

Edison HS Marching Eagles Handbook

**2015-2016 School Year
Charlie J. Mitchell, Director of Bands
www.EdisonBand.org**

THIS BOOKLET IS A REFERENCE DOCUMENT—PLEASE KEEP!

This handbook contains important information about the policies and procedures for the Edison HS Marching Eagles. **Information in this booklet pertains to members of the Marching Eagles as well as their parents/guardians. Students and parents/guardians should read all the information in this handbook carefully before committing to membership.**

The last page of this booklet contains your contract. This is your formal declaration that you plan to participate in the marching program for the season.

The contract page should be signed and submitted to the band director as follows:

- 1) hand delivered to the band director at your current school, or
- 2) faxed to Mr. Charlie Mitchell, Edison HS Director of Bands, fax # 703-924-8097.

Questions about the Marching Eagles should be directed to Mr. Mitchell, e-mail cjmitchell@fcps.edu

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Attachment 1: 2015 Season Marching Band Dates

Attachment 2: Charms Office Assistant instructions

Attachment 3: Contract

Director Contact Information:

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SECTION 1: THE EDISON HS MARCHING EAGLES - AN OVERVIEW

The Edison HS Marching Eagles is a co-curricular program at Thomas A. Edison High School. Participation in the Marching Eagles will allow students to develop their musical knowledge and skills. Membership in the Marching Eagles is open to all who possess a positive attitude and a willingness to work hard as a member of the ensemble.

1A - GENERAL EXPECTATIONS OF MEMBERS

This is a general list of what a student must do to positively contribute to the ensemble. All members are starting members, so it is critical that all share the same expectations of dedication to the ensemble. *Please carefully consider the following and be sure you are committed to these expectations before you sign your contract.*

Mandatory Attendance! For ALL rehearsals and performances for the entirety of the event. Any conflicts must be resolved prior to band camp. Appointments, etc., should be scheduled on days when the marching band does not rehearse.

- Arrive at least 15 minutes before rehearsal or report time, prepared and with proper equipment
- Plan for pick-up no later than 30 minutes after rehearsal ends or when buses return.
- Arrange for transportation to/from rehearsal ahead of time
- Participate in fundraisers, especially Tag Day on September 12
- Maintain your dot book and have it with you at all rehearsals
- Be respectful and supportive of one another
- Help with all aspects of preparing and cleaning up for marching band
- Respect your uniform, your director, your instructional staff, judges, event staff, drivers, parent chaperones and volunteers
- Follow instructions and the chain of command
- Act with integrity and positively represent yourself and your band at all times
- Have fun and enjoy making music and art together

1C: Communication - Stay in Communication with the Band

Despite our best efforts, sometimes the band has to deal with a late change (report time), or some other issue. Visit www.edisonband.org regularly for announcements and updates. **Sign up to receive emails** from the director and the Edison Band Parents Organization (EBPO), our booster group, regarding band activities (rehearsal reminders, fundraisers, etc.).

To sign up to receive band emails, go to www.edisonband.org and click on e-mail lists or contact the band director or EPBO president.

SECTION 3: ATTENDANCE AND OTHER EXPECTATIONS

3A: Attendance Policy - 100% of the schedule, 100% of the time

In a marching band, the absence of even **one** member affects the progress of the entire ensemble. At competitions, holes in the drill affect the performance and the scores of the ENTIRE band. Please take this very seriously and plan your fall so that you don't have issues.

Report time - This is the time all band members are to be in place, ready to receive instruction, or begin rehearsal. Be considerate of everyone's time by arriving no later than 15 minutes before the call time (to allow time to get equipment ready, etc.).

Arrival/departure—Arrange for ALL rides ahead of time. Plan on being picked up 15 minutes after the end of an event/rehearsal. This allows time for all band members to work as a team to stow equipment. Band member dismissal is at the direction of the drum major or Director.

Please note: No student should ever be picked up more than 30 minutes* after rehearsal ends. Be considerate of your director, the instructional staff, and the custodial staff. Arrive and depart in a timely manner.

Absences - unexcused absences are unacceptable.

Students with even one unexcused absence may not be eligible to travel with the band.

The only excused absences are attending a funeral, or illness requiring medical attention. If you are "under the weather," a parent/guardian needs to contact the director as to your ability to participate. Parents are asked to use their best discretion when it comes to illness.

Excused absences - please make every effort to communicate the above excused absences directly **TO THE BAND DIRECTOR** (by email or phone call) and **not** by texting friends or other staff members.

Students missing 3 or more rehearsals (excused or unexcused) may be made an alternate, will not receive a varsity letter, and will not be eligible to travel with the band.

Students missing a competition or performance may be made an alternate, will not receive a varsity letter, and will not be eligible to travel with the band.

Lateness will not be tolerated.

More than 5 tardies to rehearsals will be treated the same way as missing 3 or more rehearsals. However we recognize that students are requested by some teachers to do extra work after school. Please have the teacher inform the director of that teachers request so whatever work that needs to be done can be worked out with the director.

The above policies protect the education of all the students involved in marching band.

3B: Be Prepared!

Students will need the following items for band camp and for rehearsals. Please add them to your “back to school” list so that you have them in time for band camp.

Tennis shoes - (running or cross trainers) - These **MUST** tie over the top of your foot! No slip-ons. Save the converse shoes for off the marching field. It is hard to get proper technique when your shoes don't absorb shock or keep falling off. If you wouldn't run in them, don't wear them to Marching Band.

Dot book - (A memo sized notebook on a lanyard or string) - the 3" x 5" index cards- style booklet work the best because they stand up to rain and sweat.

Instrument, mouthpiece, reeds, etc. - (Marching baritones, tubas, horns, and percussion instruments are provided by the school. You will need sticks and your own mouthpiece and your own reeds. All woodwinds should have at least 3 reeds at all times.)

Pencils - Notice that the word, “pencil” is plural. Yes, you will need one at all times.

Personal water bottle - All water bottles should be filled **BEFORE** rehearsal begins.

Hat or visor with brim/sunshades (keeps the sun out of your eyes when you are looking at the drum major)

SUNSCREEN! Bring it with you and reapply it often.

Fuel up - eat prior to coming to rehearsal! Marching band rehearsals are physically demanding. Please eat nutritious foods that provide you with energy for the duration of the rehearsal. (Avoid dairy products such as cheese, milk, etc. and carbonated beverages.)

3C: Suitable Attire (The Marching Eagle version of “What Not to Wear”)

School-appropriate attire must be worn at all times. Some key points to remember:

- Loose fitting clothing that allows for ease of movement is recommended.
- Tank tops must cover undergarments.
- No spaghetti strap tanks or bare torsos, regardless of gender.
- Shorts should be of appropriate length, and be worn in a manner that covers all undergarments.
- Marchers will need to wear tennis shoes. No converse or flat shoes. Shoes must tie tightly across the foot. If you wouldn't run in them, don't wear them to marching band.
- Flip flops or other shoes may only be worn during sectionals. You must be able to mark time in them.
- Long pants should not drag on the ground so as not to trip you or others around you (however if it is hot outside, I would avoid long pants altogether if possible.)
- Consult the weather reports and dress appropriately.

3D: Finance: Fees and Fundraising

****Please refer to the Band Fee Notice on dues/costs for the Edison Band Program****

SECTION 4: UNIFORMS AND APPEARANCE

4A: Wearing the Uniform of the Marching Eagles

The uniform is symbolic of this activity; a tradition passed down from the days of military bands and it is to be treated with the UTMOST respect. When you wear our uniform, everything you do is tied to our reputation as a band. You will see other bands that do not observe these traditions. We are not other bands. Here are the general guidelines:

- Everyone must wear the uniforms **uniformly!** (e.g., We are all in full uniform or we are all in half-dress)
- “Full dress” is defined as: jacket, band t-shirt, bibs, black socks, black shoes, white gloves
- “Half dress” is defined as: band t-shirts, bibs, black socks, black shoes, white gloves.
- Black CREW socks **that cover the ankle** must be worn with your uniform. NO EXCEPTIONS!
- **No jewelry.** Any jewelry that cannot be removed must be covered by clothing or band aid.
- **No nail polish.**
- **No make-up** (those not in color guard.)
- Wear your “show shirt” under your jacket.
- **Shorts (not pants) must be worn under the bibs. Please use GYM/Athletic Short**
- Thermal undergarments (Under Armor or like brand) may also be worn (and is recommended) if needed on colder days.

4B: Etiquette

1. The helmet or shako is ALWAYS carried level in the RIGHT hand with the insignia facing forward.
2. Never take the uniform on or off in public. Exceptions will be choreographed so that everyone looks the same and moves together.
3. In general, the uniform connects us all. Whatever we do, we do as a unit. (We all sit, we all stand, etc.)
4. Travel in pairs at a minimum of 3, no exceptions! (No soldier left behind.)
5. **Never run in uniform.**
6. Never carry your helmet or shako upside down.
7. **Someone’s always watching...**In certain competitions, violations to the above could cost the band points. Please be mindful.
8. Anytime you are with the band, wearing the uniform or band spirit wear, you are representing the band. Act accordingly.
9. When in the stands watching other bands, **BE QUIET** during their performances and if you comment afterwards, be supportive and respectful.

SECTION 5: FOOTBALL GAMES

5A: Home Football Games:

1. All band equipment should be clean and “ready to go” when you arrive at report time.
2. Remember that marching band is an outside activity and instruments should be cleaned regularly.
3. Regulations regarding rehearsal are also in effect during all public performances.
4. **Only band members are allowed in the ranks.** Do not allow “civilians” in our designated area or to cross through the band when we are moving as a unit.
5. While seated in the stands, students will always sit/stand at assigned seats.
6. Students will maintain proper intervals while sitting in stands. Always maintain a line front to back.
7. We will play only as a group while in the stands. Solo performances or small ensemble must be pre-approved by Mr. Mitchell before the game.
8. Sections are encouraged to work up brief musical selections to aid in the support of group spirit. These “cheers” must be approved by the band staff prior to the start of the game.
9. Your primary role during the game is to support the team and our school by playing at appropriate times. Pay attention to the game, cheer at appropriate times, and work in conjunction with the cheerleaders to get the crowd involved in the game (that is, BE LOUD!)
10. Eating is only permitted during 3rd quarter and in half dress. We will assemble as a group after the halftime performance and take off helmets and jackets as a group before anyone is dismissed. Your jacket will be folded according to uniform customs with your helmet placed on top, emblem facing out.
11. Water may be consumed in uniform during any quarter but you cannot go retrieve it and it cannot be brought to you by a non-chaperone.
12. Football games are meant to be fun, however we are there to play. When the drum major’s hands go up, your horns should be up ready to play. Keep the chatter and the vocal level to a minimum. General rule, if you are louder than the announcer you are too loud.
13. **NEVER TURN YOUR BACK ON THE GAME.** If you are facing away to the game, you are facing away from the drum major, and you will miss your cue to play. That is unacceptable.
14. Mr. Mitchell understands that questions may arise. Ask your Section Capitan, if they do not know they will ask the Jr. Drum Majors or Drum Major, and if necessary they will ask me. Do not yell for Mr. Mitchell unless there is an emergency.

SECTION 6: SPRING TRIP ELIGIBILITY

Each year, a spring trip is planned to provide an opportunity for each student to experience musical opportunities outside of the school setting. Whether it be

performances, clinics, festivals or competitions. These are meant to be educational but also fun as a reward for a year of hard work and dedication.....

For students to be eligible to travel in the spring with the band they must meet the following criteria.

- Be in good standing in band (no discipline problems or attendance issues)
- Band dues and the trip costs are paid in full (through check or fundraising) before the trip is taken
- No referrals from director
- No suspensions
- Meet Academic Eligibility Standards
- Be a member of Marching Band AND be enrolled in a curricular music class (with the exception of color guard.)

****Please see the Band fee notice for estimated cost and info on Spring Trip****

There will be fundraisers through the winter and spring to help with the cost of the spring trip. The spring trip is OPTIONAL and not a required part of membership in the marching band, but is strongly encouraged.

SECTION 7: THE EDISON BAND PARENT ORGANIZATION (EBPO)

To be a successful, comprehensive music education program, the Edison Bands rely upon the support of parents, guardians, extended family, and the community at large. To facilitate the coordination of resources to benefit the student musicians of Edison, the instrumental music program collaborates with the EBPO.

7A: The purpose of the EBPO

- Provide support for a strong music education program at Edison High School that encourages student participation in band program activities; and
- Promote organized and active family and community support of the Edison band program, to include:
 - Organizing and executing events to raise funds to underwrite band program expenses not covered by public funds;
 - Assisting as needed in the coordination and execution of band program activities; and
 - Stimulating community interest in and support of the Edison band program.

7B: Membership in the EBPO

Membership in the EBPO is automatic to all parents/guardians of Edison High School band program students. There are no dues. The EBPO conducts regular monthly meetings at 7:00 PM in the Edison Band Room. See edisonband.org for more information.

7C: Volunteer Opportunities

All parents are asked to volunteer to help sustain the quality of the band programs at Edison HS. Some examples of adult volunteer opportunities include:

Drivers for tag day

Chaperones for home and away football games

Chaperones for competitions

Pit crew duties (move equipment on/off the field, transport same to competitions)

Chair and support committees (Uniforms, Spirit Wear, Chaperones, Hospitality)

Prepare or purchase food and beverages for band meals (most times this is prior to competitions)

... and more

SECTION 8: Letters/ Chevrons and Year Pins.

Letters are issued to all students who have participated in a full year of Marching Band and have also made it into a district band or participated in Solo and Ensemble and earned at least a rating of Excellent or participated in Winterguard.

Chevrons are issued to all the students who have received a letter but still meet the qualifications of lettering.

Pins are issued to all students who have participated in a Full Season of Marching Band. Each pin will be designated to the years of participation in the Marching Band Program at Edison High School.

Closing

Marching Band is a collection of individuals who put aside the individual mentality to form a larger artistic entity that enriches the life of everyone involved. Every detail, every precise movement, and every single memorized note that is played adds strength and purpose to this entity. This is only achieved by asking, “what can I do?”

2015 MARCHING SEASON—IMPORTANT DATES

August 17 – 21, 2015 7:30am – 5pm BAND CAMP

August 22 – 26, 2015 7:30am – 5pm BAND CAMP

Thursday, September 3, 2015 5:30pm – 10pm – Edison vs Hayfield

Saturday, September 12, 2015 7:30am – 5pm – TAG DAY

Friday, September 18, 2015 3:00pm – 10pm – Edison vs Marshall

Friday, September 25, 2015 3:00pm – 10pm – Edison vs Thomas Jefferson

Saturday, September 26, 2015 – Oakton Classic

Saturday, October 10th, 2015 Stafford High School or Rock Ridge HS in Ashburn, VA

Friday, October 16, 2015 3:00pm – 10pm – Edison vs Tuscarora

Saturday, October 17th 2015 – Parade of Champions

Friday, October 23, 2015 3:00pm – 10pm – Edison vs Falls Church

(senior night/homecoming)

**Saturday, October 31, 2015 – VBODA Marching Assessment North & Capital

Or

**Saturday, November 7, 2015 – VBODA Marching Assessment North & Capital

TBD - Marching Band Banquet

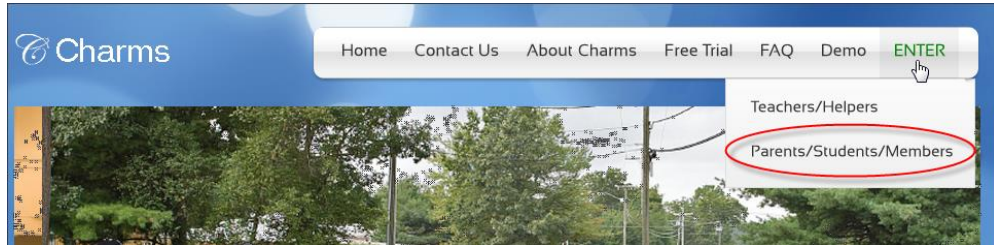
Every Wednesday night from September 9th – October 28th – 6:30pm – 8:30pm

Rehearsal (MAIN FIELD)

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

A screenshot of the Charms Parent/Student/Member Area login screen. It features a blue header with the Charms logo and the text 'Charms Parent/Student/Member Area'. Below the header, it says 'Please Enter Your School Code:' followed by a text input field labeled 'b.'. Below the input field, it says '(for a demo, please enter "cornchoir" or "ehsband")' and a blue button labeled 'Enter Charms' labeled 'c.'.

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

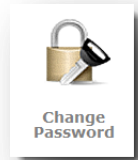
A screenshot of the Charms Home page. The top navigation bar includes 'HOME', 'CALENDAR', 'VOLUNTEERS', 'EMAIL DIRECTORS', and 'FILES & HANDOUTS'. Below the navigation bar, there is a red 'EXIT CHARMS' button. The main content area displays 'Student Area Password: (Case Sensitive!)' followed by a password input field with a red arrow pointing to it, and 'Enter' and 'Show Hint' buttons. Below the input field, it says 'If this is the first time you have logged in to Charms, your password is your ID number.'

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
- 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.

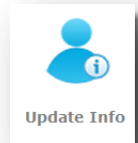
Note: For all future logins, the new password will be entered into the Student Area Password field



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



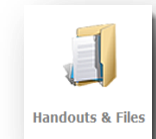
Handouts & Files

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:

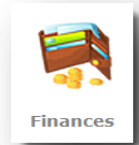
- a. From the Home page, click on **Handouts & Files** icon. The Files & Handouts screen will display with the **School Files** tab active.
- b. Click **My Files** tab. The file upload screen will display.
- c. Click **Browse** button. The Choose File to Upload box will appear.
- d. Locate the file and 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.
- 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.




Student Financial Statement

Trip Ledger Balance Credit	0.00
Fixed Payments Due	200.00
Fundraising Balance Credit	0.00
Miscellaneous Balance Credit	0.00
TOTAL BALANCE DUE	\$ 200.00

There are no scheduled trips for this student After you have selected the item to be paid, click here!

Student Fixed Payment Detail [Pay Fixed Payments](#)

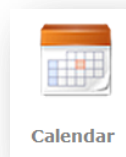
Paid Date	Item	Amt.	Paid By
not paid	Marching Band Fees - 1 - 2014-15	200.00	
Total Fixed Payments Due		\$200.00	
Total Fixed Payments Paid		\$0.00	
Total Unpaid Fixed Payments		\$200.00	

There is no Fundraising Activity

There is no activity in the Student Miscellaneous Ledger. [Make Miscellaneous Payment](#)

Calendar

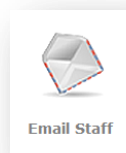
1. To access the calendar:
 - a. From the Home page, click the **Calendar** icon
 - b. Calendar will display – When selected, events will display in a popup window with detailed information about the event.
2. To volunteer:
 - a. From the Home page, click **Calendar** icon – Calendar will display
 - 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.

Sample Student Finance Record:

Student Financial Statement

Trip Ledger Balance Due	450.00
Fixed Payments Due	0.00
Fundraising Balance Credit	0.00
Miscellaneous Balance Credit	85.00
TOTAL BALANCE DUE	\$ 365.00

Sort By Date Group By Trip

Trip Ledger Detail

Paid Date	Trip	Amt Applied	Paid By	Paid From	Dep. Num	
4/11/2014	B - Hawaii - 850.00	400.00	G-Cash	GT	cbc-0411	\$
TRIP BALANCE DUE (inc options):		\$450.00				
Total Cost of All Trips		850.00				
Total Applied (including Options)		400.00				
Balance Due		450.00				

Student Fixed Payment Detail

Paid Date	Item	Amt.	Paid By	Dep. Num		
2/18/2014	Marching Band Fee Installment 2	125.00	G-Check 1234	0218	\$	
1/23/2014	Marching Band Fee Installment 1	100.00	G-Check 125	cri-0123	\$	
Total Fixed Payments Due		\$225.00				
Total Fixed Payments Paid		\$225.00				
Total Unpaid Fixed Payments		\$0.00				

There is no Fundraising Activity

Student Miscellaneous Ledger Detail

Date	Notes	Amt	Running Balance	Paid By	Dep. Num	Paid To	From	
1/23/2014	Scholarship 3	85.00	85.00	G-Cash	SCH-0123	FCPS Bank Account	GM	\$
Total		85.00						