colorguard staff or director.

All members will undergo “Uniform Inspection.” If your attire is not in compliance with the uniform policy, or you are missing or forgot a uniform part, you will be credited with a **VIOLATION**.

**3 Violations = Suspension from 1 performance**  
**5 Violations = Dismissal from MZB**

Remember: *“Failure to prepare is preparing to fail!”*

# ***Whitehall “Marching Zephyr Band”*** **Agreement and Contract**

*This is to be read and completed by parents and MZB members:*

I have read the enclosed handbook and fully understand all policies, procedures, and expectations that are outlined in this document. It is understood that as a band member, I am not only making a commitment for myself, but also to other student members, staff members, adults, the school, and the Whitehall-Coplay community itself. As a band member, I will always strive to do my best, work hard to achieve a common goal, and live up to the expectations which have been set forth for me.

As parents and band members, we understand that attendance at all band functions is required and is important to the success of the group. We have reserved the dates on our calendar for practices and performances.

It is understood that as an MZB member, I will uphold the high standards of which make the Whitehall High School “Marching Zephyr Band” an outstanding musical ensemble.

Finally, as parents and band members, we realize that failure to follow these simple procedures can result in disciplinary action or dismissal from the group.

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Parent/Guardian Signature Date

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Student Signature Date

***If Applicable:*** Permission to share the contents of IEP or 504: I consent to allow the contents of my child’s IEP or 504 to be shared with the Band staff.

PARENT/GUARDIAN SIGNED:

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