

LINCOLN-WAY HIGH SCHOOL INDOOR DRUMLINE HANDBOOK

2019-2020

SEASON

Lincoln-Way Community High Schools are committed to providing the experiences and opportunities necessary to maximize the academic and social growth of all students.

CONTACT INFORMATION

- ❖ Tim Berg, Director
e: timbergpan@gmail.com
- ❖ Justin Barnish, Music Department Chairman - West
o: (815) 717.3566
e: jbarnish@lw210.org
- ❖ Stacy Williams-Jackson, Music Department Chairman - Central
o: (815) 462.2301
e: sjackson@lw210.org
- ❖ Bert Johnson, Music Department Chairman - East
o: (815) 464.4345
e: bjohnson@lw210.org

POLICIES

First and foremost, our goal of this program is to create a warm, safe, and competitive environment. All policies and procedures of our activity are outlined below. Please note that all policies and instructions indicated within the Lincoln-Way High School Student Handbook and Code of Conduct are to be followed always, no exceptions. If you have any questions about the current Student Handbook or Code of Conduct please speak with your school's Music Department Chair –contact information is listed above in the “Contact Information” section of this handbook.

Mutual Respect Policy

As a unit we will spend a lot of time together, which is vital to our success. We will rely heavily on one another for program objectives, choreography, unity, and positive energy. Therefore, the way we communicate and treat one another is crucial to our season's success. Understanding that school, family life, friends, rehearsal, and other items will create stressful personal situations, it is the expectation of the staff and performers that such situations do not interfere with our rehearsal and program objectives. Performers and staff are expected to:

- ❖ Respect individual differences among members;
- ❖ Understand and respect the role of student leadership within the unit;
- ❖ Develop a consistently positive attitude when interacting with one another in and outside of rehearsal;
- ❖ Work to create and maintain friendships with one another;
- ❖ Remain neutral on any issues that do arise among the unit.

Social Media Policy

Technology is making it more and more possible for us to communicate and share what we do in our day-to-day lives. With such capabilities, we can run the risk of putting ourselves in harmful situations as accidents or on-purpose. Keeping a positive reputation within the social media community will be as important as how we carry ourselves in day-to-day rehearsals and show days, so please adhere to the following expectations:

- ❖ No pictures in uniforms, tracks of show music, show concepts, or ideas may be released to ANY social networking site until appropriate staff has given permission to unit members;
- ❖ Privatization of groups in social media that excludes members of the LWID are not permitted;
- ❖ Inappropriate comments are not permitted regarding the LWID, unit members, staff, scores, or other winter programs on any social media outlet (i.e. Facebook, Twitter, Tumblr, Instagram, Vine, SnapChat, etc.);
- ❖ Do not jeopardize the image of the LWID by posting any negative things online.

Academic & Alertness Policy

Your primary goal while in high school is to earn your diploma and set yourself up for long-term success. Keeping this in mind you are expected to balance your time to be attentive at rehearsals and successful in school. All eligibility requirements outlined by the Student Handbook and Code of Conduct will apply to our season. While in classes, members of the LWID are expected to:

- ❖ Attend all your classes and maintain adequate grades;
- ❖ Remain alert and attentive while in class; using rehearsal as scapegoat for your lack of attention is not an option;
- ❖ Just like at shows, you are representing our program so always be a strong representative of LWID members;
- ❖ Excessive skipping of classes/school will result in a detention, referral, or removal from the program.

Equipment Policy

As the price of equipment continues to rise, we can keep our program costs down by taking great care of our equipment. Please note the following policies about equipment:

- ❖ Students are required to purchase their own sticks (battery/rack) and general use/warm-up mallets (marimba/vibes/xylophone). LWID will provide specialty mallets as necessary throughout the season.
- ❖ There is expected to be normal wear on large instruments through loading and rehearsal use, however excessive damage to LWID instruments and equipment by means of student negligence will be dealt with on a case by case basis by the Director

Personal and Group Hygiene Policy

First and foremost, TAKE CARE OF YOURSELF. We need all members to be 100% in rehearsals and on show days. While we understand that sickness will happen, curbing the level and rate of infections is vital to be successful this season. Along with knowing yourself please remember the following:

- ❖ Jewelry - Jewellery including smart watches may interfere with natural wrist/finger movement when playing percussion instruments. Please refrain from wearing jewelry in rehearsal;
- ❖ Hair - During rehearsal your hair is to be neatly tied back and out of your face;
- ❖ Clean out your water jugs often and try to thoroughly wash thoroughly as bacteria will produce;
- ❖ DO NOT SHARE WATER;
- ❖ We recommend a regular intake of vitamin C through fruits, pills, or powders. When you work so hard it's easy to attract various sicknesses;
- ❖ If you get hurt, don't be afraid to ask for help. Don't let an injury get worse over time;
- ❖ Bring deodorant!

Rehearsal Etiquette Policy

- ❖ It is imperative that you arrive to every rehearsal on time. If a practice is scheduled for 6:00, that is NOT the drop off time. Arrive 15 minutes early to unload and set up equipment;
- ❖ No cursing or disrespectful behavior will be tolerated in our rehearsal environment;
- ❖ There is to be NO TALKING while a figure of authority is talking/giving instruction, between sets, during warm ups, during meetings, or while we are performing;
- ❖ Appropriate attire must be worn at ALL TIMES!

Appropriate Attire Policy

- ❖ All clothing for rehearsal must follow the Lincoln-Way dress code;
- ❖ Clothing should allow for comfortable movement. NO JEANS - BATTERY AND FRONT ENSEMBLE.

Performance Policy

Looking and acting professional as soon as we interact with others is a cornerstone of successful programs. Please remind yourself and one another about performance/show-day policies:

- ❖ When we arrive at the designated show site, no matter where it is, no matter who is there, you are ALWAYS being watched;

- ❖ You begin your performance the second you step off the bus;
- ❖ No cursing, rude comments, horse playing, and disrespect towards other members, staff, or other groups;
- ❖ When in uniform, and at a show site you are to be on your best behavior. Remember, you are representing the LWID;
- ❖ Stay aware of ALL meeting times and places.
- ❖ Failure to comply to any of these rules may result in you being excluded from a performance;
- ❖ When in the stands during a performance you are to refrain from talking and you must show the utmost respect for the ensemble on the floor. Clapping and cheering is encouraged. Respond the way you would want the audience to respond to you during your show.

Uniform Policy

As the official indicator of a LWID unit member, our uniforms should always be taken care of and respected. Please follow the guidelines when in uniform:

- ❖ Unit members are to never eat or drink anything besides water when in uniform;
- ❖ Swearing, disrespect, or any other behavior that breaks an above policy while in uniform is forbidden; and
- ❖ When in uniform, unit members are to remember your show begins and should act accordingly.

Consequences for Breaking any LWID Policy

Being that safety is our first goal, unit members are expected to follow the LWID policies to ensure safety and consistency is being achieved. Failure to comply with the above policies could result in any of the following:

- ❖ A warning from the Director;
- ❖ A formal in-person apology to the unit and staff;
- ❖ A conference between director, and your parent/guardian;
- ❖ A green sheet followed by consequences determined by the Deans and S.S.O.;
- ❖ Code of Conduct violation procedures;
- ❖ Sent home from rehearsal;
- ❖ Written out of part of the show;
- ❖ Inability to perform for one or more shows;
- ❖ Dismissal from the program.

Friendly Reminders

- ❖ If you are frustrated or unsure of yourself, just breathe. You won't get everything right the first time, or even the 10th time, but relax and be patient. Nothing worthwhile is easy to achieve;
- ❖ You'll be surprised how much you'll have progressed by the end of the season;
- ❖ Everyone needs to be 100% dedicated to this team, or the show won't work the way it should.
- ❖ Always strive to do better than you did the rehearsal before;
- ❖ Believe in yourself! Sometimes, the most cliché sayings are the most true;
- ❖ Laugh with your fellow teammates, smile when you perform, make long lasting memories, and if you are second guessing yourself, just go for it! You've got nothing to lose;
- ❖ Work hard, and enjoy the journey. ☺

VOLUNTEER POLICY

Lincoln-Way Winter Programs are hosting a WGI Regional Competition on Feb 29-Mar 1, 2020. This is a new undertaking and a large one. As such, we need every family to volunteer to help with the event. Volunteer shifts and duties will be communicated at a later date. Families who do not fulfill this requirement will be ineligible to participate in subsequent performances. Although the show is Winter Guard related, the monetary benefit will be seen by all winter programs.

ATTENDANCE POLICY

Our program's success is dependent upon your presence and attentiveness while at rehearsals. Understanding 100% attendance is not always possible, it will be an attempted requirement; it is something we will strive to achieve to be successful as a unit. Like other performance-based organizations, we will have times where absences will be excused and a process to request such an absence as well as, consequences for lateness or unexcused absences.

***Please note:*

Parents should plan to pick up students 15 minutes after the rehearsal concludes, allowing time for announcements and truck loading.

Attendance Policy

- ❖ Attendance is required at all rehearsals;
- ❖ Students are expected to attend every rehearsal for the full time scheduled;
- ❖ Missing any rehearsal without prior permission is 100% UNACCEPTABLE;
- ❖ Please plan any doctor's, dentist, orthodontic, or other appointments around scheduled rehearsals, performances, or other commitments;
- ❖ Work is not an excuse to miss practice;
- ❖ Last minute personal issues that you may need to miss practice for must be communicated to the director;
- ❖ Don't just skip out on a rehearsal without notice;
- ❖ It is your responsibility to make up what you miss from a previous rehearsal BEFORE the next rehearsal;
- ❖ Telling a friend or a captain will not excuse your absence.

***Please note: Any absence that would require an individual to miss a show MUST be communicated to the director before December 1.*

Filing an Excused Absence

To be excused from a rehearsal, a signed consent form is required 2 weeks prior to the rehearsal, submitted to the director. If you miss 1 day of rehearsal due to sickness, your parent must sign the consent form indicating you were ill. If you miss for more than 1 day due to sickness you must have a doctor's note before returning to rehearsal. A copy of the consent form is located at the end of this handbook.

Rehearsal Absence Make-up Policy

Missed time in music rehearsal is expected to be made up with outside individual practice. Students are expected to make-up work according to the following:

- ❖ Individual practice for a MINIMUM of the amount of time missed in rehearsal;
 - i.e. if you must miss 2 total hours of rehearsal one week you must work on LWID show music/exercises for a minimum of 2 hours;
- ❖ Video assignments catered to that specific week's rehearsal schedule or that student's individual needs;
 - At least 1 video assignment will be assigned for every rehearsal conflict;

Consequences for Unexcused Absences, Poor Attendance Records, or Breaking any LWID Policy

Any unexcused absence will result in a timely consequence! Missing rehearsal is not an option if you wish to have a successful season. We will plan our rehearsal efficiently and when someone is not present it dramatically affects the work we do at rehearsal. Individuals with unexcused absences or multiple sick absences could be issued any of the following consequences:

- ❖ A warning from the Director;
- ❖ A formal in-person apology to the unit and staff;
- ❖ A conference between an L-W Department Chair, Program Director, and your parent/guardian;
- ❖ A green sheet followed by consequences determined by the Deans and S.S.O.;
- ❖ Written out of part of the show;
- ❖ Inability to perform for one or more shows;
- ❖ Dismissal from the program.

INDOOR DRUMLINE RESOURCES

While the winter guard community is a wonderfully fun and exciting place, there can often be a lot of learning to do. As a reference to understand our competition circuit, governing organizations, and other odds and ends please use some of the resources below to help answer basic questions about the activity.

WGI Percussion

www.wgi.org

WGI is the governing authority of this activity along with winter drumline. This organization is staffed with professionals who work to set up shows, register groups as units, create educational experiences for directors, unit members, and spectators, host large Regionals and World Championships, and other various programs. This website will hold information regarding regionals, rules, fun educational materials, and a host of other great things for you to check out!

2019-2020 GENERAL INFORMATION SHEET

Participation Fees: \$300

Payment Schedule:

- ❖ December 15th \$100
- ❖ January 15th \$100
- ❖ February 15th \$100

Payment Reminders:

- ❖ Payment in full is always an option but there is no discount.
- ❖ All payments are due on the due date specified. If you will be late, please communicate that information before the payment date. If you are late or fall behind, students will not be able to attend rehearsals/competitions.

Additional Costs:

- ❖ Sticks and mallets may be required. Specific requirements will be relayed by the director.
- ❖ Marching Shoes are required, but members of LWMB can use shoes from the fall.

Fundraising:

- ❖ As the season progresses the Music Boosters will host various ways that members can fundraise for their dues without having to pay any out of pocket expenses. To take advantage of these programs please contact your school's Department Chairperson or Band Director.

Possible Practice Locations:

- ❖ Lincoln-Way East 201 Colorado, Frankfort
- ❖ Lincoln-Way Central 1801 E Lincoln Hwy, New Lenox
- ❖ Lincoln-Way West 21701 Gougar Road, New Lenox, IL
- ❖ Mokena Intermediate School 11331 195th St, Mokena
- ❖ Mokena Junior High School 19815 Kirkstone Way, Mokena

ABSENCE CONSENT FORM

Excused Absence: Due December 1
Sick Day: Due the Next Rehearsal Day

Name	
Date(s) of Absence	
Reason	<input type="checkbox"/> Vacation <input type="checkbox"/> Personal <input type="checkbox"/> Other <input type="checkbox"/> Sick (One-Day) <input type="checkbox"/> Sick (Multiple Days)** <i>**If you were sick for more than 2 days you must have a doctor's note to return**</i>
Total Number of Rehearsals Missed	
Will you miss any competitions due to this absence?	<input type="checkbox"/> Yes** <input type="checkbox"/> No <i>**Please note if you select Yes after December 1, your spot within the LWID will be immediately place under review.</i>

Please read and acknowledge the following items regarding absences from rehearsals:

- ❖ I understand that it is my responsibility to make up what I missed due to my absence before the next rehearsal.
- ❖ I understand there will be rehearsals my absence will not be excused when focusing on designing the shows – especially when learning drill.
- ❖ I understand that if I am unable to make up what I missed my spot maybe compromised.
- ❖ I understand that if I am missing rehearsal and do not inform a director it will count as an unexcused absence.
- ❖ Any date(s) my absence requires me to miss a show should be communicated to a director before December 1. If dates are communicated after this deadline, I understand my spot in the LWID will be immediately reviewed.
- ❖ I agree to personally communicate honestly and openly about missed rehearsals and assume all responsibility when I miss a rehearsal.
- ❖ As the parent/guardian, I understand and agree to the above understandings about my child missing rehearsal.

I have read the above and accept the terms of the absence consent form.

Unit Member Signature

Unit Member Parent Signature

Date

Date

STUDENT INFORMATION FORM

First Name: _____ Middle Initial: ____ Last Name: _____

LW I.D. Number: _____ Birthday: __/__/__ Sex (Circle One): M or F

2019-2020 Grade (Circle One): Freshman Sophomore Junior Senior School: _____

Student Home Address: _____

City: _____ State: ____ Zip: _____

Home Phone: (____) __ - ____ Cell Phone: (____) __ - ____

Student Email Address: _____

Parent/Guardian Email Address: _____

T-Shirt Size: _____ Shoe Size: _____

PARENT/GUARDIAN CONTACT INFORMATION

ADULT 1

First Name: _____

Last Name: _____

Relation: _____

Check Here if home address is same as the child's

Work Phone: (____) __ - ____

Home Phone: (____) __ - ____

Cell Phone: (____) __ - ____

Email Address:

ADULT 2

First Name: _____

Last Name: _____

Relation: _____

Check Here if home address is same as the child's

Work Phone: (____) __ - ____

Home Phone: (____) __ - ____

Cell Phone: (____) __ - ____

Email Address:

HANDBOOK ACKNOWLEDGEMENT FORM

Please read through the contents of this handbook very carefully. Questions regarding any of this material should be directed to the Program Director or Department Chair.

I understand and agree to abide by the responsibilities explained in the Lincoln-Way High School Indoor Drumline Handbook. I understand the policies as well as the time commitment necessary to ensure and continue the tradition of quality of the Lincoln-Way Winter Guard. I also accept the terms of attendance and all resulting consequences.

I have read the above and accept the terms of the absence consent form.

Unit Member Signature

Unit Member Parent Signature

Date

Date

THIS FORM MUST BE RETURNED BY 12/1.