



# Marshwood High School **MARCHING HAWKS**

## “THE SYSTEM”

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### STAFF

<u>Director</u>	David Graichen
<u>Assistant Director</u>	Janice Marro (Ford)
<u>Percussion Instructor</u>	Josh Champagne
<u>Colorguard Instructor</u>	Lisa Dillingham

### STUDENT LEADERS

<u>Drum Majors</u>	Stephen Baillargeon & Tim Jefferson
<u>Colorguard</u>	Nicole Richard & Siobhan Cusack
<u>Upper Winds</u>	Erin Carter
<u>Upper Brass</u>	Colby Clyburn
<u>Low Winds</u>	Kayla Burke
<u>Drumline</u>	Sean Moynahan & Spencer Kilgour

### CONTACT INFORMATION

<u>School Telephone</u>	(207) 384-4500
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<u>AIM</u>	marshwoodmusic

### The Builder

*I saw a group of men in my hometown.  
I saw a group of men tearing a building down.  
With a heave and a ho and a mighty yell,  
They swung a beam and the sidewalk fell.  
And I said to the foreman, "Are these men skilled.  
The type you'd hire if you wanted to build?"  
And he laughed and said, "Why, no indeed."  
He said, Common labor's all I need.*

*For I can tear down in a day or two  
What it took a builder ten years to do."  
And I thought to myself as I walked away,  
"Which of these roles am I going to play?  
Am I the type that constantly tears down  
As I make my way, foolishly, around?  
Or am I the type that's trying to build with care,  
In hopes that my organization will be glad I was there?"*

## GENERAL RULES

1. **You are responsible for all of the information in this handbook.**
2. You are responsible for having all music for performances (including stands tunes) in your flip folder. Music should be maintained for reuse in future years.
3. Wear appropriate attire to rehearsals and shows. Check the weather for the day. Remember that all school policies are still in effect.
4. Cooperate fully with instructors and student leaders.
5. Never *assume* a rehearsal or performance is canceled due to inclement weather. There are three ways to find out the status of the rehearsal or performance:
  - a. Check the band AIM name for an away message (marshwoodmusic)
  - b. The webpage will be updated with most recent information
  - c. Mr. Graichen's voice mail will have a message with any changes
6. You are financially responsible for lost, damaged, or stolen school equipment. Be especially careful on trips. Please take care of all school property
7. Signed notes or absence forms from parents are required in the case of all absences. Student leaders and appropriate instructors must also be notified. This should be done at least one week in advance. In case of emergency, call Mr. Graichen as soon as possible to leave a message. A signed absence form must be submitted as soon as possible following the performance.
8. Only band members may sit in the designated band area at football games. Sit with your section.
9. No one is to leave the stands during football games without permission.
10. Band members will cheer together at games.
11. No eating or drinking (water excepted) in uniform. Mr. Graichen may grant exceptions.
12. Any student caught in the presence of illegal drug use or underage drinking, regardless of participation, will be suspended from the group per school policy. Additionally, if any illegal activity occurs *during* a marching band event, the students involved will be expelled from the ensemble and an "F" will be issued as a final grade. Proper disciplinary and legal action will also be taken as deemed necessary by the administration of Marshwood High School.
13. Regardless of age, smoking is not permitted on school grounds or at any school-sanctioned event. Smoking is also NEVER permitted in uniform. If you smoke, quit. We want you healthy.
14. Students are not excused from performances until the band has marched back to their final destination and has been dismissed as a group.
15. Wear your uniform properly and with pride.
16. At evening marching band performances, the following rules will apply:
  - a. We will travel to and from the show in plain clothes, and change as a group.
  - b. You will be on your own at the show until our meeting time, and again after the band changes out of uniform. Make sure you or someone you are with is wearing a watch – you are responsible for knowing what time it is!
  - c. Report to buses promptly at the end of band shows (immediately following awards).
  - d. No one is permitted to leave the stadium unsupervised. The buses will remain locked when we are not using them. In case of emergency, locate a staff member or chaperone, and they may accompany you to the buses.
  - e. No eating or drinking (other than water) will be permitted while in uniform.
  - f. If any violation of these or other rules occurs at a show, then the band may be required to sit as a group at the next show(s), and may not leave the stands without permission. Students involved will be disciplined appropriately. Be responsible for yourselves and each other.
17. Unless otherwise stated, parents are expected to pick up their son/daughter at the school upon return from a trip. Arrangements are to be made prior to a trip if parents wish to pick up their children at the location of the performance, and the request must be submitted in writing. Under these conditions, students may be released to parents only. Other arrangements must be cleared through the administration. Licensed students may drive themselves to and from the high school. Students are NOT allowed to ride with other student drivers or parents, unless the driver has first filed for a license check through the high school office. Students can use a cell phone to call home on the way back to the school to inform parents of our estimated arrival time.

## ATTENDANCE AND GRADING

### Grading:

Grading is based on attendance and participation. Band is a learning experience, and the bulk of our learning happens during rehearsals. Keep your average above 74 to receive a P on your report card. Rehearsals are the means by which you learn, and by their very nature cannot be reproduced or made-up. Because of this, it is essential that you attend every rehearsal and performance unless it is absolutely unavoidable. Excessive absences will affect the performances for the entire group and will therefore directly impact your grade for this course. Excessive unexcused absences, as well as excessive breach of rules may also result in your removal from the marching band and subsequent failure of the course.

Excused absence: Serious illness, religious obligations, death in the family, marriage in the immediate family, and required academic responsibilities are the only excused absences. Other excused absences are determined at the discretion of the director. You must submit an absence form *at least* one week in advance to be considered for an excused absence. If an emergency or illness arises, please contact Mr. Graichen as soon as possible and bring a signed note from a parent or doctor to the next rehearsal. Failure to follow this procedure will result in the absence being counted as unexcused. Do not schedule appointments during rehearsals or performances – these will be considered unexcused absences. Also plan ahead, homework is **not** an excuse to miss rehearsal. Please be responsible!!!

Unexcused absence: WORK is not an excuse – you are given your schedule with enough time to move your work schedule accordingly. Anything not outlined in the “Excused Absence” category has a very high likelihood of being considered an unexcused absence. Remember, even if the staff knows *why* you are not there, that does not mean your absence is excused. Give your employer a copy of your schedule to avoid possible conflicts.

### Regular rehearsals:

These are required. The penalty for anyone with an unexcused absence from a regular rehearsal is a 10-point grade reduction. Weekly rehearsals will be held on Tuesdays and Thursdays 5:30 PM – 8:00 PM. On Saturday afternoons before shows, the band will rehearse at times determined by the distance to the show. See schedule for details. Any conflicts with rehearsals must be submitted using the absence request form at least one week in advance.

### Saturday rehearsals:

These are required. Those students arriving late for show day rehearsals may be suspended from performing. At the director’s discretion, the suspension may be applied at the next major performance instead.

### Performances:

These are required. The penalty for anyone with an unexcused absence from a major performance is a 0 for the performance. A suspended student is not eligible for admission to the football game or marching band show on the specified date as a member of the Marshwood High School Marching Band. However, the suspended student **MUST** attend all rehearsals, including Saturday rehearsal.

### Participation:

You will lose five points for every day you attend a rehearsal and do not actively participate (students that have medical excuses will be exempt from penalty). Examples of unexcused non-participation are as follows: a student does not participate because they forgot their instrument, doesn’t have a reed, forgot flag, etc.

### Tardiness:

Each unexcused tardy to a rehearsal or performance will result in a deduction from your grade, and *you will be required to stay after rehearsal to help clean up and return equipment*. Excessive tardiness may result in more severe disciplinary action. Please remember that rehearsals *begin* at the specified time – come early to retrieve any equipment you may need and to travel to the field. The band room may be locked 10 minutes prior to the start of field rehearsals, so if you know you may be late, bring your equipment with you after school. Use common sense and be responsible. “To be early is to be on time. To be on time is to be late. To be late is to be forgotten.”

## UNIFORMS

Uniforms are to be worn in an appropriate fashion. Student leaders will administer uniform inspections prior to performance time. Infractions will be noted, and the student in violation will be given until the next major performance to correct the problem before it is reflected in the student's grade for the course.

Responsibility for the issue/return, care, repair, and maintenance of Marshwood High School uniforms and equipment rests with the student who has signed for that equipment. There are some parents who have graciously volunteered their time to help with the upkeep of uniforms. Please remember to thank them whenever they help you. All uniform parts are kept at school, but if anything signed out to you is not returned at the end of the year, you are still responsible for it.

There is no charge for use of the band uniforms or equipment, but items damaged or not returned will be billed to you and your parents, and collected by the school. The following information will help you care for your uniform and realize the responsibilities inherent when signing for Marshwood High School property.

1. Uniforms must be checked out from uniform personnel and kept in the Marshwood High School Music uniform room only. Any missing pieces must also be returned here – do not wait until the last minute to return items.
2. Keep track of all uniform parts issued to you. You are responsible for their care and upkeep. Contact Mr. Graichen with any problems immediately.
3. Alterations will be performed by uniform personnel only. NEVER cut the material.
4. Be careful with uniform hats (shakos). The brims break easily and cannot be replaced. Hats also make great souvenirs for fans, so never lose track of your shako. You are responsible for cost of replacement.
5. No eating or drinking anything other than water while in uniform – exceptions may be granted at the director's discretion.
6. Members are required to wear the complete uniform while in public. The wearing of a partial uniform is not permitted, unless otherwise determined by the staff.
7. Black socks are to be worn with clean black Drill Masters marching shoes (winds/percussion).
8. Black nylons or designated costume hosiery are to be worn with clean black Impulse Jazz shoes (colorguard).
9. No jewelry or sunglasses may be worn while in uniform.
10. Long hair must be worn up in the hat.
11. Plumes will be issued prior to each performance and collected after each performance by staff – no students shall keep plumes in their boxes or garment bags.
12. Raincoats will be issued to each member in the event of inclement weather. No other outerwear is permitted in the field area. Exceptions may be made at the director's discretion.
13. Always hang up the uniform neatly on the provided hanger once it is taken off. This will be demonstrated.
14. Make sure any uniform problems are taken care of *before* performance days. There is no time before shows to find or fix uniform parts. You may check your uniform during the week to make sure it is all set.
15. Members are required to own their own shoes, gloves, black mock turtleneck, and/or black bodysuit.
16. You are responsible for damage and replacement. Charges are as follows:

Hat (Shako)	\$32	Black Sequin Vest	\$55
Plume	\$16	Garment Bag	\$20
Jacket	\$90	Raincoat	\$75
Pants	\$53	Hanger	\$3
Silver Sequin Drop	\$25		

Total cost is \$369.00. Report cards will be withheld for late returned equipment. Keep in mind the cost of gas may have driven up the prices on these items.

## EQUIPMENT

### A. Instrument

1. All parts working (slides, valves, etc.)
2. Outside of instrument shined. Inside cleaned.
3. Drums polished with clean heads and good sticks.
4. Once members receive an instrument, they are responsible for its care and return. You may be charged for repairs or replacements as needed.
5. Only the hard case provided with each instrument is to be used for storing the instrument or packing the instrument for travel. Soft cases are not sufficient.
6. All instrumentalists, excluding percussionists, must carry a flip folder for all rehearsals. Percussionists are required to obtain a 1”+ binder and sufficient page protectors. These are required at all rehearsals.
7. For away performances, members are responsible for loading their own instrument and uniform. Anything left on the ground will not be taken care of by someone else – it will remain where left.

### B. Guard Equipment

1. Clean silk and taped pole.
2. Have all special equipment ready for performance.
3. You will be assigned a labeled piece of equipment – this will be your responsibility for the season.
4. Once members receive equipment, they are responsible for its care and return. You may be charged for repairs or replacements as needed.
5. For away performances, members are responsible for loading their own equipment and uniform. Anything left on the ground will not be taken care of by someone else – it will remain where left.

## STUDENT LEADERS

### Drum Major(s):

Each spring, auditions are held for this esteemed position. A detailed and complete description of the audition process will be printed and available upon request in Mr. Graichen’s office in early Spring. The drum majors, in addition to performing, act as field assistants during rehearsal. They help correct individual errors and style problems and review fundamentals with the band prior to each practice.

### Section Leaders/Captains:

The concept of the sound and the marching style of the Marshwood Hawk Marching Band are determined through communication between the section leaders, instructors, and marching band director. Responsibilities include:

- A. Accuracy of rhythm
- B. A section sound with matched tone and pitch
- C. Proper interpretation and style of all music
- D. Consistency and uniformity of playing style
- E. Proper care and maintenance of instruments and uniforms
- F. Uniformity and style of all marching and posture
- G. Daily attendance



# Marshwood Marching Band Marching Fundamentals

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This guideline is to help establish a uniform and consistent quality of style and technique within the Marshwood marching program. We want to portray a look of confidence and control while maintaining a fluid and relaxed style of motion.

## Six Main Areas to Focus On

- ☞ Posture
- ☞ Mark Time/Stepouts
- ☞ Forward/Backward
- ☞ Changes of Direction
- ☞ Slides
- ☞ Shifts

### Posture

- Feet straight ahead, heels and toes are together, arches of feet over dot or line, body weight is centered over arches
- Stance – “Five Points of Alignment” (ankle bone, back of knee, hips, shoulders, ears)
- Legs are straight, but DO NOT lock knees
- Stomach slightly flexed to promote posture
- Shoulders slightly back and relaxed
- Chin slightly elevated (1/2”)
- At “set position” arms in fake horns up, hand over fist, fist in front of mouth, arms held at 90 angle
- Important to note “center of body” is the abdomen, all movement starts from here
- Also note difference between upper block and lower block (upper and lower body) no movement in upper block, all movement happens in lower

### Mark Time

- Weight stays balanced between feet, slightly shifted to balls of feet
- Balls of feet stay on the ground, lift heel 2” off ground
- Knees flex slightly
- Upper block stays still, no swaying

### Forward March

- Weight shifts to ball of right foot
- The “plane of movement” is broken first by the center of body and the toes
- Push with the ball of the right foot
- “Kick the ball” as your left foot comes forward, lead with the toes, keeping leg straight
- Ankle of left foot travels parallel to the ground and in a straight line forward
- Set the ankle on the ground with the toe pointed upward, legs are straight
- Roll forward on left foot heel to toe as right peels off ground as moves forward
- Right foot continues forward and passes left foot on the “and” of the beat, at this point it would look as if you were standing still

### Backward March

- Weight shifts to ball of right foot
- Push with the ball of the right foot
- Left foot travels straight back, moving parallel to the ground
- “Tap” left foot to the ground with the ball of the foot, leaving the heel lifted 2”
- Continue with right leg, legs will pass on the “and” of the beat
- Maintain the 2” “platform” throughout the entire movement
- On the final steps when closing the feet, heels are lightly set down
- Maintain control of the upper block

Slides (we use a shift command for this)

- Slides are when the upper block is placed in a different position than the lower block is traveling, for example horns front while moving parallel to the sideline
- In a 90° slide - feet are at 0°, hips are 30°, waist at 60°, shoulders at 90°
- Make adjustments for slides less than 90°
- Feet travel as normal, maintain your upper block

Prep Steps or “Stabs”

- Prep Steps help in changes of direction either in the forward or backward or any type of slide
- In the last step before the change of direction place the right foot down, toe first, in a 45° angle to the new direction you are moving
- In changes of direction less than 90° the prep step will be smaller than 45°
- When coming to halt a “stab” is used in the last step before the close, placing the toe of right foot down first

Shifts

- Shifts are when traveling in a slide and the lower block changes direction, for example going from a forward right slide, to a backward right slide
- When shifting the last step will be used to help facilitate a quick and smooth transition, while maintaining the upper block

Step Outs

- When rehearsing music and marking time, members should use step outs
- A step out emphasizes and reinforces the set changes in the drill book
- Members will take a single step with the left foot portraying direction, step size, style and tempo they are moving
- After the Step out bring feet together and continue marking time

Extra Goals

- 5 Minute aerobic warmup before every marching rehearsal, this includes 10 jumping jacks, 10 pushups, 10 crunches and stretching. Stronger bodies means stronger marchers.
- Practice fundamentals at least 15 minutes for every marching rehearsal, emphasizing different techniques each rehearsal helping reinforce drill book
- Employ marking time and step outs during music rehearsals as much as possible to help establish feel and timing with the feet
- Rehearse music, drill and marching fundamentals with a metronome as much as possible to establish a uniform sense of pulse within the ensemble

## MARSHWOOD HIGH SCHOOL MARCHING BAND DRILL COMMANDS

Unless otherwise shown, each command is given in five even quarter notes.

Words shown in quotes are to be said by the entire band.

All of the vocalizations other than the Attention and Parade Rest commands will be used in rehearsals only.

Left Face, Right Face, and Halt are two-count moves. We will learn four-count horns up and horns down commands. The rest are all one-count moves.

Command	-----Counts-----				
<b>Attention:</b>	Detail	(rest)	Ten	Hut	“Hut!”
<b>Parade Rest:</b>	Detail	(rest)	Parade	Rest	“Hut!”
<b>Horns Up:</b>	Detail	(rest)	Horns	Up	“Up!”
<b>Horns Down:</b>	Detail	(rest)	Horns	Down	“Down!”
<b>Dress:</b>	Dress	Left/Right/Center	Dress	(rest)	“Go!”
<b>Ready Front:</b>	Ready	(rest)	Front	(rest)	“Hawks!”
<b>Left Face:</b>	Detail	(rest)	Left	Hace	“One” “Two”
<b>Right Face:</b>	Detail	(rest)	Right	Hace	“One” “Two”
<b>About Face:</b>	Detail	(rest)	About	Hace	“One” “Two”
<b>Mark Time:</b>	Mark	Time	Mark	(rest) “And”	“One”
<b>Forward March:</b>	Forward	(rest)	Harch	(rest) “And”	“One”
<b>Backward March:</b>	Backwards	(rest)	Harch	(rest) “And”	“One”
<b>Halt:</b>	Detail	(rest)	Halt	“Step and”	“Close”
<b>Flank:</b>	Left/Right	Flank	Harch	(rest) “And”	“One”
<b>To-the-rear:</b>	To the rear	(rest)	Harch	(rest) “And”	“One”
(off of count 4)					
<b>Shift:</b>	Shift	Left/Right	Shift	(rest) “And”	“One”
<b>Ready Front:</b>	Ready	(rest)	Front	(rest) “And”	“One”

# THE MARCHING ILLINI PHILOSOPHY

## SYSTEM + SPIRIT = SUCCESS

The two most important attributes of a successful marching band are spirit and system. A system is a way of doing things. It represents the total structure of the band, such as organization, procedures, activities, philosophies, teaching methods, marching and playing style, and policies. Spirit represents how individual band members respond to the system. It includes practice habits, good attitudes, mental discipline, commitment, responsibility, dependability, and hard work. Success is the result of both good spirit and a good system, and it generates its own "by-products" such as pride, enthusiasm, loyalty, discipline, and dedication.

Success breeds success and failure breeds failure. Great bands know this.

## “SPIRIT”

### HOW TO DEMONSTRATE SPIRIT

**Ways to do your part to make our band the best it can be:**

- Be the first, never the last, to rehearsals.
- Always have the necessary rehearsal equipment.
- Wear appropriate rehearsal attire, including proper footwear.
- Demonstrate desire, spirit, and enthusiasm for learning, working, and contributing.
- Be one of those students who is always “there” and can be counted upon.
- Prepare and master your part of the performance in advance when possible.
- Remember that only your best is good enough.
- Refrain from making comments or carrying on a conversation during rehearsal.
- Maintain eye contact with instructor or leader in charge.
- Use “high-intensity listening”.
- Stop immediately when cut-off is given or move is completed.
- Exhibit enthusiasm for practice and understand the need for repetition.
- If you experience failure, analyze it and make a plan to improve and succeed the next time.
- Turn work into play. Enjoy rehearsing – hot, cold, rainy, or snowy. Try to learn something new every day.
- Remember that the band will be only as good as YOUR attitude and YOUR contribution.
- Be humble in your success. Demonstrate class in all situations.
- Prepare for the next rehearsal.

**Marshwood High School Marching Band**  
**Student Member Obligation Contract**

1. I have read the 2008-2009 Marshwood High School Marching Band Handbook. I understand that it is my responsibility to comprehend and abide by the rules contained within the 2008-2009 Marshwood High School Marching Band Handbook.
2. I understand that my grade for this class is based primarily upon my participation and attendance record for all rehearsals and performances of the 2008-2009 season.
3. I understand that any violation of these or any school rules may result in severe penalties. These penalties may include detention, suspension from school, suspension from the ensemble, and even expulsion from the marching band and failure of the course.

Student name (printed) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

----- Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Marshwood High School Marching Band**  
**Permission Slip**

I hereby give permission for my son/daughter (student name) \_\_\_\_\_ to participate in the Marshwood High School Marching Band, and to take part in all public performances that are school approved.

I further agree that I will personally pick up my student at the performance location, upon a telephone call from the band director, in reference to behavior that is unsatisfactory for our performing groups and school. I also understand that on all school trips, Marshwood High School rules are in effect.

----- Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Marshwood High School Marching Band**  
**Media Permission Slip**

I  do  do not give permission for my son/daughter \_\_\_\_\_ to be included on the Marshwood High School Music Department webpage. This may include news listings, the roster, and band pictures.

I understand that my son/daughter will be videotaped in rehearsal and performance by both the Marshwood High School marching band staff, parents, and MBDA-approved professional videographers for the purpose of rehearsal/performance evaluation as well as for archival purposes in both students' personal as well as Marching Bands' video libraries.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**MEDICAL FORM**

Mr. Graichen will keep this on file for quick reference. All information provided is confidential and will be accessed only by Marshwood High School Marching Band staff.

**To be filled out by parent or guardian in ink:**

Student Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Grade \_\_\_\_ Gender \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Telephone #(s) \_\_\_\_\_

Home Address \_\_\_\_\_ Town \_\_\_\_\_

Work Phone #(s) \_\_\_\_\_

Cell Phone #(s) \_\_\_\_\_

If person named above is not available in the event of an emergency, notify:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name of Family Physician \_\_\_\_\_ Phone \_\_\_\_\_

Hospital of Choice \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

Does the student have any major illnesses or conditions? Yes ( ) No ( )

If yes, explain: \_\_\_\_\_

Is the student under a physician's care? Yes ( ) No ( )

If yes, explain: \_\_\_\_\_

Is the student on any regular medication? Yes ( ) No ( )

If yes, explain: \_\_\_\_\_

Does the student have any allergies? Yes ( ) No ( )

If yes, explain: \_\_\_\_\_

Is there any additional information the staff should know? Yes ( ) No ( )

If yes, explain: \_\_\_\_\_

Please note that chaperones and staff members may not dispense over-the-counter medications. Students may bring their own, provided they are in their original properly-labeled container.

The answers to all questions above are correct to the best of my knowledge and give permission for Marshwood High School Marching Band staff and chaperones to take appropriate action in the event of an emergency. I/We shall assume all responsibility and expense for any injury received in participation in this activity and give permission for the above student to be diagnosed and treated by a licensed physician should such a service be necessary.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_