

West Suburban Home School Band
also known as
The Patriots Marching Band

Member Handbook

2025-2026

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West Suburban Home School Band

OUR VISION, MISSION, VALUES, FAITH, FAMILIES, MEMBERS

OUR VISION

We will “make music from our heart to the Lord” (Ephesians 5:19)

OUR MISSION

We provide musical instruction for homeschooled students giving them the chance to perform high quality band music in a setting that gives glory to God.

OUR CORE VALUES

- Obedience to God
- Christian Identity
- Love of Others
- Joyful service
- Excellence

OUR FAITH

We believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible.

We believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, through him all things were made. For us and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. We believe in one, holy, catholic* and apostolic Church. We confess one Baptism for the forgiveness of sins and we look forward to the resurrection of the dead and the life of the world to come. Amen.

OUR FAMILIES

We are committed to the home and family as set forth in Holy Scripture. We believe that God wonderfully and immutably created each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. We believe God has ordained and created marriage to exist between one man and one woman with absolute marital fidelity. We view the family as the first and best tool for the education of children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth.

OUR MEMBERS

Any student who is homeschooled as well as their parent(s) is welcome to be a part of the West Suburban Home School Band; there is no faith requirement for participation. However, while participating in any band activity, it is expected that band members will be respectful of our stated beliefs.

*universal Christian

Means of communication

DIRECTOR AND STAFF

Mrs. Karen Borow – **Director of Bands**/Home School Outreach/Facebook Co-Admin

Mrs. Dena Wiesner-Pardee – (aka Mrs. WP), Business Manager

Mrs. Joanne Talbot – Cadet percussion coordinator

Mrs. Jessy Gilligan AND Mrs. Inesa Chadha – Front table admin, Rehearsal and Sectional Attendance, Boosters/Parent **Weekly Rehearsals** and **Special Events** Volunteer Coordinators

Mrs. Inesa Chadha – Practice times, Band Buddies

Mrs. Trudie Mergen – Webmaster/Rehearsal Notes/Name Tags

Mrs. Linda Gutfeldt – Concert Logistics/week-to-week seating charts

Mrs. Angela Herrera – Facebook Co-Admin, Solo and Ensemble Contest (SEC), Band apparel order

Mrs. Cordula Aguilar – Jacket/Pants/Used Band Clothing Coordinators

Mrs. Pamela Gustafson – contact regarding band photos on Google. You can access the Google site through the band's Facebook page. Please add your photos.

Contact information for all the above is supplied in the Annual Opening Letter and Band Directory.

BAND COMMUNICATIONS VIA WEBSITE

The two most important tools for communication with the Band are the Band's website, www.wshsb.org and the weekly Rehearsal Notes. These are our **primary means of communication during the Concert trimesters**. We send email only when absolutely necessary. **We DO NOT send group text messages.**

Rehearsal Notes are usually posted online by evening, the day after rehearsal, on the Members' News page. During the two concert trimesters, **it is the responsibility of both parents and students** to read these weekly notes which include

- IMPORTANT DATES AND DEADLINES
- Sectional Chart for the following week which generally require earlier arrival times.

IMPORTANT NOTE: SECTIONALS ARE MANDATORY

- Sweeping Assignment for after Symphonic Band the next week
- MUSIC NOTES – “Homework”, Sectional assignments and directives for practicing during the week
- GENERAL NOTES – for both parents and students

Other important web pages you will use throughout the year include -

Forms/Documents with its general reference information and various forms you will need

WSHSB Calendar updated throughout the year

Boosters with volunteer job descriptions and link to the online sign-up site

Rehearsal Notes Archive for accessing past Rehearsal Notes

Solo/Ensemble Contest explains the SEC along with rules and helpful tips

Auditions with all requirements, preparation strategies, and more

Summer Marching tells who can participate, marching camps and parade location/dates/times

During the marching trimester, there are no website notes; rather, we email information as needed. As parade details become known, that information is added to the **Summer Marching** webpage under the respective parade.

BAND DIRECTORY

Early in the Winter Trimester there will be a band directory in the music file folder for the oldest band member of every family. It has the name, address, phone number and email address for the staff and all band members. Keep this directory in a safe place as you will only be provided with one copy. **This is a confidential list.** No one should use the directory to contact the entire group in a mass email, unless the director or assistant director gives you specific permission/instruction to do so. If such a communication is necessary, include addresses only as an undisclosed list or as blind carbon copies. Under no circumstances should an email be sent with every address showing.

If any of your contact information changes during the year (email address, home or cell phone) please inform the director, Mrs. Borow, **AND** Mrs. Mergen, so we can reach you if/when we send out an email or need to call.

IN CASE OF EMERGENCIES

In the event of any emergency cancellations of band events or if a student becomes ill, parents will be notified by cell phone. Please have your cell phone on en route to band-related events and during rehearsal time so we can

reach you should the need arise. If driving duties switch between Mom and Dad be sure to give us both numbers and keep them current.

BAND BUDDY SYSTEM

We have a Band Buddy System where experienced families answer questions from new families and help them as needed to navigate their way through the system so the band experience is not so overwhelming. Sign up at the front table to get a buddy or be a buddy.

WSHSB ON FACEBOOK

If you belong to Facebook, search for WSHSB-Private. It is a closed group, so you need to request to join and be approved. This has become a very popular additional means of communication for band members and parents alike. Many take advantage of it. There is also a public WSHSB site. Direct Facebook questions to Mrs. Angela Herrera.

Boosters

WSHSB is entirely run by volunteers. To insure that all necessary jobs are covered, **we require one parent from every family to sign-up for Booster hours/slots for each trimester (winter, spring, summer) in which their student(s) is/are participating. Both the winter and spring trimester EACH require a minimum of 4 Boosters hours. The summer marching trimester requires a minimum of 2 Booster summer hours.** The volunteer positions are posted on the sign-up site at least 10 days prior to the registration due date and are filled on a first-come, first-served basis. Questions regarding Boosters for **Weekly Rehearsals** and/or **Special Events** including the Online Sign-up Schedule, volunteering, or reporting a job substitution should be directed to Mrs. Jessy Gilligan or Mrs. Inesa Chadha by phone or at wshsboostercoordinator@gmail.com.

Job descriptions and the link to the sign-up site are on the **Booster** webpage. Music will not be distributed until registration is complete with all necessary forms and fees submitted.

NOTE: Online sign-up is mandatory. Filling in a job on the registration form without entering your name **online** in the Sign-up Schedule is not sufficient. The registration form merely tells us what you chose to sign up for. You must do both. Jobs remain open until online sign-up is completed. **If all jobs are filled during your students' band time you will need to choose a job in another band time or an event where open spots remain. This obligation needs to be taken seriously.** Please 1) Do the Booster task you agreed to. 2) Find a replacement if you can't fulfill your job. 3) Consider signing-up for an additional open job if your first was not too demanding

Attendance, Absences and Corrective Actions

REPORTING ABSENCES and DATE CONFLICTS

Even if you indicated a potential absence on your registration form, all absences must be reported to Mrs. Borow at director@wshsb.org AND copy Mrs. Inesa Chadha at inesachadha65@gmail.com. For planned absences or conflicts, provide notification **as soon as you are aware**, especially for a performance or any of the three practices prior to a concert. For emergency absences due to illness or other circumstances, provide notification by **NOON** on the day of band practice. Emails should include the student's first AND last name, instrument(s), and band level(s).

HOW MULTIPLE ABSENCES ARE HANDLED PER TRIMESTER

3 absences: may result in chair demotion/ automatic re-audition

4 absences: may move to the bottom of the roster for your instrument section

5 absences: may not be permitted to perform in the concert

Registration - Tuition, Fees, Fines

CONCERT TRIMESTER FEES

Tuition and fees are on each trimester's registration form and also on the Tuition Fee Schedule on FORMS/DOCUMENTS. For each of the two concert trimesters, there is a family fee plus tuition - a per student fee with a multi-student discount for three or more children.

We do not offer scholarships. However, for those who may find the payment of the family fee and/or per student fees financially burdensome or a hardship, we offer this alternative. You must cover your family fee and/or per student fees by making a commitment to obtain an equivalent amount in Well-Wishers (ads for the Concert Program). The Well-Wisher form is on the **Forms/Documents** webpage and Well-Wishers are fully explained on the Tuition Fee Schedule. For those choosing this option, deadlines for **2025-2026 WINTER Well-Wishers is the first Thursday in October**, and for **SPRING Well-Wishers it is the first or second Thursday in February. Both allow about an 8 or 9 week extension beyond the regular fee deadlines.** Questions regarding Well-Wishers should be directed to Mrs. Wiesner-Pardee.

All tuition and fees are non-refundable and are subject to change. **Late fees are applicable and increase after the deadline dates shown on the forms.**

SUMMER MARCHING REGISTRATION AND HAT FINE

For the summer marching trimester there is no cost to participate. However, because every marcher wears a hat supplied by the band, there is a \$20 fine for non-returned hats. Hats, washed and **fully** dried, must be returned, or the \$20 fine paid, generally in September. See [**Summer Marching**](#) for all marching details.

Rentals

The band has a limited number of instruments available for rent, \$40 per instrument, per trimester. **A newly completed rental form and fee are due with each trimester's registration, winter, spring, and summer.** While Adult Helpers pay no rental fee they must complete a rental form for their loaner. Contact the director for current instrument availability.

IMPORTANT: It is the member's responsibility to keep their instrument in working order, having it repaired as needed. Necessary repairs should also be done prior to returning **ALL** rental/loaner instruments at the Annual Instrument Inventory in May. Even if you plan to rent an instrument over the summer, it must be inventoried in May. Instruments are reissued for the summer and returned at the end of the summer trimester unless other arrangements have been made. Parent helpers must also check in their loaner instruments as we need to make them available to incoming Cadets in the fall. This is the only time of the year that we are able to re-inventory all rental/loaner instruments. Our first priority is to provide rental instruments to new Cadets. After Cadets are taken care of, remaining band members will be accommodated. Instruments are offered on a first come first served basis as long as the WSHSB supply lasts. There is no guarantee that anyone will have the same exact instrument they played previously. Rental questions should be directed to Mrs. Borow.

Supplies

LABEL ALL YOUR BELONGINGS, WIND AND PERCUSSION

Anything you bring to band must be LABELED with your FIRST AND LAST NAME, including but not limited to - your music book and folder, your instrument and case, all parts to your music stand including the carry case, all your own books, refillable water bottles, and outerwear jackets to name a few.

SUPPLY LIST

****NOTE** If you have any difficulty locating the following see the [Music and Instrument Stores](#) document on our [FORMS/DOCUMENTS](#) webpage for possible resources.**

FOR ALL CADETS

- **REQUIRED - BOOK - ESSENTIAL ELEMENTS for Band, BOOK 1 "Gold"** (instrument specific)
(Or you can use Essential Elements 2000, Book 1, the older title, which has the same contents.)
- **Either of the following two items are RECOMMENDED.** It is **best** if all wind beginners obtain (purchase or borrow) the Home Helper book over the summer. Working through the sessions in the book a few times, students will become more familiar and comfortable with their instrument.

BOOK w/CD - **HOME HELPER: FIRST LESSONS AT SCHOOL AND AT HOME**
(instrument specific) by James O. Froseth, GIA publications, Inc

If you can't find it in stores – go to [GIA Music Ed, Beginner Band](#). Some instrument titles are available on Amazon – search GIA Home Helper.

It is **recommended** that all beginners obtain (purchase or borrow) the [Home Helper](#) book earlier in the summer.

ALL musicians, INCLUDING CADETS, need to have labeled and bring to rehearsal every week:

- **Completed Practice Report** - Form is located on the [Forms/Documents](#) webpage
- **Instrument** with labeled case
(For ALL percussionists the bell kit includes - sticks, mallets, bells/stand and practice pad.)
- **Folding music stand** - label all parts, if there is a music stand case, it too should be labeled.
- **Sharpened pencil** for making light notations on band issued music. Nothing other than pencil markings are to be made. The quantity of marks should be kept to a bare minimum and all marks must be erased before returning.
- **Straight Mute** (for all trumpet players, except Cadets)
This mute must be brought every week if called for in any piece of music.
- **Any sheet music** must be in a folder, large enough to protect music. Cadets may or may not be issued sheet music.

IMPORTANT: Do not play music assigned in a previous year. Part assignments change. Use the music as assigned each trimester or concert season. This includes titles such as [Star Spangled Banner](#) and [God Bless America](#) which are also reassigned each year.

- **Metronome and tuner** - Recommended for all wind musicians, including Cadets, to own a metronome for use in daily practicing. It will be needed for auditions. Winds should also consider owning a tuner.
- **The appropriate book(s),**

All Essential Element for Band Books and the Unisonal book are instrument specific.

NOTE: Publisher, Hal Leonard has changed the title of their books but has not changed the content.
The new title is [Essential Elements for Band](#). Previous title was [Essential Elements 2000](#).
You can use either title, contents are the same. All are instrument specific.

CADETS - Cadet book is described at the beginning of the supply list above.

CONCERT JR - [Essential Elements for Band](#) Book 2 "Red" for use at weekly rehearsals.

([Essential Elements for Band](#) Book 1 "Gold" is only for the Junior audition, not weekly rehearsals)

Note: [Essential Elements for Band](#) Book 2 "Red" will not necessarily be used every week.

However, Junior **AND** Senior members are highly encouraged to use Book 2 for daily practice, personal improvement and in preparation for the Concert Senior audition.

CONCERT SR - [Essential Elements for Band](#) Book 2 "Red" (See note about Book 2 above)

The "Unisonal Scale" book listed under Symphonic is required for Senior auditions and highly recommended for daily practice to improve scales and technique.

SYMPHONIC - [Unisonal Scales, Chords & Rhythmic Studies for Bands](#) Compiled and edited by William C White, published by Carl Fischer

NOTE FOR TUBAS AND OBOES:

Tubas should use the link for Tuba Unisonal Scales found on our Music Resource page.

Oboes should use the OBOE book and not the one for Flutes/Oboes.

SUPPLIES BEYOND WEEKLY NEEDS

- **Lyre and flip-folder** - Used at concerts, for songs played by the combined concert bands. They will also be necessary for the entire marching season.
- **Concert Dress Attire** – This applies to all levels INCLUDING CADETS. The basic dress code for all begins with black on the bottom and white on the top. See "Dress Codes" further down which contain specific details about shirts, pants, shoes and socks, etc., and what is and is not acceptable.

Getting Acclimated

NAME TAGS/SHEETS – All band members are given their own name tag printed on an 8 1/2 x 11 sheet of paper. It's to be folded in half to 8 1/2 x 5 1/2 and hung it on their stand, facing the director EVERY WEEK for both trimesters. It will help the director learn everyone's name and make it easier for the various and changing attendance takers. This name tag should be kept in the member's music folder or book for the entire year. Do not make any marks or "decorate" the name tag. Report lost or missing name tags to Mrs. Mergen who will make a new one for you.

TRIMESTER SCHEDULE

Two concert trimesters are followed by a voluntary, summer marching trimester. First concert trimester is late September through Winter Concert in January. Second concert trimester begins the week after the Winter concert through the music return day after the Spring Concert in May. There are a few additional performance opportunities during the year. Members are expected to make a commitment for the entire Concert Season, which includes both trimesters, September through May.

WEEKLY BAND PRACTICE TIMES

ARRIVAL TIMES FOR ALL MUSICIANS

Parents have the regular responsibility of getting their student(s) to and from band each week, no earlier and not later than, 10-15 minutes before their band time or 30 minutes before, if assigned a MANDATORY sectional. Make sure they have all their equipment and music and adhere to the dress code.

SPECIAL NOTE ON EXTRA EARLY ARRIVALS – (Excluding Cadet set-up.) If due to car pooling you are going to be dropped off or arrive an hour before your band starts, **the director expects you to be a helper in the band below the one to which you are assigned**. She will need to know this ASAP for music distribution purposes. If an early arriving student is unable to participate in playing, a parent will be required to come and supervise their student.

All students must have their instrument(s), stand and music prepared, and ready to begin playing promptly at their band's practice time. Percussionists need to assist with ALL the instrument set-up necessary for their band, BEFORE their practice time begins.

AGENDA FOR WEEKLY REHEARSALS

We NEED regular assistance of Cadets AND their parents at weekly rehearsals!

There is a large amount of unloading and set-up required to prepare for the evening's band rehearsals. The more parents and students helping, the faster set-up will go. Many hands make light the work! Also please note below the **REQUIRED ARRIVAL TIME OF 4:15pm**. Any Cadets arriving at or just before 5:00 are already late!!!

At 4:15 all Cadet PERCUSSIONISTS and their parents must

1. Help unload the trailer
2. Carry in the unloaded percussion equipment
3. Assist the coordinator in setting-up all the percussion equipment in the percussion section.

At 4:15 all Cadet WIND players and their parents must

1. Assist the parent helper in charge with setting-up chairs in the hall.
2. When that task is finished, help carry in any music files and remaining percussion equipment.

ALL ARE REQUIRED TO HELP

5:00-6:00 – Cadet Band

6:00-7:00 – Concert Junior Band

7:00-8:00 – Concert Senior Band

8:00-@9:00 – Symphonic Band (note: on occasion, director may request to rehearse beyond 9 pm)

@9:00-9:30 – Reset the hall after Symphonic – While the Sweeping job is assigned, all Symphonic members are expected to help load music file boxes and equipment, reset the room, and clean up after band before leaving. All percussionists are asked to devote themselves to breaking down and loading the percussion equipment. The assigned Sweeper is responsible for getting a sub if they will not be there.

9:45 – All should have left the premises by this time.

SECTIONALS ARE MANDATORY

Sectionals afford extra time for a designated instrument group to hone in on problem passages or other areas needing attention. They are held in one of the various assigned spaces/rooms for approximately 15 minutes. They are usually, but not always, before a band's rehearsal time. Sectional participants need to arrive 30 minutes prior to their band time so they can be ready for any sectional at quarter to the hour. NOTE: Sometimes sectionals take place at other times so it is important to always check the notes.

**SCHEDULED SECTIONALS ARE MANDATORY AND CAN BE A WASTE OF THE LEADER'S TIME
IF THE ASSIGNED GROUP DOES NOT SHOW UP. ATTENDANCE WILL BE TAKEN.**

To know which instrument groups are assigned and for what times, there is a chart of scheduled sectionals in the weekly Rehearsal Notes and posted on our Member's News webpage for quick reference. Specific Sectional assignments are listed under each band's Music Notes. Come prepared having practiced with special emphasis on the specified exercises/passages/measures.

PRACTICE TIMES AND PRACTICE REPORTS

Students are expected to take personal responsibility for their musical development as part of their home schooling experience. **Most school bands practice together 5 hours a week or 70 hours per semester. We only practice together 1 hour a week for a total of 14 hours per semester and then we have our concert. Therefore, the majority of practice time occurs at home and is critical to the success of all.** Daily practice is expected.

Practicing should be done with any available audio links. The following are suggested daily, minimum practice times, for 5 days a week.

- Cadets should progress from 20 - 30 min. over the first trimester, 30 - 45 min. second trimester.
- Concert Junior and Concert Senior should practice a minimum of 30 - 45 min.
- Symphonic should practice a minimum of 45 - 60 min.

Parents may adjust this time to meet the need or ability of their student as long as the student can continue to be a contributing member of the band. Talk to the Director if your child is meeting this minimum practice time and is not able to keep up.

All band members, wind and percussion, are to use a Practice Report form to report the total of each week's practice, throughout the year. Practice times are meant to be returned a week at a time. **Practice times must be turned in weekly and will only be accepted for the current month with the last practice hours of the month accepted at the first rehearsal of the following month. You may NOT accumulate practice times and turn them in for a month or more.**

Besides the student's first AND last name, **the required parent signature tells us you agree with and accept the practice time reported.**

Practice hours will be collected until two weeks before the concert and tallied. The three highest from each band, including Cadet, will be published in the respective concert program. Attendance at dress rehearsal and the concert are required to be eligible as a winner.

Know that close points can make it difficult when determining chair positions at audition time. The director will refer to the practice reports in her decision-making process. It is in your best interest to turn in a weekly practice report.

RESPECT FOR WSHSB EQUIPMENT

All WSHSB equipment is purchased with tuition fees and other funds we raise. In the percussion section alone, individual items are very expensive and each could cost **thousands** of dollars to replace. Most percussion equipment is meant to remain at a permanent location which we do not have. Great care must be taken when unloading, loading, and moving equipment over thresholds, etc. Also, equipment on wheels is not to be "ridden." The wheels and other parts cannot take such abuse.

If a student damages equipment parents will be required to help cover the cost to repair or replace.

MUSIC RESOURCES – AUDIO LINKS

Two sites are particularly useful for providing audio links for the songs we are playing. They are: [JW Pepper](#) and [Stantons](#). You might also try searching YouTube using "Band", the title, composer and/or arranger.

It will greatly aid personal progress and mastery if students play along with songs links in their daily practice. It will probably take a while until they are able to play at the tempo of the recording. Just listening to the music frequently, apart from their practice time, will improve their ability to learn and play the song.

MUSIC RESOURCES - WEBPAGE

The first link on this webpage is to recordings of the WSHSB live, in concert. There are also some parade photos. Please enjoy and share this link with prospective members, family and friends.

There are links to YouTube videos, and documents to help students better understand and improve the playing of their specific instrument, both wind and percussion. For percussionists we strongly encourage them to utilize the **Vic Firth Percussion Rudiments**, lessons in skills every percussionist should know, as well as **Vic Firth WebRhythms**.

AT BAND PRACTICE Week to Week

Cases must be CLOSED, LATCHED and put NEAT and ORDERLY on or under the tables provided along the kitchen wall. As the different groups come and go, it will make it easier to navigate the space.

Cadet and Senior are to put their cases on and under the tables between the water fountain and the kitchen door.

Junior and Symphonic are to put their cases on and under the tables between the kitchen door and the bar.

ALL BANDS - Long cases (bass clarinet) and large cases with round ends (such as tuba, baritone, trombone) should stand on end along the window wall near the storage closet.

There should be no instruments or cases on the open floor near the bathroom or in front of the closet doors across from the front tables.

No cases or belongings are to be in the percussion section, including those of the percussionists.

- **File Folders** - Be sure to **check your file folder** at the front table every week, for any music or other papers, like the Band Directory, that are there for you. Music distribution generally continues over the earlier weeks of the trimester.
- **Tuning** - Wind musicians, after you arrive and get your wind instrument out, you need to **“tune” your instrument** using your own LABELED tuner or one at the front table. It is the responsibility of the principle chairs to see to it that their entire section is tuned before their band practice begins. At some point, to help your band stay in tune, you may be asked to bring your own LABELED tuner to ALL rehearsals and keep it turned-on, on your stand, during the rehearsal. You should also use it in your daily practice.
- **Stay inside** - **We are only allowed to use Cornelius Hall.** No standing, sitting or waiting on the stairs, ever. This includes doing homework which must be done in Cornelius Hall. No loitering in the hallway, bar area or bathrooms. Children are not permitted to play in or around cars in the parking lot or other outside areas. Parents can either be in their car in the parking lot or inside Cornelius. No socializing outside. No one should be outside other than going to and from their car. See **Prompt pick-up**.
- **Especially for Percussionists** - Any percussion member who is not assigned a part to play in a song is to be seated quietly in the chairs provided. No one is to leave the percussion section during their band time. Likewise no one should enter or be in the percussion area if they are not playing in that specific band.
- **Noise from those not rehearsing, etc** - Those waiting for their band time need to keep their voices subdued and instruments quiet to not interfere with any band's practice.
- **No Switching of PARTS or CHAIRS** - **No band members are to take it upon themselves to switch PARTS or CHAIRS with anyone else in their section, FOR ANY REASON!**
- **Respect the premises.** - Other than a water bottle, no food or drink is allowed. Keep the building clean. Please pick up your own trash and dispose of it properly.
- **No hats** – Hats may not be worn by band members during rehearsals.
- **Talking During Band** – There should also be no talking once the director begins to work on a piece of music. She may make frequent stops in order to fine tune something, pick apart a passage or work on a problem area. It is difficult, if not impossible, for her to speak to the band or a section and be heard over the chatting.
- **Prompt pick-up – Parents must park their car and come just inside Cornelius** (near the coat rack) to pick-up their student(s). Please pick-up your student(s) promptly after their band is finished
- **Noise in the Parking Lot** – Everyone needs to keep their voices down while in the parking lot. The noise level easily escalates. The pastor lives in the rectory on the west side of the parking lot, across from Cornelius Hall. Be considerate. This is not a playground or public park.

Code of Conduct for all WSHSB Members

PERSONAL CHARACTER

As a Christian community, WSHSB members should encourage and support others to behave in a Godly manner. The following characteristics are representative of the standards that should be emulated.

Respect—WSHSB members should be respectful to those in authority within the band, and mindful about how other people and their property are treated. We recognize that we are guests at Resurrection Church and follow their rules, do not damage or abuse their property and go only where permitted.

Kindness—WSHSB members are to show kindness to others. Common courtesy and politeness are expected at all times.

Honesty and integrity—WSHSB members should deal truthfully with others and maintain a reputation for choosing to do what is right.

Discipline and self-control—WSHSB members should exercise control over their emotions and desires so that their behavior is appropriate.

Discretion—WSHSB members should use sound judgment in their use of social media. Always ask permission before posting photos and videos of other members.

Modesty and purity—WSHSB members are expected to maintain the high moral standards in dress and action. If a student comes to band dressed inappropriately they will be given an XXL t-shirt to wear during rehearsal.

Diligence—WSHSB members are expected to work with effort in their personal instrument practice and during band rehearsals and to fully contribute their talents to the band. Members recognize that attendance at all rehearsals, sectionals, and concerts is mandatory. We count on 100% participation to insure the Band performs its best!

PROHIBITED ACTIVITIES

Each WSHSB member accepts the responsibility to actively uphold the Code of Conduct and to refrain from any action that would be detrimental to the band. WSHSB members who participate in prohibited activities will be subject to discipline including dismissal from the band.

Use, or possession of alcohol, drugs, tobacco, and related products, such as e-cigarettes, vapes, etc.

Public displays of affection or sexual immorality—WSHSB students shall not engage in any public displays of affection in conjunction with band activities. Also, any involvement in pornography or sexual communications, including verbal, written, or electronic, are prohibited.

Profanity or obscenity—Inappropriate language must be avoided whether it be written, electronic, or verbal.

Harassment, abuse, and discrimination—The safety and well-being of members is of utmost importance. WSHSB does not tolerate any abuse, harassment, or any other behavior that places the health and safety of other band members in jeopardy.

Use of Phones and Electronics during band—No phones, game console or other electronics are to be used during band.

Regarding WSHSB Sheet Music

CARING FOR WSHSB MUSIC

Some of the arrangements we use are now permanently out of print which makes them all the more valuable. Large music folders are available at band. Store your music in this folder with no edges hanging out. Music is not to be defaced, dog-eared, or torn and should be kept from getting wet from spills or rain. Keep your music in a safe place, not where younger siblings may get to it. Also, NEVER CUT MUSIC to make it fit a flip-folder. **There is a fine, for damaged (in our judgment) or lost music; \$4 per full size, \$1 per marching size.**

NOTE ON MISSING MUSIC

If you have not received a song listed under your band, **it is your responsibility** to email that information to Mrs. Borow immediately. **DO NOT WAIT UNTIL THE NEXT REHEARSAL TO TELL HER.** She needs to get the music in your file folder and you must have the music to practice with. Do not wait until later in the trimester to say you never got a particular title, because then you will owe \$1 to \$4 per missing song.

WSHSB MUSIC RETURN

Before returning any music you must erase all pencil marks. At the end of each concert trimester there will be a regular music collection. Do not turn in music simply because we haven't been playing it. The only exception would be if we ask you to return something mid-trimester and post the specific title(s) and instructions in the weekly Rehearsal Notes.

All concert music needs to be handed-in the week after the concert along with a separate Music Return Form for each band. Specific directions will be in the Post-Concert Notes. **LATE RETURNS CAUSE MUCH EXTRA WORK!**

WSHSB Dress Codes (*Revised 07/22/2023*)

PARENTS: Please review the following dress codes for weekly band practices, concerts and Summer Marching with your student(s), **Cadets included.** See all the specific details about shirts, pants, shoes and socks, etc. Review them again a couple weeks before each concert or performance. At that time, check the fit and readiness of the items they will need to wear. **DO NOT CALL the week of or, much less, the day before a performance and expect a jacket/pants exchange or fitting.**

DRESS CODE OVERVIEW

For quick reference, this set of Dress Codes may be accessed directly from the [Forms/Documents](#) webpage.

If an individual chooses to become a member of the WSHSB band, he will be required to comply with the band's Dress Code and Code of Conduct. The following dress codes are a requirement for membership in our organization. **They are not optional.** If this code is beyond what a member thinks he can comply with, it would be better for both him and the band that he not join.

DRESS CODE FOR PRACTICES and MARCHING CAMP

We will hold parents responsible to insure their child's personal appearance including clothing provide a fitting testimony to a Christian home school band. We should honor the Lord through what we wear. When a prospective home schooling family visits us, they come to evaluate our band to see if it is a good fit for their family. One way they judge the band is by how our individual members look.

Clothing, hair styles and accessories chosen to attract undue attention, are unacceptable. **Band members must remove any hat before taking your place at band practice.**

Outfits that are **immodest, low cut scoop-neck, too tight, short, loose, sheer, torn**, contain inappropriate messages or symbols and any hair color that is not a naturally occurring shade are not acceptable. **No short-shorts. Shorts need to be Bermuda-like shorts (nothing shorter), no leggings, no tank tops, and no spaghetti straps.** IN ADDITION FOR CAMP all the preceding plus no skimpy or tight-fitting tops worn to camp. There should be **no bare midriffs or shoulders.** Everyone must wear good shoes that cover and support your feet, **no sandals or flip-flops.**

Parents, please show appropriate consideration. No one should be put in the awkward position of dealing with, or being told their appearance or dress is inappropriate at band practice or other public appearance. If a student comes dressed inappropriately they will be given an XXL t-shirt to wear for the duration of rehearsal/camp.

WSHSB DRESS CODE FOR DRESS REHEARSALS, CONCERTS and SUMMER MARCHING

NOTE: The band director reserves the right to deny anyone's participation in a performance due to inappropriate dress or appearance.

The basic dress code for all begins with black on the bottom and white on the top. This applies to students AND adults; all those performing in concerts, marching with the WSHSB Patriots or performing at football games, etc. For a uniform look it includes band members, banner assistants, flag bearers, guard unit, Patriot auxiliary, safety marshals, and Little Patriots. Details follow for what is and is not acceptable. The Summer Marching Dress Code is slightly different from the Concert Dress Code with those differences noted accordingly.

TOPS – *Unacceptable tops is one of the biggest problem areas. Please read carefully.*

- **CONCERT SEASON** - White, woven, **LONG-sleeved**, button-down dress shirt **with pointed collar**, which must be **buttoned all the way up to the neck** to accommodate bow ties.
- **SUMMER MARCHING** - White, woven, **SHORT-sleeved**, button-down dress shirt **with pointed collar**. No rolled-up long sleeves or sleeveless shirts. Only the collar/top button may be undone.
- Shirt must be long enough to be tucked-in. No exposed midriff. We suggest girls wear a boy's or small men's dress shirt.
- No tight-fitting shirts and no shirts with v-necks, Peter-Pan collars, lacy trim, ruffles or puffed sleeves. No satiny, shiny or sheer material. No knits, pullovers, t-shirts, tank tops, turtle or mock necks.
- **Only solid white or flesh-tone undergarments.** Other colors show through. *Even though we give multiple reminders prior to each dress rehearsal and concert, there remains a problem especially with not adhering to this last point. We need EVERYONE to comply. Highlighting added for emphasis.*

BOTTOMS

- Girls have the option of wearing a conservative, modest, below the knee or longer skirt, with only small slits if necessary. No denim or leather. **See the Regarding Skirts section near the end of these Dress Codes.**
- Due to the changing fads in women's' pants towards revealing, form-fitting leggings, the dress code has changed to be more specific: Both men and women (not wearing a skirt) are officially required to wear conservative "trouser-style" dress pants. No tight-fitting, denim/jeans, low-rise, or Capri-style pants. There should be no ornamentation such as studs, rhinestones or embroidery.
Parents, help us maintain a uniform look to our band by providing the proper style pants for your children. The band has black pants you may borrow.

SHOES and SOCKS

- For girls wearing a skirt, dress code is to wear black tights/nylons, year round for both the **CONCERT SEASON** and **SUMMER MARCHING**.
- Anyone wearing pants must wear black, opaque, dress/trouser socks. Socks must be long enough so no color other than solid black is visible below the hem of the pants, when seated.
- Black leather shoes of a conservative style with a low heel and sole. Shoes must be **solid black** with no other colors or ornamentation. If shoes are laced, laces must be black. No gym shoes, sandals, boots or flip-flops. **See the Regarding Marching Shoes section at the end of these Dress Codes.**

CUMMERBUNDs and BOW TIES

Neither is worn by Cadets. **REPLACEMENT COSTS – Bow tie \$10, Concert cummerbund \$30**

- **BOW TIES for CONCERTS ONLY** supplied by band – worn by Concert Junior, Senior and Symphonic. Distributed at band the week before concert and collected the week after concert.

RETURNING BOW TIES

If your bow tie is coming apart you have one of two choices when returning it –

Make the necessary sewing repairs **with red thread** before returning it and owe nothing.

OR

Pay \$5 along with the unrepaired bow tie. Make it known that it needs repair

- **CUMMERBUNDs for CONCERTS AND SUMMER MARCHING** supplied by band –.
CONCERTS – worn by Concert Senior and Symphonic. Distributed at band the week before concert and collected the week after concert.
SUMMER MARCHING – worn by all but Little Patriots. Distributed at parade and collected immediately after parade.

BLUE SYMPHONIC JACKETS

Symphonic members wear blue jackets, provided by the band. For details about how to get/return a jacket, see the "Jacket and Pants Fitting" section below.

AWARDS and JEWELRY

- Award medals must be pinned on the red award ribbon (supplied by the band) which is worn on the left side of the shirt (Cadet, Concert Junior and Concert Senior) or jacket (Symphonic). The top of the ribbon should be even with the lowest tip of the collar point. Ask for a ribbon if you need one.
- Jewelry should be limited to a wristwatch, small rings (so they cannot be seen by the audience), and small earrings. Boys are not allowed to wear earrings.

HAIR and MAKEUP

- Any hair accessories such as barrettes or headbands must be solid red or white, or must match the student's hair color.
- No outstanding makeup, nail colors, hairstyles, or trendy fashions that attract attention to a student's appearance over that of the band as a whole. No unnatural shade of hair color.

MARCHING HATS (BERETS) – PARADES ONLY

Hats are worn by those marching in our parades during the summer. Hats are distributed to all musicians at our last meeting the week after our Spring concert. Musicians return their hats in the fall on the designated date. Flag bearers and any others needing hats get them at the parade and return them immediately after the parade.

REMAIN IN CONCERT OR PARADE DRESS

- Remain in your **CONCERT** dress, [until you leave the event](#). Shirts are to stay on and tucked-in. Bow ties and cummerbunds should also be left on unless they are being collected immediately after the performance.
- Remain in **PARADE** dress after the parade and cummerbund is returned. That means shirts are to stay on, buttoned-up and tucked-in [until you leave the event](#).

REGARDING SKIRTS

Some have expressed difficulty in finding longer length skirts for girls to wear at concerts. Here are links to websites that carry concert dress items. Please use your own judgment as to which site to use or do a search for other concert dress sites.

[Formal Fashions Inc.](#) This site has become a favorite for the director. They offer modest fashions good for wearing anytime, reasonable prices, good fit and excellent customer service.

[Earl C Benson and Associates](#)

[ConcertDress.com](#)

[Band-Mart Choir-Mart](#)

REGARDING MARCHING SHOES

Some have asked about where to obtain comfortable, leather shoes for marching. Simply entering "marching shoes" in a search engine will give many resources. One style used by the director and her family, and which seem to last forever is the Speedster/Drillmasters style. They cost a bit over twenty dollars a pair and are available on many websites. Here is one example [Drillmaster-Speedsters Marching Band Shoes](#).

Jacket and Pants Fitting

We hold a jacket and pants fitting **only once a year**.

After this one and only fitting opportunity everything is packed away and not accessible.

For the Jacket/Pants/Used Clothing coordinators is Mrs. Cordula Aguilar.

Contact her with any questions.

The Jackets and Pants Fitting/Exchange is held on an evening or two in the first trimester. The location is announced in the Rehearsal Notes. The date is on the Calendar and in the weekly Rehearsal Notes. If you already have a blue band jacket and/or pair of black band pants, you need to try on the jacket and/or pants before the fitting date(s).

Except for the fitting day in November, all jackets and pants must be turned in directly to Mrs. Aguilar. – NOT to Mrs. Borow or to any Borow family member or placed in their van and/or brought to their house.

RULE FOR RETURNING JACKETS AND PANTS – If you have outgrown your blue Symphonic jacket or are returning it for any reason, return it with \$5 cash and we will have the jacket dry-cleaned. Band-owned pants are also dry-clean only and should also be returned with \$2 cash per pair of pants. All returns should be made to one of the Jacket/Pants coordinators, NOT MRS. BOROW.

New Symphonic Band members, who do not have a blue band jacket, will need to sign-up at band to come to the Jacket and Pants Fitting/Exchange to be fitted for a jacket. Any band member, from any level, who does not own a skirt or pants that meets the dress code criteria, may borrow a pair of black band pants and be fitted for them on the same dates. The pants we have are mostly Junior High sizes.

Sign-up at the front tables at band, or email or call the **Mrs. Aguilar** if you need to exchange or pick up a jacket or pants. She needs to know how many people to plan for and how many volunteers to recruit for assistance. She can also give directions to the location of the fitting. **DO NOT CALL the week of or, much less, the day before a performance and expect a jacket/pants exchange or fitting.**

USED BAND CLOTHING

There is large bin at the front table where we accept donations of clothing which band members have outgrown or no longer need. This includes long and short-sleeved white dress shirts, black pants and shoes. **Mrs. Aguilar** will manage and bring the bin to and from band. Items are free to members who need them.

Student Helpers, Adult Helpers, and Multiple Instruments

Student helpers - As long as a student is still 18 on September 1 they are considered students for that concert year and require an audition. Once a student turns 19, on or before September 1, they are welcome to join or continue under the adult status. **Those willing to be a student helper should inform the director within a few days after the release of the roster.**

Adult helpers are returning, aged-out former students, past adult members or totally new adults/parents. If you would like to play in the WSHSB as an adult helper, you must be willing to play in a band, according to need, as determined by the director. Adults, new to Cadet Band are also referred to as adult helpers. **Those willing to be an adult helper should indicate their desire in the space provided on the Registration Form.** Regardless of age, once a student becomes an adult helper they may not revert to student status.

Adult helpers do not need to audition for Junior band. Any adult helper wanting to move into either Senior or Symphonic band, for the first time, needs to submit an audition. Adult auditions must be recorded, or live (by appointment only). Audition requirements can be found on the band website. If you already played in any of those bands in the prior season and are not seeking to move up a band, no additional audition is necessary.

Multiple Instruments - Junior, Senior and Symphonic Band members may take up a second instrument as a Cadet. However, when the combined bands play, they must play their instrument from the higher band, otherwise known as their primary instrument. **IMPORTANT:** Exceptions to this rule may occur based on the musical needs of a particular song. In that case, students who play more than one instrument are expected to accept and follow the director's choice/decision as to which instrument they will play for that song.

Additional Performance Opportunities

CADET PERFORMANCES

While cadets are not featured at the WSHSB formal concerts, Cadets have two separate performances/concerts, winter and spring, for their parents, siblings and grandparents, generally in their rehearsal space, during their regular practice time. Concert dress is required for the Dress Rehearsal and Concert. The Dress Code is detailed above. Performance specifics will be included in the weekly Rehearsal Notes as details are finalized.

WHEATON CHRISTMAS PARADE

The Wheaton Christmas Parade is in downtown Wheaton on Friday night, the day after Thanksgiving. Participation is voluntary. You need not have marched before to participate in the Wheaton parade. Cadets may march as part of the Patriot Auxiliary and if you have jingle bells, bring them along to shake while you are marching. The sign-up sheets are available at the front tables, usually starting with the first rehearsal in September to allow sufficient time for music distribution and rehearsing of songs. Sign-up deadline is generally mid-October.

ALL participants are expected to wear a Santa Hat (large enough to cover ears is good) and normal winter dress outerwear for the parade – dress for the weather. Wear dark pants and, ideally, black shoes, to keep a uniform look. Mittens that allow you to uncover your fingers would be helpful, or perhaps a pair of gloves with the fingertips cut off, for clarinets. Try playing your instrument at home while wearing them. Some find it helpful to bring a bunch of their own hand-warmer packets in their pockets for keeping both their hands and instruments warm.

If you do not memorize your music, you should have a flip-folder and lyre, along with the songs we are performing. A battery-operated clip-light or headband-style light will improve your reading/seeing the music in the dark. Those with larger instruments, such as tubas, sousaphones and percussion, please consider decorating your instrument with a battery-operated string of Christmas lights. This is not required, but adds a festive touch to the band's appearance, if you are able to do it.

Unless directed otherwise, we gather at 5:00pm in the parking lot behind Wheaton's City Hall (NW corner of Wesley St and Wheaton Ave). Step-off is 6pm. Our unit number and pick-up location will be in the General Notes prior to the event. **ALL CADETS, as well as parents and siblings of band members, are encouraged to attend and march with us directly behind the band.** Again, all are to wear Santa Hats, dark pants and shoes.

SOLO AND ENSEMBLE CONTEST (aka SEC)

The annual Solo and Ensemble Contest is an exciting and much anticipated musical event held on a Saturday, generally in March. **ALL band members, Cadet through Symphonic, are encouraged to participate in the SEC.** Students have the opportunity to prepare solos and/or ensembles of their choice and perform them for a judge who then rates their performance. There is no competition, rather; students strive for their personal best. Judges decisions are final. For more complete information see our [SEC WEBPAGE](#).

SUMMER MARCHING BAND

For the summer marching trimester, the WSHSB is also known as "The Patriots". The marching trimester is voluntary and is open to current WSHSB members and non-members alike. We need both musicians and non-musicians. Non-musicians serve in a variety of ways based on need.

Experienced, home-schooled musicians, elementary through high school age, are eligible to march with the WSHSB. All must have at least one school year of instruction on their instrument and be at a one-year proficiency level as judged by the director. Demonstration of proficiency may be required for those brand new to the band. Well-disciplined and similarly experienced, non-home-schooled students as well as adult musicians are also encouraged and welcome to join.

The Dress Code is similar to that for concerts with slight differences. They are noted in the Dress Code above. There is no fee for Summer Marching, rather a fine for non-returned hats. There are also booster volunteer hours required. For complete marching info see the [Summer Marching](#) webpage.

Band Families Help Recruit

WE ARE COUNTING ON YOU

Everyone needs to make a conscientious effort to help spread the word about the WSHSB. We constantly need to be recruiting to fill in gaps as members leave. Waiting until May to begin recruiting is actually late. Potential new members should have made a decision by May. Some new members may need time to choose an instrument and work with the beginner video, etc. Those who already play an instrument will need sufficient time to prepare for auditions.

Please encourage all home schoolers you know to consider adding music to their educational experience and join the band. There are always new families starting to home school. Other families' children may previously have been too young for band, but are now old enough, and need to be reminded that we exist. DO NOT ASSUME EVERYONE ALREADY KNOWS ABOUT US! Tell them to visit the website. Give them Mrs. Borow's email and phone number. We can use new members at every level of proficiency.

Don't forget! If you own a band t-shirt or sweatshirt, be sure to wear it to home school events like conferences, Math Team, debate, field trips, etc.

We also need everyone's help in posting Winter and Spring Concert flyers and Summer Recruiting flyers. If every band family would post at least one flyer we would have 100+ fliers posted. If some are able to do more, that's even better. In addition to libraries, think of other places with community bulletin boards, such as banks, churches, park districts, grocery stores, photo copy places etc., and ask them to post fliers. **We are depending on you** to post as many fliers as possible, wherever you can get permission.

Thank you for your help!