

The Acadiana High School
Band Handbook

2011-2012 Edition



Jared R. Gray
Scott Domingue
Directors

Nikki Broussard
Principal

The Acadiana Band Handbook

The Acadiana Band Handbook serves many purposes. It is a resource for all band members and their parents. It details policies and procedures that everybody will follow. This handbook also serves to dispel any confusion that members and parents may have about band policies. Most questions should be able to be answered in this book. The final purpose of this handbook is to set a permanent record and base for band policies. It will alleviate problems in the future and also help future directors, members and parents to understand the dynamics and culture in the band for every year.

Please bring any concerns or confusion about this handbook to a director. It will be a work in progress and is meant to be a malleable document that will change from year to year.

The contents in this handbook are also available at www.acadianaband.net.

Remember the four D's of Acadiana Band:

Desire

Dedication

Discipline

Determination

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ACADIANA HIGH SCHOOL BAND GRADING PROCEDURES

GRADING – A TWO PART PROCESS

Grading is divided into three distinct parts each receiving equal weight that count for 1/2 of the grade. They are as follows:

1. 1/2 of the grade is determined by rehearsal/performance attendance
2. 1/2 of the grade is determined by playing tests

The final grade will be a simple average of the two parts.

REHEARSAL/PERFORMANCE ATTENDANCE

Rehearsals and performances are very vital to what we want to accomplish as a band. Proper attendance is very important towards the final product. At the beginning of each six weeks, each student will start of with a 100/A. The following infractions will be subtracting from the final grade:

Missed rehearsal-20 points
Tardy-5 points

Missed performance-50 points
Improper materials-5 points

If a student did not attend school on a rehearsal or performance day, they will not be assessed the corresponding points. If a student did attend school, but needed to miss because of a doctor's appointment, an excuse or proper documentation must be received within one week.

PLAYING TESTS

Any playing tests given during a six weeks will be averaged into one grade. This will count for 1/2 of the six weeks grade.

GENERAL CLASSROOM POLICIES-ACADIANA BAND 2011 – 2012

- *Class begins on time – you are expected to be **IN** the room before the tardy bell.
- *Gum chewing is not allowed at any time in the classroom.
- *All school dress policies are **STRICTLY ENFORCED**.
- *Before school, students are only allowed in the Band Room if they taking the Jazz Band class. Students may not hang out in the 200 Hall before school
- *No one will be allowed to hang out in the instrument storage room.
- *Do not leave the classroom without specific permission from the teacher. This includes restroom breaks. If you need to leave the room **GET PERMISSION!**
- *Do not touch any band instruments unless you are given permission to do so.
- *Talking while the teacher is presenting a lesson is impolite and unacceptable.
- *Loud or boisterous talking or behavior is **NOT** tolerated.
- *Before making a mistake, **ASK** to make sure that it is **OK** for you to do something.
- *You are expected to have your materials ready when class begins.
- *If class ends before the bell rings, your are to remain seated or in you assigned area until the bell rings.
- *If you have a question during class, raise your hand.
- *Food and beverage consumption is not allowed in the band room. Use your locker to store food. Exceptions are only given during Band Camp, after football games and during inclement weather, upon the discretion of the directors. Water is always ok.
- *No food or drinks are allowed **AT ALL** in the instrument storage room, library or practice rooms.
- *Cell phones should be turned off during rehearsal. The directors will confiscate phones that disrupt any learning process.
- *Auxiliary classes will have five minutes to change into comfortable clothes. After five minutes, tardies will be assessed.
- *If you need any assistance with any matter concerning class or school in general, please ask a director and they will do their best to assist you.

Hopefully we will have a great year and learn a lot!

Rehearsal Procedures, Policies and Rules

- 1) To be early is to be on time, to be on time is to be late, to be late is to be (you fill in the blank). The Acadiana Band has enjoyed a fine tradition of being on time and ready for any endeavor. You need to observe this or not be a part of the organization.
Demerits will be issued for offenders.
- 2) Bring everything you need for rehearsal. If you do not, you may be asked to leave rehearsal and/or demerits will be issued. This could mean music, equipment, instrument, pencil, stand, lyre, or drink. Section leaders will have other responsibilities as dictated by the directors.
- 3) You must wear substantial shoes for all rehearsals. This means tennis shoes with a closed toe and heel. No exceptions will be allowed.
- 4) General talking and conversation is not allowed in rehearsal. Offenders will be given demerits. Section leaders should report offenders to a drum major or director. It wastes everybody's time for you to not observe proper etiquette. You are disrespecting yourself and others. If you have the *desire*, you will have the *discipline*.
- 5) Move quickly from task to task. The quicker you get things done, the better we will be. Show your *desire* through your *discipline* and *dedication*.
- 6) All rehearsals start with fundamentals. Outside rehearsals start with marching fundamentals, and inside rehearsals start with warming up our instruments or bodies, depending on your craft.
- 7) Do not bring soft drinks to rehearsal, as they do not adequately hydrate your body. Water will be provided at rehearsal, but you may bring your own appropriate beverage.
- 8) Hats and sunglasses are only allowed during outside rehearsals. During inside rehearsals, all sunglasses and head coverings should be removed.
- 9) No playing is allowed in non-rehearsal areas. Playing in an unauthorized area can and will earn consequences either with demerits or an official school write-up.
- 10) Cell phones are prohibited from rehearsal. Cell phones must be left in your car, lockers or cubbies. All infractions will be dealt with swiftly.
- 11) The Color Guard and High-Steppers will have 5 minutes to change at the beginning and the end of each class (but not after school rehearsal). If you arrive after this time period, you are considered late and you will receive demerits and school protocol regarding tardies will be followed.

Acadiana high School Band Jacket Policy

The band jacket policy consists of a point system. You need to earn 15 points in order to get a letter jacket. These points will be tabulated at the end of every year. Only one fitting per year will be done, which usually takes place during Pre-Band Camp. You will be notified during the summer if you will receive a letter jacket. When you are senior in marching band, you automatically receive the full points.

Point Values

Complete Marching Season- 5 points	All-State Honor Group Selection- 10 points
District Honor Band Selection- 2 points	Any other director approved Honor Band- 2 points
UDA Camp All-Star- 2 points	Any Dance or Winter Guard Championship- 2 points
Marching Section Leader Selection and Completion- 2 points	
Selection to and Completion of an Acadiana "Gold" Season- 1 point	
Extra Band Performance Class/Ensemble (must have director approval)- 1 point	

Jacket Rules and Policies

- 1) Each student will pay the entire price of the jacket.
- 2) Band fees must be current in order to receive your jacket.
- 3) You must be in Marching Band when you receive your jacket. Simple compilation of points does not necessitate receiving a jacket.
- 4) Only you may wear your jacket. Any other disgraceful use of your jacket is prohibited.
- 5) You may only put band or music patches or other jacket paraphernalia on your jacket.
- 6) Stitching on the letter must be approved by the directors.

Acadiana Band Uniform Regulations

1) You are to be in full uniform any time you are in public. You are also required to be in full uniform by your report time. Horseplay in uniform is not tolerated. Hats are to be worn completely on and forward. Chin straps are to be worn underneath the chin, NO EXCEPTIONS!! Long hair must be up in the hat. Hair cannot touch the collar. This goes for males and females. Eating and drinking is not allowed in uniform, water is the only exception. Each student will be issued a garment bag and is responsible for it.

2) **Undergarments.** You must wear a GREEN t-shirt under your jacket. No other color is acceptable, unless the t-shirt color for the year is a different color, in which case the director will communicate which color(s) are acceptable. You also must wear BLACK socks with your pants. There must be no skin showing. For cold games, you may wear some form of pants under your uniform pants, but they cannot stick out at the bottom. If they are, you will be asked to take them off. Sweatshirts are also OK, but they must not have a hood. The Color Guard and High-Steppers must also have the agreed upon "special" undergarments that they may need.

3) **Overgarments.** You may not wear any kind of jacket other than an Acadiana Band jacket with your uniform. Exceptions will be made for extremely cold games and will be announced by a director. The High-Steppers and Color Guard may wear their official wind suits during games. No other wind suits are allowed. You must pay for your wind suit before it is issued. **All** the members must be dressed the same in the stands, meaning **all** girls must have the suit on or off. You may wear the official band baseball hat in the stands during games.

4) You are responsible for your own gloves and shoes. We wear white gloves and black Dinkles. Woodwind players need to cut the fingers *before* report time. If you are still in need of these items, you need to go to a reputable local music store and purchase them. The Color Guard must have all their proper extra equipment.

5) **Consequences.** Any item(s) not in agreement with these regulations concerning your uniform during a performance will result in a 5 points taken off your rehearsal/performance grade.

6) **Cleaning.** Unless you have prior approval, do not dry clean the uniform. Every few weeks the band will collect the uniforms after a game and the band will get the uniforms cleaned. Color Guard and High-Stepper member must turn in their uniforms each week to the proper parent.

7) **Lost Items.** You are responsible for the care of your uniform. If you do not turn it in, you will be assessed a fine. The following costs will be added to your band account if items are lost or damaged beyond the ability to use them in the future:

Coat-\$200	Hat-\$50	Jumpsuit-\$150	Plume-\$10	Hanger-\$5
Gold Insert-\$40 (do not dry clean)	Garment Bag-\$25			Snap-in collar-\$10

8) **Symphonic Band.** Tuxedos will be issued for males and black gowns for females. Each student may make alterations to their symphonic outfit, but they are responsible for the cost. Males must purchase a white collared shirt (need not be a tux shirt) and a bow tie. Females must wear black hosiery and shoes.

9) Seniors who have not returned all items will not be allowed to graduate. Undergraduates who have not returned all items will not receive report cards at the end of the year.

10) The Color Guard and High-Steppers will be issued a unique outfit each year for the field season. This outfit is included in the costs for the year. If you are given one, it is yours to keep after the season, due to the fact it would be almost impossible to reuse each outfit. You must keep it in good condition. If you were to lose or damage the outfit beyond performance capabilities, you are responsible for the extra cost to replace it. Also keep in mind that the Acadiana Green Winter Guard will most likely recycle these outfits for the winter season. If you do not need to keep your outfit, you will be encouraged to give it to the Band and it may be able to be reused in future years.

Adopted: 9/27/06

Last revision: 7/11/11

ACADIANA HIGH SCHOOL BAND FOOTBALL GAME POLICIES AND PROCEDURES

Attendance at football games can and should be great fun for all of us. The policies and procedures included in this document are not intended to stifle your enjoyment. They are merely guidelines that you are expected to abide by so that our band may present itself in a dignified manner while still having fun. We all have to walk that fine line between enjoyment and representing our band and school in a positive and disciplined manner. It is not an easy task but we are sure that you are all up to it. Please read over this sheet and share it with your parents.

1. **IF YOU ARRIVE ON TIME, YOU ARE LATE – BE EARLY!** You are expected to be seated at the required time. For home games, you need to arrive early and check pitch on the tuner. Everybody will take part in an inspection in the cafeteria on game days. Home games: 2 hours before game time. Away games: 1 hour before departure time. Please see the inspection list further on in this document.
2. When we leave the band room for either a home or away game, make sure that you have everything required. You must have your marching band music folder with all stands music with you for all games.
3. When we get to the stands, everyone will sit in their assigned seat. You are not allowed to move around or change seats. You must sit during game play and only stand when asked to play or given permission.
4. **NO ONE** is allowed to play or doodle on his or her instrument. Sections will receive demerits for violations. Serious offenses will result in suspensions.
5. When a selection is called up, get your music ready quickly. We can't start until the band is ready and looking at a conductor. You must have a lyre in the stands.
6. Gum chewing is strictly forbidden at any time during games.
7. Instructions from chaperones and drum majors are to be followed as if they came from a director. Disrespect to any chaperone or staff member will not be tolerated.
8. Standing in the band section is not allowed. Some sections may stand when playing only.
9. We will leave our seating area at a prescribed time to prepare for half time. Percussion, color guard and high steppers will leave earlier for their warm up. Please move to your assigned warm up area quickly.
10. After half time, we will return to the stands and play one selection to start the 3rd quarter and then take our break. We usually break for the rest of the 3rd quarter. This is your time to use the restroom. If you are not seated at the start of the 4th quarter, you are tardy and your section will not be allowed a break at next week's game.
11. One cold drink for each band member is provided for every game. Get your own drink and take only one.
12. When we return from break, no food or drink is allowed in the band section. Also, no food or drink is allowed in the band section at any time other than at break.
13. When we are in full uniform, you are not allowed to eat. No food or cola drinks will be consumed.
14. At no time is any non-band member allowed in the band section or band room. If you are found entertaining non-band members in our section, they will be asked to leave and you will receive demerits. Band alumni may sit in the band section with a director's permission.
15. We always employ the services of two Lafayette Sheriff Deputies at all games. Please report any serious problems that arise directly to them.
16. Everyone is to remain in full uniform at all times. Do not remove any part of the uniform unless instructed to do so by a director or drum major.

17. We remain in the stands and perform a few selections as the crowd exits. Have all your music ready and tunes will be called up as necessary.
18. We march to and from the stadium. This is to be taken seriously and you are expected to look your best. Talking and fooling around is not tolerated. Directors will deal with violators.
19. We do not get wet. In the event of inclement weather, you must report to the predestined area at the specified time. A decision concerning the plan of attack will be drawn up from there.
20. When we return to the band room, the drum majors or a director will dismiss you. Our dismissal times are usually accurate so plan your rides accordingly.
21. There is no such thing as an excused absence from a football game or other performance for that matter. If you must miss a performance, a six-week advance notification is required. Emergency exceptions may be made as needed.
22. For out of town games, buses are assigned. Students may switch buses up or down one bus. Requests for switches must be done 24 hours in advance of departure and students are allowed only one switch during the season.
23. No student is ever allowed to meet the band at an away performance. Students do, however, have the option to not return on the buses at any time. A note from the student's parent or guardian must be on file one day prior to departure. Notes will not be accepted after the cut off time nor will they be accepted on site.

Most of you know that we are most tolerable when it comes to behavior in the stands at football games. However, if we deem things to be beyond what is proper, you will be instructed to stop and we expect you to stop immediately. We want you to enjoy yourself within the guidelines as presented on this policy sheet. It is important that you always present yourself in a manner that befits the dignity of the Acadiana High School Band. You are reminded that no matter what happens on the football field has no reflection on what we do in the stands. We always support our team and represent our school to the absolute best of our ability.

REMEMBER!

A BAND IS JUDGED BY THE CONDUCT OF ALL THE MEMBERS SO ALWAYS ACT ACCORDINGLY AND BE PROUD OF EVERYTHING THAT YOU DO WHILE YOU ARE A MEMBER OF THE ACADIANA HIGH SCHOOL BAND!

Inspection Checklist

When the drum major calls the band to attention in the cafeteria on game days, section leaders should check for the following:

- Uniform on-presentable, clean and fully on. All parts should be present.
- Correct socks/hosiery-Black with uniform. Correct Shoes.
- Instrument/Equipment in working order. Undershirt-white or chosen color for the year.
- Gloves-where applicable and cut if need be. Lyre and Flip Folder in proper order.
- Hair-Out of eyes, off collar or correct style for auxiliary.
- Extra mandatory accessories-sticks, mutes etc. where applicable.

One demerit will be given for every offense.

Student Officer Information

The Acadiana Band Program is a diverse group and relies on student leadership to accomplish most of the endeavors we pursue. The following is a list of positions that the directors appoint each year. Interviews normally occur during finals week at the end of the year. Any returning member is available for any spot within their section. It is the policy of the Acadiana Band not to award any positions or chairs based on seniority, but strictly on merit, service and dedication.

Officer positions

Drum Major-The highest ranking student leader. The drum major(s) instructs and directs the marching band during performance. Any directions given by a drum major should be taken as if they came from a director. This student is one of the best musicians in the band and is also very dedicated, disciplined and determined. A drum major may issue merits and demerits.

Captains-Certain sections have captains, very similar to section leaders. The woodwind and brass captains are just a step below the drum major and may be asked to instruct and conduct. High-Stepper, Color Guard and Percussion has similar responsibilities to a section leader. Captains may issue merits and demerits.

Section Leaders-Each section will be appointed a section leader. At times, certain sections may be combined based on numbers or applicants. Section leaders will instruct their section and help the director maintain morale, discipline and order. Their main duty will be to help their section musically and help out during drill rehearsals. They also will have other organizational duties dictated by the director that will aid in the flow of rehearsal. Section Leaders may issue merits and demerits to their section only.

Squad Leaders-The wind players are assigned a squad for the purpose of learning fundamentals. Squad leaders are expert marchers. A squad leader may also be a section leader. Squad leaders will also help and aid during drill rehearsals. A squad leader may issue merits and demerits to their squad or section.

President-The president has many duties. Along with the vice-president and representatives, he/she is responsible for making sure the proper equipment gets to each rehearsal. The president may be a section leader or captain, but is not allowed to give merits or demerits solely on the basis of being the President. The president will run any Band Council meetings and is responsible with keeping morale up. The president is also in charge of maintaining the band marquee, the band bulletin boards and is responsible for band field lining and maintenance.

Vice-President-This person must assist the president in all things and fill in for the president when needed.

Secretaries-The Director will appoint several dedicated and motivated individuals. Among other assignments, they are responsible for roll call during class and rehearsal. They will also assist with keeping track of merits, demerits and suspensions.

Librarians-These determined people will help keep the band moving, by maintaining the library, copying parts and organizing folders. Only librarians are allowed to be in the library without permission from a director.

Officer Guidelines

- 1) All officers should set a pristine example for all band members at all times. They are the first to volunteer, encourage and prepare. They exemplify desire, dedication, discipline and determination.
- 2) Only directors, adult staff, drum majors, sections leaders, squad leaders and captains may issue merits and demerits.
- 3) Any band officer or leader that takes part in any actions not becoming of their position may be removed from their office at any time by the directors.
- 4) If any section leader or officer is suspended from school while in office, they will be immediately removed from their station for the year. They may reapply the following year.
- 5) Every year the officers will take part in training days before band camp. This time period is mandatory and must be attended. The Band Council, of which all officers and section leaders are a part of, will meet regularly during the marching season. Please see the calendar for meeting dates.

Other Miscellaneous Band Policies

The following policies are not covered in other parts of the handbook, but must be included in this document. Many of them were long-standing unwritten policies.

1) If a situation occurs and no previous policy is outlined in the Acadiana Band Handbook, the band directors will have the final say in dealing with the matter. The band director will also seek the advisement of the current administration of Acadiana High School to make a proper decision. If a new policy is needed, it will be enforced immediately and will be included in subsequent editions.

2) **Payment of Fees.** Fees should be paid on time to insure the organization can purchase what it needs to purchase and pay for to operate. Certain consequences may be used to encourage students and parents on time. The director uses discretion with certain circumstances and has the final authority on enacting the following consequences.

A) **End of year-**If a student owes any money at the end of the year, their report card will be held and will remain held until fees are paid. This is a school policy and will be followed through by the director. A student may also not interview for an officer position if they have unpaid fees.

B) **Band Camp-**All previous years band fees must be current in order to participate in Band Camp. The directors reserve the right to prevent any person from band camp who has not paid their fees.

C) **Non-payment during the year-**Any student who continues to not pay fees may take a band class and participate in after school rehearsals, and will be required to attend performances. However, they will not be given a “spot” on the field for overall performance. They also will not be allowed to travel with the band to away games.

3) **Awards.** A band banquet is held at the end of each year in May. Organizational awards are given out at this event. No subgroup may give out any other awards or hold another banquet.

4) **T-Shirts.** Sections may make their own t-shirts every year. T-shirts may not contain double entendres and must be approved by the director. Section members are not obligated to purchase a shirt. The directors are not responsible for money handling or mistakes concerning the shirts. Each student buys at their own risk. This includes any extras sweatshirts or hoodies a group may purchase.

5) **Specific Percussion Policies-**Each member of the percussion class must have the following: 1) stick bag 2) SD1 concert snare sticks 3) IP 420 mallets 4) corresponding marching sticks 5) practice pad. Each percussionist is required to bring these to every class. The Acadiana Band will buy one set of tenor drum and snare drum heads after Band Camp each year. Bass drum heads will be replaced every other year at the same time. If a student breaks a head afterwards, they are responsible for replacing it.

6) **Care of Instruments-**Students should take the best possible care of their instruments and cases. Do not stand up instruments or put unnecessary weight on them. Avoid throwing them on the ground or hitting them unnecessarily (especially percussion). Also, cases should not be used as seats and should be fully closed when not in use. If you are not sure how to take care of your instrument, especially a school instrument, see a director.

7) **Sickness**-If a student gets sick during a rehearsal or a trip, a director must be notified immediately. The parent/guardian of the student must be notified as soon as possible.

8) **Non-Marching Band Members**-Certain students may sign up for a class and have all the rights and privileges of being a full member of the Program, but are not required to participate in Marching Band. The only students allowed to do this are students that have a separate commitment to a fall sport (volleyball or football). All other students must be in Marching Band. The annual fee for these instrumentalist students will be \$50.

9) **Jazz Band**-Any Acadiana student may sign up for a Jazz Band class. A full member of the Acadiana Band Program (i.e. Marching Band member) receives automatic membership. Any other student wishing to participate in Jazz must audition for a director. Once you are admitted to the Jazz Program, placement will be determined on skill level only.

10) **Class Policy**-Each member of the Marching Band **must** sign up for a Band class. Band is not an extra-curricular activity, it is co-curricular. You must stay in the class the entire year to earn credit. If a student is removed from or quits Band, the Lafayette Parish School Board Pupil Progression Plan will be followed. Also, if a member quits, all fees for the year will still be assessed.

11) **Band Sweatshirts**-Each student will be required to purchase or own an official Band Sweatshirt. This will be worn for late season away games. This has been necessitated by the recent success and long playoff runs of the football team. The same sweatshirt will be used from year to year, so you only need to purchase this item once. Official band caps are available for purchase but are not a required item.

12) **Rental Policy**-Due to the rising cost of repairs, each student that uses at least one instrument owned by the Acadiana Band will be charged a \$25 rental fee. This is a one-time fee regardless of the number of instruments played and does include marching percussion.

13) **Over Fundraising**-The Acadiana High School Band cannot reimburse any student or parent for over fundraising. Please plan your payments and fundraising efforts carefully. Balance credits may transfer to siblings. A senior may transfer up to \$100 of credit to another student that is continuing in the band program.

ACADIANA HIGH SCHOOL BAND

CHAPERONE GUIDELINES

Chaperones, we would like to thank you in advance for your time and efforts. This band would not be the success that it is without the assistance of parents such as you. We are very fortunate to have wonderful students in this organization. They are a reflection of their parents. Your hard work and dedication allow the directors to focus on your student's music education.

The students should treat you with respect and courtesy. Please refer any student that is not exhibiting behavior conducive to our outstanding band program to the directors.

All Lafayette Parish School Board and Acadiana High School rules and regulations must be adhered to during band functions. If there are any doubts as to whether a student has broken a rule refer to one of the directors. If you feel a student is doing something inappropriate refer the incident to one of the directors.

Vulgarity or obscenities will not be tolerated at any time.

Loud noises, loud talking or singing, will not be permitted.

Horse play, goofing off, or generally acting like first graders will not be tolerated.

Eating, gum chewing, or drinking dark colored beverages is not permissible in uniform.

All uniform must be stored in each student's garment bag.

Students will remain seated in the buses while the bus is moving.

Students may have radios or cd players but must use headphone to listen to them.

Male and female students may not sit with each other after sundown. They may never share a blanket.

Students will keep the buses clean. Please inspect the buses before we dismiss the students just in case we to have the students clean the bus. Supervise the loading and unloading of equipment under the charter buses.

Chaperones should position themselves in different locations in the bus as to be able to supervise the entire bus.

Agreement Contract

Return the bottom of this sheet to a director before the first football game. Each student will not be allowed to participate in any band activities after September 2nd until this agreement is returned and signed.

I have read and understand the entire Acadiana High School Band Handbook. I will abide by the policies, rules and guidelines outlined in the Handbook. I understand that any matter not covered in this document will be decided upon by the director.

I have also read the Uniform Regulations (p 6). I understand and accept the policies regarding the use of the Acadiana High School Band Uniform. I know that if I lose or damage items I am responsible for the cost of the replacement of that item.

I agree to let the Acadiana High School Band use my child's picture on the Acadiana Band website and Facebook page.

I also agree by signing this document that the directors of the Acadiana High School Band have my permission to take my child off campus on any school approved performance or field trip.

Student

Date

Parent/Guardian

Date

Acadiana High School Band Contact Information

315 Rue du Belier
Lafayette, LA 70506

Office- (337) 981-1708
Fax- (337) 981-0769 (front office)

www.acadianaband.net

www.charmsoffice.com

-enter acadianahsband

(schoolcode for the parent/student login box)

-then enter individual password

Email

Mr. Gray-jrgray@lpssonline.com

Mr. Domingue-sadomingue@lpssonline.com