EASTERN MICHIGAN UNIVERSITY

MARCHING BAND

2019–2020

HANDBOOK

EMU BANDS
N-101 ALEXANDER MUSIC BUILDING YPSILANTI, MI 48197

EMU.BANDS@EMICH.EDU
WWW.EMICH.EDU/MUSIC/BANDS

PH: 734.487.1430
FX: 734.487.4975
HANDBOOK CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEASON SCHEDULE</td>
<td>3</td>
</tr>
<tr>
<td>BAND STAFF</td>
<td>4</td>
</tr>
<tr>
<td>GRADING AND ATTENDANCE POLICY</td>
<td>5</td>
</tr>
<tr>
<td>POLICIES AND PROCEDURES</td>
<td>7</td>
</tr>
<tr>
<td>MUSIC, FLIP FOLDERS, DRILL SHEETS/CHARTS</td>
<td>9</td>
</tr>
<tr>
<td>SCHOOL INSTRUMENTS AND EQUIPMENT</td>
<td>9</td>
</tr>
<tr>
<td>UNIFORMS</td>
<td>10</td>
</tr>
<tr>
<td>SOCIAL MEDIA POLICY</td>
<td>12</td>
</tr>
</tbody>
</table>
EMU Marching Band
“THE PRIDE OF THE PENINSULA”

2019 SCHEDULE

August 26–August 30  Band Camp
August 30  Convocation Ceremony/River Night
September 2-4  Fall Ensemble Auditions
September 21  vs. Central CT (Family Picnic)
September 28  March-A-Thon
October 11  Homecoming Pep Rally
October 12  vs. Ball State (Homecoming)
October 19  vs. Western (Band Day)
October 27  Lakeland HS Invitational Exhibition
November 2  vs. Buffalo
November 23  BAND-O-RAMA
November 29  vs. Kent State (Senior Night)
December 2  Basketball Band Auditions
December 4  Basketball Band Auditions
December 8  EMUMB Banquet
# EMU Marching Band
## 2019 FACULTY & STAFF

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Director of Bands</strong></td>
<td>Dr. Mary K. Schneider</td>
<td><a href="mailto:mary.schneider@emich.edu">mary.schneider@emich.edu</a></td>
</tr>
<tr>
<td><strong>Associate Director of Bands</strong></td>
<td>Dr. Chandler L. Wilson</td>
<td><a href="mailto:cwils121@emich.edu">cwils121@emich.edu</a></td>
</tr>
<tr>
<td><strong>EMU Bands Office</strong></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td><strong>Percussion Instructors</strong></td>
<td>John Dorsey</td>
<td><a href="mailto:jdorsey@emich.edu">jdorsey@emich.edu</a></td>
</tr>
<tr>
<td></td>
<td>Jason Ihnat</td>
<td><a href="mailto:jihnat@emich.edu">jihnat@emich.edu</a></td>
</tr>
<tr>
<td><strong>Color Guard Instructor</strong></td>
<td>Chelsea Lee</td>
<td><a href="mailto:chejlee@umich.edu">chejlee@umich.edu</a></td>
</tr>
<tr>
<td><strong>Graduate Assistant</strong></td>
<td>Rachel Buechel</td>
<td><a href="mailto:rbuechel@emich.edu">rbuechel@emich.edu</a></td>
</tr>
<tr>
<td><strong>Director of the EMU MB</strong></td>
<td>Dr. Chandler L. Wilson</td>
<td><a href="mailto:cwils121@emich.edu">cwils121@emich.edu</a></td>
</tr>
<tr>
<td><strong>Drum Majors</strong></td>
<td>Victoria DeSantes</td>
<td>d <a href="mailto:victori@emich.edu">victori@emich.edu</a></td>
</tr>
<tr>
<td></td>
<td>Michael Kiesznowski</td>
<td><a href="mailto:mkieszno@emich.edu">mkieszno@emich.edu</a></td>
</tr>
<tr>
<td></td>
<td>Casie LaMay</td>
<td><a href="mailto:clamay@emich.edu">clamay@emich.edu</a></td>
</tr>
<tr>
<td><strong>Band Assistant</strong></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td><strong>Athletic Bands Librarian &amp; Uniforms</strong></td>
<td>Taylor Nash</td>
<td><a href="mailto:tnash7@emich.edu">tnash7@emich.edu</a></td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>David Rega</td>
<td><a href="mailto:dregal@emich.edu">dregal@emich.edu</a></td>
</tr>
<tr>
<td></td>
<td>Megan Satawa</td>
<td><a href="mailto:msatawa@emich.edu">msatawa@emich.edu</a></td>
</tr>
</tbody>
</table>
The Eastern Michigan University School of Music and Dance strives to promote lifelong musical learning, to prepare students for professional careers in music, and to advance the cultural life of the campus, community, and beyond.

Grading Policy and Procedures

Registration
All students must be registered for EMU Marching Band (MUEN 149L1, CRN 16596) to participate. Every student enrolled will receive a letter grade that becomes a part of their permanent university record. Special exceptions can be made for students from Washtenaw Community College and other surrounding Universities as determined by the Director, student, and cooperating institution. Any student participating under this exception must enroll at EMU as a guest student.

Grading

Attendance
We take great pride in the quality of our musical and marching performances. This high standard of performance is maintained only with a maximum number of members in attendance at rehearsal. EMUMB is also an official University class. It is for these reasons that attendance is monitored on a daily basis.

The following guidelines are not designed to punish members but to maintain the quality of the EMUMB and stress the importance of attendance at daily rehearsal.

ATTENDANCE POLICY: Attendance is mandatory for members at all rehearsals and official functions unless excused through the following procedures:

1) If you are absent you must turn in an excuse form by the end of the following day (6:05 PM). This is very important — it will directly affect your marching status for the next performance. Each absence automatically becomes unexcused if a form is not received by the deadline.

2) The Personnel Manager will have forms available each day from 3:50-4:10 PM and 6:00-6:05 PM. Tardies and absences are to be taken care of only during this time.

3) With the permission of the director, you may be allowed up to 1.5 hours a week for school related absences. Only the EMU Athletic Band Director may excuse you on these occasions.

4) If you arrive late to rehearsal, or if you must leave rehearsal early, report to the check in/out station to verify your arrival/departure. Failure to do so will result in an unexcused absence for the entire rehearsal.

5) A high volume of unexcused absences will result in removal from the current show.
6) Absences also affect the grade which you receive for the course. Your grade will be reduced one letter for every unexcused absence from rehearsal. An unexcused absence from a performance or recording session will result in the grade of “F.”

IMPORTANT•IMPORTANT•IMPORTANT•IMPORTANT•IMPORTANT•IMPORTANT

REMEMBER: It is YOUR responsibility to make sure that your attendance record is accurate. The personnel manager will answer all of your questions regarding your attendance record.

Attendance policy is at the discretion of the director who will try to maintain fair and equal standards with regard to the attendance policy.

ADDITIONAL ATTENDANCE POLICIES

ILLNESS: To avoid abuses to the system, a written statement explaining all illnesses is required. In some cases, a statement from the Student Health Service or doctor’s office may be required.

CLASS CONFLICTS: If your class schedule indicates a reasonable conflict with rehearsal, you should complete a class conflict form and submit this to the Personnel Manager by the end of the first week of classes.

SATURDAY MORNING CONTINUITY REHEARSAL: Note that an unexcused absence or unexcused tardy on the Saturday morning Continuity Rehearsal means that you will not perform that day, but you will still be required to attend the game and perform in the stands.

TARDIES: Please note that unexcused TARDIES will be treated as an unexcused ABSENCE once the total number of minutes missed exceeds 30 minutes.

If you accumulate 2 ABSENCES OF ANY KIND during the course of one week, including excused absences, you may be asked to “sit-out” of the next performance. No one can be expected to perform at a high level having missed a total of four hours of class time regardless of the reason. To allow such an individual to perform with the EMUMB would be unfair to those who have maintained 100% attendance.

YOUR GRADE FOR CLASS PARTICIPATION

The grade you will receive for participation in the EMUMB is based in large part on attendance at official events (rehearsals, performance, etc.) and compliance with expected behaviors. Each unexcused absence from rehearsal will result in the grade being lowered one letter. As such, the following scale in the minimum standard for grading:

1. 0 Unexcused absences = A; 1 UnEx = B, 2 UnEx = C, 3 UnEx = D; 4+ UnEx = F
2. An unexcused absence from an official performance (including recording sessions) will result in a grade of “F.”

3. At the discretion of the directors, your grade may be lowered for noncompliance with the expected behaviors as detailed in this booklet, or as given to you in class documentation, or as explained to you verbally by the EMU Band Directors (Bands/Athletic Bands).

Students are expected to abide by the Student Code of Conduct and assist in creating an environment that is conducive to learning and protects the rights of all members of the class and University Community. Incivility and disruptive behavior toward a fellow member, graduate student, or Instructor will not be tolerated and may result in a request to leave class and referral to the Office of Student Conduct and Community Standards (SJS) for discipline. DPS may be called if the student continues to be disruptive and refuse to leave the classroom environment. Students may access the Code online at www.emich.edu/student conduct. If it is determined a student is no longer fit to remain in the course an alternative assignment may be offered as an alternative plan for the course and be graded accordingly.

Please be early to all announced times as we are often on a tight production schedule. Tardiness (15 minutes or more) to announced meeting times will result in a loss of performance privilege in either pre-game or halftime.

Along with a solid performance of both our pre-game and halftime shows, one of the primary responsibilities of the EMU Marching Band is to support the Eagles and add to the overall game atmosphere. Everyone is expected to uniformly play and cheer in the stands. Students are to stand with their own section in their assigned area during games.

Individual playing of instruments in the stands is prohibited. As members of an organization that represents the School of Music and Dance and Eastern Michigan University, students are to be respectful of themselves and others maintaining self-discipline during all rehearsals and performances. Inappropriate language or negative taunts will not be tolerated. Please support the Eagles and represent yourself in a positive manner.

Select away games, exhibitions, and bowl game opportunities are paid in full by the University and required. Excuse forms will be made available for professors if classes must be missed for an out-of-town performance. It is the responsibility of each student to make up any missed schoolwork for a University-sponsored event.

Bowl season attendance is required. Failure to attend a bowl game performance will result in a retroactive lowering of the final grade to an "F" for the course. All post-season plans should be tentative until post-season play has been announced.

**ALCOHOL AND CONTROLLED SUBSTANCES**

The consumption of alcoholic beverages and/or controlled substances prior to or during rehearsals and/or performances is strictly forbidden. In addition, no participant, staff member, or representative of the EMU Band Program, in transit to or from an EMU Band Program function,
when staying in accommodations provided by official University means, shall, regardless of age, exhibit visible or aromatic evidence of the possession or consumption of alcoholic beverages and/or controlled substances. Any student/s who do not comply with these guidelines will be immediately dismissed from the event, the band, and will earn an "F" for the course. The cost for transportation home for the student/s will be their individual responsibility.

**NON-HAZING POLICY**

The EMU Marching Band employs a strict non-hazing policy and will result in immediate dismissal from the organization as well as earning and "F" for the course. Per the EMU Student Code of Conduct hazing is defined as:

Any action or activity committed by either active members, associate members or associate members or pledges of an organization which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. Hazing includes, but is not limited to:

- Interference with a student's academic or work performance.
- Forced consumption of any food, alcohol, other drugs, or any other substance’s.
  Forced physical activity.
- Deprivation of food or sleep.
- Physical acts such as branding and paddling.
- Requiring participation in any activity that violated University policies or any local, state or federal law.
- Other violations as outlined in the Interfraternity Council (IFC), College Panhellenic Council (CPC0 or National Pan-Hellenic Council (NPHC) Constitutions.

Any action or situation, which intentionally or unintentionally endangers a student who is attempting admission into or affiliation with any student organization. In cases where the activity is performed by an individual member of a student organization, the total organization may be held responsible, when those members not directly involved participate in said activity by encouraging, witnessing, or condoning the act in any manner. Any individual and/or organization found guilty of hazing will be subject to a minimum penalty of suspension.

**ADA (AMERICANS WITH DISABILITIES ACT)**

If you require an accommodation based on a disability as addressed by the Americans with Disabilities Act (ADA) and confirmed by the EMU Disability Resource Center please notify the Director immediately. Reasonable efforts will be made to make sure you are appropriately accommodated as outlined accordingly by the resource center.
FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records and academic work. The law applies to all schools and universities which receive funds under an applicable program of the U.S. Department of Education and is applicable to students at EMU. All files, records, and academic work completed within this course are considered educational records and are protected under FERPA. It is your right, as a student in this course, to expect that information, will not be viewable by guests or other individuals permitted access to the course. The exception will be only when you have given explicit, written, signed consent. Verbal consent or email is insufficient.

MUSIC, FLIP FOLDERS, AND DRILL COORDINATE SHEETS/CHARTS

All members are required to purchase a flip folder at pre-camp or at the beginning of band camp in August unless they are able to reuse theirs from a previous season. Music, drill coordinate sheets, and drill charts issued for rehearsal are considered the “text” for the course. Members are given these materials at pre-camp, band camp, and throughout the season accordingly. It is NOT permissible for students to have PDF Documents of the music, drill coordinate sheets, and drill charts on their phone or tablets. If any part is lost, replacement parts must be printed immediately from our Google Drive. Music and drill coordinate sheets/charts will be checked each day by a member of the EMU MB Leadership Team. Failure to have the appropriate music during rehearsals and performances will negatively affect a student’s daily, and when appropriate, performance grade.

SCHOOL INSTRUMENTS AND EQUIPMENT

Sousaphones, mellophones, euphoniums, percussion, and color guard equipment are furnished by the EMU Band Program and some trumpets, trombones, saxophones and clarinets are available each season on a first come, first serve basis.

Instruments and color guard equipment will only be checked out to students enrolled in the EMU Band Program. Students are required to complete a signed contract to obtain a school owned instrument. Instruments will be issued at Pre-camp and at the beginning of Band Camp in August.

Once one is issued to a student it will be the personal responsibility of the band member at all times. Instruments are to be returned at the end of the marching season on the due date specified by the Graduate Assistant. All instruments must be returned on time and in the same condition in which they were issued. If the instrument is not returned by the due date, the full replacement value of the instrument will be charged to the responsible student and a hold will be placed on their account until repayment.
If outstanding damage or loss is incurred on the instrument at a cost above and beyond the University’s contribution to repair, the student responsible for that instrument will be liable for the remaining amount and will be billed to the student’s address on file. A hold will be placed on the student’s account until repayment.

**INSTRUMENT CARE AND APPEARANCE**

Every effort is made to provide students with quality instruments in the best possible condition. Instruments should be kept clean (inside and out), polished, and in good playing condition. All instruments must be polished prior to any performance. Section leaders will complete an instrument check to ensure all instruments are presentable for performance. Special care, i.e. wearing gloves during all rehearsals, should be given at all times. Always use special care when setting instruments down; use gloves or other material when placing on pavement.

**INSTRUMENT REPAIR**

Any problems with school-owned instruments must be reported to a graduate assistant as soon as possible. They will assess the situation, fix the instrument, or make arrangements for it to be repaired professionally. Please do not attempt to fix the problem on your own.

**MARCHING BAND UNIFORMS**

Uniforms will be issued by the undergraduate band staff at specified times during band camp in August. Upon registering for the course wind and percussion members of the EMU Marching Band will be issued the following:

- Marching Coat
- Raincoat
- 2 Hangers
- Bibs
- EMU MB T-Shirt
- Garment Bag
- EMU MB Ball Cap & *Winter Hat Plume, Hat, and Box
- *Winter hats are free to first year members only. Returning students who need a replacement hat must purchase one from our Uniform Coordinator.

Color Guard members of the EMU Marching Band will be issued the following:

- Garment Bag
- Raincoat
- Flags/Flag poles
- EMU MB T-Shirt

Once a uniform is issued, it is the responsibility of the student to maintain the status of the uniform. All students are required to sign a uniform contract upon receiving their uniform at the beginning of the season. Each uniform cost approximately $600.00 so please be careful. If any part of the uniform is damaged due to negligence, the student will be held financially responsible. Please report all problems to our uniform coordinator, immediately.
PARTS OF THE UNIFORM

1. Jacket and Bibs: Bibs must be zipped and buttoned with all jacket buttons secured.
2. Hats and plumes: The hat must be worn straight on the head. Plumes should be securely fastened and worn straight with chinstraps fully beneath the chin. In the stands the Drum Majors will dictate when we will move to wearing the white ball caps and, when in cold weather, our winter hats.
3. Gloves: Gloves must be washed and clean before every performance.
4. Shoes and Socks: Black marching shoes must be clean and free of nicks and scratches. No other type of shoe is acceptable. Socks should be knee-length athletic black socks free of any type of logo or stripe.
5. Member T-Shirt: Member T-Shirts must be worn at all times beneath the uniform jacket. In case of cool weather, it is appropriate to layer; all visible layers, including the topmost layers must be white.
6. Shorts: It is suggested a pair of athletic shorts be worn beneath the uniform bibs. Long johns and Under Armour are permissible only if they are not visible at the ankle. Absolutely NO JEANS are to be worn underneath the uniform bibs.

The jacket and bibs will be collected and dry cleaned as needed between performances. It is each member’s responsibility to bring in their uniform for cleaning at the appropriate time designated by the Director and the Uniform Coordinator. In addition to the above items each member must purchase the following from EMU Bands:

Wind and percussion members:
- Marching shoes ($42)

Wind members:
- Gloves ($5) per pair
- Flip folder ($9 or $17)/Flip folder windows ($1 for five pages)

Color guard members:
- Dance shoes ($44)
- Gloves ($16)

The following items must be purchased on your own:
Winds and percussion: Knee-length black athletic socks (with no logos or stripes)
Color guard: Black knee socks or tights

At the conclusion of the season all uniform parts will be checked-in as designated by the Director and Uniform Coordinator. The dates and times for uniform check-in will be communicated well in advance to ensure a successful process. Each uniform must be complete and in the same
condition as received with the exception of normal wear and tear at the time of check-in. 
Incomplete or missing uniforms will result in the full replacement value of the uniform being charged to the responsible student and a hold will be placed on their account until repayment.

PERSONAL APPEARANCE WHILE IN UNIFORM

When you wear the EMU Marching Band uniform you not only represent the EMU Band Program, you represent the School of Music and Dance and Eastern Michigan University as a whole. Please adhere to the following rules while in uniform. Failure to do so will result in disciplinary actions and a negative effect on a student’s grade.

1. Each member must wear the uniform in its entirety unless otherwise specified by the Director. When traveling to and from the performance site do not be seen in partial uniform. If performing in extreme temperatures the Director has the right to ask for the students to remove their jackets to accommodate the health and well-being of the students.
2. It is the student's responsibility to keep the uniform cleaned, pressed, and hung neatly in between dry cleanings completed by the EMU Band program.
3. With the exception of wedding rings, no earrings or jewelry should be worn while in uniform. For any small earrings that prove difficult to remove please cover each earring with a flesh-colored Band-Aid, that must be provided by the student. In addition, the covering of all visible piercings and tattoos. Make sure wrist and neck tattoos are covered with a flesh colored ace bandage. If visible, fingernails should be a nude or clear color and all make up must be light and natural.
4. Hair should not touch the collar of the uniform. Please pull your hair up as needed. If your hair needs to be pulled up it must be in a tight bun or braids that does not allow any hair to be loose. Any hair that is not of a natural color should be completely covered with the official EMU Marching Band Cap. Note that unnatural hair color will often bleed onto the uniform through perspiration. Students are fully responsible for any damage to the uniform dry cleaning does not repair.
5. All male members must be clean-shaven or have well-groomed facial hair.
6. Only the official EMU Marching Band Ball Caps or Winter Hats may be worn in the stands. The director will designate which one to wear based on the outdoor temperatures.
7. Smoking, consumption of alcohol or controlled substances, or use of profanity, while in any part of the uniform is strictly prohibited.

SOCIAL MEDIA POLICY

As an Internet user, if you choose to post pictures of yourself in uniform on a social media website please keep in mind you are representing not only yourself, but the EMU Band Program, the School of Music and Dance, and Eastern Michigan University as a whole. Subsequent postings (text or images) must be appropriate and uphold the ideals of the EMU Marching Band. Regardless of your privacy settings, inappropriate postings on social media platforms or any other Internet sites or apps, personal or social including but are not limited to:
- Confidential band information
- Alcohol and/or controlled substance related photos
- Use of weapons
- Sexually explicit photos
- Slander, defamation, discrimination, or any language that brings embarrassment to the band, School of Music and Dance, or Eastern Michigan University.

Failure to act appropriately will result in reprimand, and potentially dismissal, and failure of the course. Do not post anything that could reflect a negative image of yourself or the EMU Marching Band.