

***Wooster High School
Music Department***



2017-2018

***Band
Handbook***

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INSTRUMENTAL MUSIC DEPARTMENT GENERAL POLICIES

1. Students must ask the permission of a Director before entering the Music Office. Please knock first.
2. The phones are to be used only with a Director's permission. The phones are to be used for **music-related** calls only and are reserved for special circumstances.
3. The music rooms should always be left in a neat, organized manner.
 - a. All instruments are to be kept in the Instrument Storage Room in your individual storage bin. Music or personal items of any kind are not to be left in instrument storage bins. Only instruments belong in **instrument storage bins**.
 - b. Music and music folios are to be left in Music Folio Cabinets.
 - c. Use the lockers supplied outside the music room entrance to store books, bags, etc. during rehearsals and practices. Book bags may not be brought into the rehearsal rooms.
 - d. Percussion equipment should always be put away, covered, or set aside, and handled with care.
4. Vandalism with regard to instruments, equipment, and school property will not be tolerated.
 - a. Offenders will be held FINANCIALLY RESPONSIBLE.
5. Gum chewing, candy eating, food, beverages, etc. are not permitted in the music rooms.
6. Have all equipment at all rehearsals and performances (instrument, music, rosin, reeds, oils, mutes, pencils, sticks, mallets, etc.).
 - a. All reed players should have several spare reeds. Do not wait until you use your last reed to purchase a new one.
 - b. Reeds, valve oil, etc. are available at local music stores.
7. Be in your seat (or spot) ready to begin ON TIME.
8. All talking and playing **MUST STOP IMMEDIATELY** when any authorized person steps onto the podium or in front of the group.
9. Do not talk or play when the director stops conducting to give instructions or explanations.
10. Hats are not to be worn during rehearsals or practices in the music rooms.
11. Cell phones should be put away during rehearsal time.

PRACTICE IN MUSIC ROOMS AND PRACTICE ROOMS

Students may practice during the school day in the practice rooms and rehearsal rooms under the following guidelines:

1. Students may come to the music area to practice only when there is a **MUSIC DIRECTOR PRESENT**.
2. Ask a Director to find his/her availability at periods throughout the day.
3. No students may come to the music area outside of regular rehearsals without a pass from a Director.
4. Students should come **BEFORE SCHOOL** to receive a written pass from a Director to come to the music area within the same day.
5. Students may only be excused from a study hall to come and practice in the music area.
6. Gum chewing, candy eating, food, beverages, etc. are not permitted in the practice rooms.

ATTENDANCE POLICY FOR PERFORMANCES AND EXTRA REHEARSALS

By virtue of membership in the Wooster High School Bands, you have placed upon yourself an obligation not only to yourself, but to the entire organization. Because it is our desire to achieve the finest possible results, attendance at all rehearsals and performances by every band member is mandatory. It would be unrealistic, however, to assume that absences due to illness, death in the family, and other valid reasons do not occur. With this thought in mind, the following policy has been instituted to explain and define the absence policy of the instrumental music department. These regulations have been designed to maintain the excellence of the Wooster High School Bands, and will help to ensure that membership in this group continues to be a worthwhile and educationally rewarding experience for all. Furthermore, it is assumed that any student who becomes a member of the Wooster High School Bands recognizes his/her responsibility to fellow students of the organization and wishes to contribute his/her best effort at all times.

PROCEDURES REGARDING ABSENCES

1. A note (written notification) from parent or guardian with the student's name, reason for the absence, date of the absence, phone number, and signature must be submitted for each absence to the Director of the organization.
2. All advance absence requests require the note to be turned in to the Director TWO WEEKS IN ADVANCE.
3. If a student misses a rehearsal or performance due to an emergency, the student should turn in a note of explanation immediately upon his/her return.

EXCUSED ABSENCES FROM PERFORMANCES

1. Personal illness - advance notice appreciated.
2. Death in family.
3. Vacations WITH PARENTS.
4. Direct conflicts with other school activities involving participation (not observation) will be resolved according to Wooster High School's policy entitled: *Guidelines for Students in Multiple Activities*.

UNEXCUSED ABSENCES FROM PERFORMANCES

1. Any excuse not listed above. This includes miscellaneous excuses that have not been approved by the Director.
 - a. WORK IS NOT CONSIDERED AN EXCUSED ABSENCE - your first obligation is to your school and its activities. Employers should be notified well in advance of your obligations to both family and school, and in nearly all cases will be very understanding. Provide them with a copy of your schedule to assist them in scheduling your hours (we keep extra copies of the Music Department Calendar for just this purpose). If you would like the Director to contact your employer and explain the necessity of your attendance at a rehearsal/performance, this will gladly be done upon request.
 - b. *Observation* of other school activities is not considered an excused absence.
 - c. Vacations WITHOUT PARENTS or without giving two weeks notice.
 - d. Any excuses listed above for which the student has not given 2 weeks advance notice (written notification).
 - e. Failure to participate in a performance without being excused may result in the loss of certain privileges of being a Wooster High School Band member, as well as loss of credit for the graded activity.

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- f. The performance, when planned, organized, and evaluated as a culminating activity in a learning experience becomes a legitimate part of the music curriculum. The performance for the band is akin to the final exam in a class such as English, and will be treated as such. Failure to participate in a performance without being excused will severely affect the student's final grade for that marking period. Just as failure to take a final exam in the English class would affect the grade for that course.

SENIOR COLLEGE VISITATIONS

It is realized that choosing a college to attend is a very important decision, requiring much thought and investigation. However, we ask that seniors please do not plan college visitations when they know they will encounter a conflict with an band performance. As seniors, you are an extremely valued and experienced member of our band, and we can't afford to not have you at a performance. With a little prior planning, you will be able to satisfy your obligations to the band while still being able to obtain all the information you need to make the proper choice of what college to attend.

CLASS CUT AND TARDY POLICY

1. The student will be considered TARDY for class if he/she is not in his/her seat by the designated beginning of rehearsal. Being tardy to a rehearsal represents non-participation in part of that rehearsal. This will effect the student's participation grade for that rehearsal.
2. Class cuts will not be tolerated. Students who do cut class will fall under the school's code of student conduct.

ABSENCES FROM EXTRA REHEARSALS

1. An extra rehearsal is a rehearsal held outside of the normal school day. Example: Before or after school, afternoons, evenings or weekends.
 - a. This could involve the full ensemble or only a part of the ensemble.
 - b. Sectional rehearsal; only a part or portion of the ensemble is rehearsing.
2. All regulations are the same as those for absences from performances with the following exceptions:
 - a. Because less advance notice is given to band members for extra rehearsals, only four days written notice is required.
 - b. Dress rehearsals for major events are mandatory, with the exceptions of death in the family and personal illness requiring a doctor's care.
 - c. An unexcused absence from an extra rehearsal may result in the loss of certain privileges of being a Wooster High School Band member.
 - d. As Band is a laboratory course with much of the work being done during rehearsal time, the rehearsals are an important part of the class requirements. Failure to participate in a rehearsal without being excused will affect the student's final grade for that marking period. In the same regard, being tardy to a rehearsal represents non-participation in part of that rehearsal. This will effect the student's participation grade for that rehearsal.

INSTRUMENT RENTAL

The Wooster Board of Education provides certain instruments for the use of students. If a student uses one of these school owned instruments, a rental fee of \$3.00/month is charged to help defray costs of maintenance and repair of these instruments. The rental payment is due by the end of the school year and is paid in the Main Office. Checks are made payable to "Wooster Board of Education".

MEANS OF EVALUATION

1. Individual playing auditions and tests - prepared etudes, studies, scales, band music.
2. *Rehearsals* (Daily, Sectional, and Extra). As Band is a laboratory course with much of the work being done during rehearsal time, the rehearsals are an important part of the class requirements.
3. *Written Tests*. While not used often, students may occasionally be given a written test on materials covered in class. These are common as midterm & final assessments.
4. *Special Projects*. These can involve a variety of things including solo and ensemble contest, an individual intonation charting assignment, or occasional outside reading and/or listening assignments. There may or may not be a Special Project for each grading period.
5. *Performance*. When planned, organized, and evaluated as a culminating activity in a learning experience, performance before an audience is a legitimate and important part of the music curriculum. The performance for the Band is akin to the final exam in a class such as English. Such performance should become for the students a goal to be attained through self-directed preparational activities, cooperative planning and organization, self-disciplined practice, creative thought and action, and self-evaluation.

USE AND CARE OF MUSIC

1. Do not fold, tear or otherwise mutilate music.
2. Absence from school does not relieve students of the responsibility to have music brought to the rehearsal or performance.
3. Use only *pencil* when marking music. Be neat when marking music, and make only those marks that are absolutely necessary. Marks should be erased before music is turned.
4. Students will be held financially responsible for music that is not cared for properly.
 - a. Students may be subject to disciplinary measures in addition to their financial responsibility.
5. Each student will be assigned a slot in a music folio cabinet.
6. Folders will be assigned according to parts and instrumentation. Each folder will be assigned a number that corresponds to a slot in a music folio cabinet.
7. Personally owned music should not be kept in the music folio cabinet.
8. Do not put folders and/or music in your instrument case.
9. Folders and/or music are not to be stored in the instrument storage room.
10. Do not place stickers or other decorations on school-owned music folders.

Wooster High School Music Department Web Site
www.whsmusic.nvi.net

MARCHING BAND POLICIES

1. Students must participate in Marching Band (unless a member of the Varsity or Junior Varsity Football Teams) as well as the post-football season concert groups (Symphonic, Concert, Freshman Bands).
2. Varsity or Junior Varsity Football players are unable to be Marching Band Members due to their football commitments. Varsity and Junior Varsity Cheerleaders, however, will have an altered Pregame performance, but are able to change prior to Halftime, march with the band, and then change back into their cheerleading outfits to cheer for the rest of the game.
3. Students should never leave formation or the stands without the permission of a Director.
4. There will be no talking or movement after being called to attention in a field rehearsal.

GAME POLICIES

1. Absolutely no gum from the time you arrive at the high school for rehearsal until the band returns to the high school band room after the game.
2. You will be dismissed by a Director from the band room to line up outside for home games. Line up in Pregame Fronts for the march to the stadium.
3. Use the restrooms before we leave the bandroom to load buses or march to the stadium. Your next opportunity will be in the 3rd quarter of the game.
4. Look crisp and professional as you march to the stadium; stay in line with your instrument in the proper carrying position. Once we arrive at the stadium, Pregame begins within a very short period of time.
5. Unless supplied with different instructions by the Director, all uniform parts must be worn in the proper manner from the time we leave the school until we return. Gloves should be on, spats on, uniforms buttoned, hair up, hats on correctly, etc. Hats that are not part of the band uniform are not to be worn in the stands unless otherwise dictated.
6. All band members will sit together at all football games through quarters 1, 2, and 4. Non-band members are not to sit with the band.
7. Students will be given the 3rd quarter off in order to go to the restroom, concession stand, or simply stay seated. The Music Parents Association will have volunteers who will provide a hot dog and drink immediately following Halftime. Uniform fronts should be switched prior to standing in line to eat.
8. During quarters 1, 2, and 4, no food or drink will be permitted in the stands. Dispose of all food and drink prior to returning to the stands at the end of 3rd quarter.
9. Students must be in their seats **by the end of 3rd quarter**, ready to play.
10. Do not go into other sections of the stands at the stadium at any time. Stay seated.
11. During marching to/from the stadium (Home or Away), stay in formation *until cadence stops* and instructions are given by the director.
12. During home games plumes are handed in immediately following Halftime. At away games, they will be handed out and handed in during the game. Student helpers will distribute plumes. As plumes are passed down the line, please pass them to the end of the row in an orderly fashion.

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13. Always know exactly where your raincoat is. A slip of paper under a rubber band or shoelace is an effective way of bundling your coat. As with any part of the uniform, never leave it unattended. It is *your* responsibility. ***Know your number!***
14. There will be no smoking, chewing tobacco, alcoholic beverages, or any type of substance abuse while in uniform or in connection with any band function.
 - a. Violators will fall under the code of student conduct.
15. There will be no public display of affection while in uniform.

BUS POLICIES

1. All band members will sign up for a bus seat in advance on lists posted by the Directors. Sign only *your* name, clearly. If you do not sign the list, you will be assigned a seat. Bus seating lists may stay in effect for more than one game, so chose your spot carefully.
2. Attendance will be taken on each bus, both ways.
3. Students must ride the same bus to and from the event.
4. Members will be dismissed to the buses in the following order:
 - a. Squad Leaders - Seniors - Juniors - Sophomores - Freshmen.
5. Students must obey all school and bus rules.
6. No food or drink is permitted on the buses.
7. Show common courtesy and respect for the bus drivers and chaperones. Chaperones are volunteering their time for our benefit.
8. Uniforms on the bus should be:
 - a. Worn in full (preferred).
 - b. In garment bags with ***at least*** uniform pants worn. Directors will tell you when this is appropriate.
9. If you have a large instrument that is loaded on the equipment truck, ***you*** are responsible for the loading and unloading of the instrument.
10. All instrument cases should be marked clearly with the student's name on the outside of the case as well as the inside.

MUSIC/AUX. ROUTINE MEMORIZATION

1. ***All*** music/routines performed in public will be memorized.
2. A specific date will be posted when each piece of music/routine must be memorized.
3. The music/routine must be "checked off" by the appropriate person(s) on or before the given date.
 - a. Squad Leaders must have their music checked by a Director.
 - b. All other band members must have their music checked by *their own* squad leader.
 - c. If, due to uncontrollable circumstances, a band member is not able to have their squad leader check off their music, the band member may have another squad leader of the same instrument check the music. This may be done only with the permission of a Director with the circumstances of conflict explained in full.
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4. Upon successful completion of a music/routine check, the Squad Leader will report to a Director who will then mark the records and the Music Checks Chart appropriately.
5. Points will be awarded for music/routine checks as follows:
 - a. 6 points ~ Music/Routine is checked off *prior* to the required date.
 - b. 5 points ~ Music/Routine is checked off *on the date* required.
 - c. 3 points ~ Music/Routine is checked off *late but before the music is performed*.
 - d. 0 points ~ Music/Routine *is not checked off* prior to its performance.
 - e. 7 points ~ Music/Routine is checked off by entire squad *prior* to the required date.
(*Note: No 7's will be awarded if the Senior Show music is not learned by the entire squad on the due date*)
6. Points will be tabulated at the end of the marching season. A percentage score out of 100 will be given to reflect the percentage of the music/routines memorized.
7. This is a *major* portion of the student's 1st quarter grade. An attempt at memorization is important even if trouble is encountered. Special circumstances will be handled on an individual basis with the directors. Our goal is for each student to find success.

UNIFORM AND INSTRUMENT INSPECTIONS

1. Squad Leaders will do a preliminary check to make sure you have the following:
 - a. Clean and pressed pants and jacket. Pants should not break at the cuff (*a light hem may be needed*).
 - b. If extra clothing is worn underneath the uniform, it must not be visible. No turtlenecks please.
 - c. Polished black shoes and clean white spats.
 - d. Black socks.
 - e. Hair tucked inside hat.
 - f. All parts of the uniform worn in the intended manner.
2. Final inspections will be done by the Directors.

FLAG CORPS AND MAJORETTES

1. Any student attending Wooster High School is eligible to try out for the Majorette and/or Flag Corps.
2. Auditions will be held in the spring of the preceding year. Details regarding specific try-out requirements will be announced then.
3. All Majorette and Flag Corps members are Band Members and will follow all the applicable policies outlined in this handbook. In addition, other specific requirements may be made of them by their respective advisors in conjunction with the Directors.
4. Your advisor will take attendance at every rehearsal.
5. Attendance at all "camp" sessions is mandatory. No one will be excused for vacations during camp. You are responsible for the cost of camp.
6. Arrange work around practice schedules. You will not be excused from practice for work.
7. Advisors may call additional rehearsals as deemed necessary.
8. You are responsible for learning routines. 100% effort is necessary - you are very visible on the field. If a routine is not learned by the deadline, you will be unable to participate in the upcoming performance.

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9. Performance uniforms are provided. However, there will be items that cannot be provided by the school and need to be purchased by you. Approximate costs are:

Majorette

Boots \$50
Sweats/T-shirt/Sweatshirt \$100
Hose/Shoes/Leotards \$70

Flag Corps

Practice Pole/Flag \$30
Gloves \$5/pr
Sweats/T-shirt/Sweatshirt/Hair Bows \$130

10. Performance flags and poles are provided, but you are responsible for your own practice pole and practice flag. It is your responsibility to bring your practice flag to every rehearsal.
11. You are a part of the drill; therefore, you are responsible for learning your charts as well as your routines. Lack of knowledge of your charts could also result in your sitting out of an upcoming performance.

PRE-FALL BAND REHEARSALS

Band Camp is an integral part of the total band program at Wooster High School. It is unrealistic to believe that the band could prepare for the fall football season without first learning the many techniques that are necessary to become a top-notch marching unit. Many valuable concepts are introduced, therefore it is expected that *all* students attend the rehearsal prior to the beginning of school. Please refer to the yearly calendar to find the dates and meeting times. These times are made available to all students and parents at the end of the previous year.

BAND UNIFORMS

The uniform of the Wooster High School Marching Band is very valuable. It is the responsibility of all band members to take care of and maintain their uniform in the very best of condition. The Wooster High School Marching Band uniform consists of the following parts:

<u>Item</u>	<u>Furnished By</u>
Solid Black Socks	Student
Solid Black Shoes	Student
Spats	Student
White Gloves	Student
Pants	School
Jacket/Blouse	School
Hat and Hat Box	School
Raincoat	School
Garment Bag	School

CARE OF THE UNIFORM

1. Students will be held FINANCIALLY RESPONSIBLE for any lost or damaged items. Simple repairs will help prolong the life of the uniform. An band uniform should NEVER BE LEFT OVERNIGHT IN THE BAND ROOM except with the permission of a Director.
2. Please dry clean uniforms if needed, especially the pants, if ever need be in between turn-in times. Crest Cleaners are familiar with our uniforms. Black shoes must be polished before every performance.
3. Keep gloves white. They should be cleaned after performances.
4. All students must wear a dark T-Shirt (*Band t-shirt for example*) under their band jackets and a *plain* white T-Shirt (*with sleeves*) under their white blouses. This protects the uniform fabric from perspiration, and the colors of the shirts blend with the uniform should the shirt show during a performance.
5. **DRY CLEAN ONLY** all uniform tops and bottoms.
6. Spats may be cleaned in warm water and line dried.
7. Remove dirt from raincoats by allowing mud to dry, then briskly brushing with stiff brush.
8. Hats may be spruced up by wiping with a damp cloth or mild soap.
9. Make sure all buttons are sewn on before leaving home.
10. "Hot Weather" Uniform: Blue Band T-Shirt, white shorts, white socks, white shoes. Obtaining these items is a responsibility of each student. They need to be obtained prior to the first performance.

UNIFORM FEE

Each student must have his or her copy of the Band Uniform Agreement (*see page 16*) signed by a parent. To cover the cost of dry cleaning the uniforms, each student is responsible for a **\$20.00** annual uniform fee (Flag Corps - \$9.00, Majorettes - **\$13.00**, Freshman Band students - **\$17.00**).

This fee is paid to the main office along with other class fees.

SYMPHONIC, CONCERT AND FRESHMAN BANDS

AUDITIONS

Auditions will be held for membership and chair placement in either the Symphonic Band or Concert Band at or near the conclusion of the Marching Band Season. A separate seating audition will be required of Freshmen Band. The results of these auditions will determine seating within the bands. Auditions will consist of four parts:

1. A required etude.
2. Music excerpt(s) provided by the director.
2. Scales (major and melodic minor) or rudiments.
3. Sightreading.

Specific details of the auditions will be announced well in advance of the audition dates. Students will be instructed on where and when to sign up for a time after school in the given week (see calendar). *All* students will play an audition with the Directors or will receive a *withdraw-fail* for the class.

CHALLENGE SYSTEM

In order to provide a way for students to practice and improve their seating position, the following challenge system will be used.

1. Students may challenge the person sitting directly next to them.
2. Notify the person to be challenged and the Director. The Director will select a date and time for the challenge.
3. The challenge will be judged by the Director.
4. Challenges will be set up at a mutually convenient time.
5. If you refuse to accept a challenge, or have an unexcused absence for a challenge, you automatically forfeit your seat.
6. Challenges may consist of scales, ensemble music (the music the person you are challenging plays), and sightreading.
7. The Director will allow challenges as appropriate within performance schedules.
8. The Director holds the right to disallow challenges.

OTHER ENSEMBLES & COURSES IN THE INSTRUMENTAL MUSIC PROGRAM

JAZZ BAND

The Jazz Band is a select group of instrumentalists (sax, trumpet, trombone, piano, guitar, bass, drums) specializing in the performance of classic and contemporary jazz. The Jazz Band rehearses second semester. Students may sign up for the class if they are signed up for another band class. The group of 18-25 students performs at jazz festivals, community events, concerts, dances, and other various functions. Specific details regarding auditions will be made available well in advance of the audition date.

ORCHESTRA WINDS AND PERCUSSION

The winds and percussion combine with the orchestra strings for several concerts and other performances throughout the year. Membership in the Orchestra is based on the Symphonic/Concert Band Auditions following Marching Band. Rehearsals are held outside the school day prior to performances.

OTHER OPPORTUNITIES

OMEA SOLO AND ENSEMBLE ADJUDICATED EVENTS

All Wooster High School Band Members are strongly encouraged to participate in OMEA Solo and Ensemble Adjudicated Events. Extra credit will be given to all involved. This participation may take the form of a solo performance, or as a member of a small chamber ensemble. Refer to the calendar at the beginning of this handbook for the date of the event.

PRIVATE LESSONS

The music department feels very strongly about the importance of private study as an integral part of developing the student's progress on their instrument. The one on one relationship available in a private lesson allows for more individual attention than is permitted in a large group rehearsal. Students can concentrate on their own unique playing problems, improving on areas in which they are weak, and progress at their own rate. This individualized instruction can provide a better chance to master your own instrument, as well as maintain the quality of the band program. If interested in private lessons, please see the Directors for assistance in locating a qualified teacher.

NOTE: The WHS Music Parents Association has a scholarship fund available to assist with private lesson costs. Ask a music teacher or visit the music department web site for an application.

HONORS GROUPS/YOUTH SYMPHONIES

Many honors groups and youth symphonies are available to Wooster High School Band members. Groups such as the OMEA All-State Band and Orchestra, All-Ohio State Fair Band, BGSU, OSU, Univ. of Akron, All-Ohio bands, and the Mansfield, Canton, Akron, and Cleveland Youth Symphonies provide excellent opportunities for band members to further their performance skills, meet students from other schools, and have a lot of fun. Ask the Director for details regarding these groups.

MUSIC AWARDS

Each Spring the Wooster High School Music Department sponsors an awards ceremony to honor all music students. Awards to be presented to band members may include:

1. Freshmen: Emblem.
2. Sophomore: JV Letter.
3. Juniors: Varsity Letter
4. Senior Awards
5. Music Parents Scholarships
6. Outstanding Freshman Band Member
7. Outstanding Concert Band Member
8. Semper Fidelis Award
9. Gilmore Service Award
10. John Philip Sousa Band Award
11. Louis Armstrong Jazz Award
12. Jessica Schmucker Memorial Marching Band Award
13. Mindy Saner Memorial Scholarship (*graduates majoring in music*)

2017-2018 UNIFORM AGREEMENT

I, _____ agree to accept responsibility for the care and maintenance of the
(parent or guardian)

uniform and accessories issued to _____ . Should any of the issued items be
(name of student)

lost or damaged, I will reimburse the Wooster High School Band in the amounts indicated below:

<u>No.</u>	<u>Item</u>	<u>Cost</u>			
_____	Hat	\$ 40.00	_____	Black Cumberbund	10.00
_____	Plume	18.00	_____	Concert Coat	185.00
_____	Hat Box	7.00	_____	Concert Coat Cumberbund	15.00
_____	Marching Coat	160.00			
_____	Marching/Concert Pants	95.00	_____	Majorette Sequins	185.00
_____	Raincoat	90.00	_____	Majorette Sequined Mits	45.00
			_____	Majorette Skirt	75.00
_____	Garment Bag	15.00	_____	Majorette Vest	75.00
_____	Tux Coat	100.00	_____	Flag Corps Pants	85.00
_____	Tux Pants	95.00	_____	Flag Corps Blouse	95.00
_____	Black Skirt	85.00			

A **\$20.00** fee for general maintenance will be charged to band members for uniform use. Freshman Band students will be charged a **\$17.00** fee. Majorettes will be charged a **\$13.00** fee. A **\$9.00** fee will be charged to Flag Corps members for uniform use. Checks should be made payable to the "Wooster Board of Education" and may be taken care of through the main office with the other class fees.



HANDBOOK ACKNOWLEDGEMENT 2017-2018

I have read and understand the policies of the WHS Instrumental Music Department.

(parent or guardian's signature)

(date)

(student's signature)

(date)