

**WESTERN HIGH SCHOOL**  
**BAND HANDBOOK**  
**2014-2015**



**JIMMY ARROJO, PRINCIPAL**  
**JOHNNIE TRACEY, BAND DIRECTOR**

## Western High School Band Handbook

### Welcome to the Western "Wildcat" Band Program

I am really glad that you have decided to join us! We are about to embark on what promises to be an exciting year for the Wildcat Band Program! Please join us as we once again dedicate ourselves to our commitment to excellence.

The Western band program offers a Concert Band, Symphonic Band, Beginning Band, Jazz Band, Marching Band, and Color guard. We also offer a chamber music program, which opens the door to many performance opportunities for small ensembles such as flute, trumpet and percussion choirs. We would like for these groups to play for the community at hospitals, retirement homes, shelters, and just about any venue that can enrich the community and bring experience to our musicians.

This handbook was prepared using material from all of my boring mini-lectures that I've given over many years on the proper methods of doing this-or-that as they pertain to Band. Please familiarize yourself with its contents. If everyone in Band reads this handbook, we'll never have any reruns, and we can all get to the real business of doing Band! The policies and guidelines outlined in this handbook should allow our program to grow in quality and quantity while offering you an exciting and educational high school band experience.

It is my desire that every member of our band has an enjoyable and successful experience this year. I believe that if we concentrate all of our energy in the same direction, we will achieve impressive success in the coming year. I hope that you have an awesome band season and an outstanding school year with the Western Band Program where we strive for "superiority" in music education.

Band Director,

Johnnie A. Tracey

## **PRIVATE INSTRUCTION**

I strongly encourage individuals to study privately on their instrument. Private instruction will help a student progress at a much quicker rate because of the individual attention he/she receives. There are a number of outstanding instructors available in town. Those persons interested in private lessons may discuss their interest with me privately and I will do my best to help them locate a competent private instructor. Remember, **you're never too old or too good to study privately.**

## **UNIFORM POLICY AND INFORMATION**

### **Marching Band**

Western's band uniform fee will be included in the band fee for all students in performing bands and will be used for the cleaning and maintenance of uniforms, which are used on a multi-year basis.

The director, administrators, parents, and students attained our current uniforms through much dedication and hard work. It is imperative that each band member treat his uniform with the utmost respect and care at all times. The care of the uniforms is most important and will determine its condition for the next ten years.

Western's band uniform consists of Jacket, Trousers, and Shako

The uniform is to be dry cleaned only. All uniforms will be collected after each performance unless announced otherwise by the director. It is each student's responsibility to make sure his uniform is turned in properly on a hanger. Student helpers and parents will assist with uniforms at events. Uniform staff members will make sure that each student's uniform fits them properly before assigning them a uniform. Measuring of uniforms will take place during band camp, in August.

### **The costs of replacement parts for the uniform are:**

Jackets	\$150.00
Trousers	\$88.00
Plume	\$12.00
Poncho	\$2.00
Shako	\$50.00

**Each student needs to own:**

Uniform T-shirts  
 Black Drillmasters  
 Black socks  
 Black gloves

**WESTERN HIGH SCHOOL BAND PARENT ASSOCIATION**

**OFFICERS:**

President	Equipment Manager
1st Vice President	Assistant Equipment Manager
2nd Vice President	Chaplain
Recording Secretary	Assistant Chaplain
Financial Secretary	Parliamentarian
Treasurer	Assistant Parliamentarian
Public Relations	Asst. Public Relations

The Western High School Band Booster Association is a non-profit volunteer parent organization. Their function is to help support/supplement the band program as needed for school functions, trips, parades, football games, fundraisers, banquets, camp, etc. We encourage all parents to be active in this group. Your input and support will be greatly appreciated. The listing of officer positions is voted on the by the booster membership bi-annually. **Booster meetings are usually held on the second Tuesday of every month**

**HOW DO YOU GET INVOLVED?**

**AT HOME:**

1. Show an interest in the music study of your child
2. Arrange a time for your child to practice.
3. Help him/her with practice by counting, studying music parts.
4. Keep the instrument in good repair, especially with reeds, etc.
5. Encourage your child to be very careful with his/her instrument and school instruments. The cost to repair a horn is expensive.
6. Teach your child to be prepared and on time for each rehearsal and lesson.

7. Even though private lessons are not required, they are recommended.
8. Regularly attend all activities.
9. Encourage your child to play for others when the opportunity arises in the home, school, church, and community.

### **AT SCHOOL:**

1. Keep a record of the student's musical activities/calendar
2. Notify the Director if the student is going to be absent or tardy for a rehearsal, etc., and explain why.
3. See that he takes his instrument, mouthpiece, or sticks to school.
4. See that your child keeps up all of his/her academic classes and makes up work missed
5. Visit rehearsal and lessons occasionally.
6. Discuss with your child's teachers anything that will help him/her understand your child better.
7. Attend concerts and other performances as often as possible.
8. Attend Band Booster Meetings as often as possible.
9. Volunteer for parent committees and fund-raisers where you feel you can help out. (Cooking, sewing, writing grants, etc.)

### **BAND FAIR SHARE**

The Purpose of the fair share is to help with payment of band expenses throughout the school year. The amount for the fair share is subject to change and is collected yearly. Fair share payments are non refundable after the first performance of each school year.

### **STUDENT BAND ACCOUNTS**

The purpose and intent of Student Accounts shall be to assist the individual band student with any expenses related to his participation in the Western Band.

### **ELIGIBILITY:**

- I. All band students are eligible to earn credit toward specific expenses that is credited to their student account.
- II. This credit is not payable in cash, but may be applied to one or more of the following band related fees.
  1. Transportation expenses

2. Band Camp
3. Any social event or trip sponsored by the WHS Band.
4. Purchase or replacement of uniform and/or uniform accessories for which student is responsible.
5. School owned instrument accessory rental.
6. Costs related to maintenance, repair/replacement of instruments school and personal music.
7. Any band related expense approved by the WHS Band Booster Association.

**III.** Student accounts are not transferable except for:

1. Involuntary transfer to another school within Broward County upon written request from a comparable organization or official of another school certifying the student's participation in the band program.
2. Students have the option, upon graduation, of transferring their student account balance to a new school account for an incoming freshman band student of their immediate family. This transfer is valid only for new students entering the band program the semester after graduation of the previous student.

**IV.** Students voluntarily or involuntarily terminated from the Western Band, except transfer noted above, relinquish all rights to their Students Account and the balance will be transferred to the General Parent Fund.

**SOME FUND-RAISING EVENTS THAT HELP BUILD YOUR ACCOUNT INCLUDE:**

1. Car Washes
2. Candy Sales
3. Dinner Sales

**\*IT IS MANDATORY FOR ALL STUDENTS TO PARTICIPATE IN ALL FUNDRAISING EVENTS!  
\*NOT PARTICIPATING CAN RESULT IN SUSPENSION OR TERMINATION FROM THE BAND  
ALONG WITH ADDITIONAL COSTS ADDED TO TRIPS AND BAND FEES.**

**Daily Warm-up and Techniques**

**1. Warm-Up**

This part of your daily playing is the most important part, therefore use it with great care.

1. Don't play high
2. Don't play low
3. Don't play loud
4. Don't play soft

Play in the middle registers, mezzo forte and gradually extend the register and dynamics as your lips and embouchure begins to respond with agility and flexibility.

## II. Techniques

Strive to master all phases of your instrument not just one part, or the part that you already do best. Work for progress and get results.

### **\*The "Big 4 Do's" for focus during a practice session:**

1. Do work to increase breathing capacity & support.
2. Do work to develop embouchure strength & flexibility.
3. Do work to increase strength and speed of fingers.
4. Do work developing tonguing abilities.

Each day, attempt to strengthen your breathing technique and gain better control. Attempt to strengthen your lip muscles to gain endurance in your playing (long tones are excellent). Attempt to strengthen your finger muscles for better, dexterity and control. (**A good metronome is a MUST!**) Attempt to strengthen your tonguing muscles to gain control, evenness and speed (in this order, never speed first).

## III. Other Phases (To be covered as needed)

1. Range (brasses espy).
2. Altissimo exercises (clarinets)
3. Scales/Arpeggios
4. Intervals
5. Lip Slurs (brasses)
6. Chords (broken arpeggios)
7. Flexibility Exercises
8. Sight-reading skills
9. Tonguing: Double/triple (flutes, brasses)
10. Expansion of Rudiments (percussion)
11. Literature (solo/ensembles)
12. Investing in recordings of artists that play your instrument, as well as others.

## Class & Rehearsal Expectations

- I. During the fall and spring seasons, all musicians are to enroll in a band course and bring the following items to every class, rehearsal and performance (INCLUDING ALL BAND CAMPS):**
- A. Your instrument, with all needed parts like a mouthpiece, neck strap, etc. (If you need a reed or valve oil, you can obtain them before or after school, during a snack break, or before required pre-performance meeting times.)
  - B. Your music
  - C. Your music folder
  - D. Drill Charts
  - E. A pencil to every rehearsal or class!

**Important: Students can be terminated for missing band camps! Band camp attendance is important to the well-being of the band and insures smoothly run performances!!!**

**II. during class time, all Band members are expected to be on time and ready to participate in all activities.**

- A. Members are to be in their assigned seats, with their instrument & music ready to go within 3 minutes after the tardy bell.
1. If the Pledge of Allegiance is recited, all members stand. This is a State-mandated Patriotic exercise, and must not be disrupted by anyone! If a student chooses not to say the pledge because of religious objections, he/she should remain silent.
  2. If the morning announcements are read, all Band members should listen silently. Please show respect to other members who might miss an important announcement.
  3. During extra rehearsals or at pre-performance warm-ups, only members who are in their seats, ready to warm-up at the designated time will be given full credit for that rehearsal or performance.
  4. At all times, Band members are expected to warm-up in a moderate manner, so as to properly prepare themselves, yet never annoying others.

### **III. All Band members are expected to take good care of all music, Equipment, furniture, and facilities.**

**A. Care of Music:** The following guidelines will make it easier for all current and future band members to be able to have the music when it is needed:

**All** music passed out is the property of the school & must be returned in reasonably good condition.

1. If your music tears, it should be repaired as soon as possible by using clear tape on the backside of the music.

2. Marching Band Music

a. **All** marching-size music should be kept in a folder, or in the cardboard folio. (Drummers, this means you too!) b. Folios should be kept in the folio cabinet. This allows Band librarians to distribute or retrieve music efficiently. **Please do not keep your music in your instrument case!**

c. If your music is too large for your folder, do not fold or tear it; allow one of our specially trained Band Librarians to custom-trim it to your taste!

d. If a piece of music is lost during a performance due to high winds, rain, etc. (hey, it has happened!), report the loss as soon as possible to a Band Librarian and request a replacement copy.

e. If a piece of music is ruined or lost due to carelessness, you will be expected to pay \$.50 per page to cover repurchase expenses. Also report this loss to a Band Librarian to request a replacement copy.

f. If a Stand Tune Packet is ruined or lost due to carelessness, you will be expected to pay \$3.00 for a replacement copy.

3. Concert-sized Music

a. **All** Concert-sized music should be kept in a cardboard "concert folio". Be careful that the music is inserted squarely so the edges of the pages are not bent or folded.

b. Concert folios should be kept in the Concert Folder cabinet, which allows band librarians to retrieve music efficiently.

**Do not keep your music in your instrument case!**

c. At times, we will use three-ring binders with clear vinyl pages to keep our music. These binders will also be kept in the concert folder cabinet.

- d. If a piece of music is ruined or lost due to carelessness, you will be expected to pay \$.50 per page to cover repurchase expenses. Also report this loss to a Band Librarian to request a replacement copy.

## B. Care of **All** Instruments.

1. If damage occurs to any instrument, report it to the Band Director immediately so that appropriate repairs can be made before it worsens!
2. Always put your instrument away in its case properly, being certain that the mouthpiece and other accessories are secure & cannot bounce around loose in the case & scratch your instrument! Do not leave your folder in your case at any time unless there is a specially built area for it that will keep things from rattling around.
3. **All** Wind Instruments-. Before playing instrument, if you have been eating, drinking a sweetened drink, or chewing gum, rinse your mouth thoroughly with plain water & wash your hands!
  - a. The residue from candy or sweetened gum causes the growth of mold and bacteria when breathed into your instrument. This softens your tone & decreases your volume!
  - b. The oils, even though they may not be detectable, can often eat through & destroy the lacquer or plating on instruments.
4. Brass instruments:
  - a. Slides should always be kept clean & greased so they can be tuned quickly in practice or before a performance.
  - b. Valves need to be oiled regularly for optimum performance.
  - c. Trombone slides should be oiled at least once a day; dents in the slide should be reported to the director as soon as they are discovered so repairs can be made in a timely fashion.
  - d. Brasses should be wiped free of water spots or fingerprints not only for inspection, but also as a matter of personal & group pride! Never use brass polish or any other abrasive cleaner; Use water or liquid cleaner like Windex & a very soft cloth.
  - e. If it is necessary to set your instrument down, try the following-
    - i. Put it on your lap.
    - ii. Have a friend hold it temporarily.
    - iii. Set it in its case.

**iv.** If you must set it down, try to put it on something soft on its side! Never rest a brass instrument on its bell. This is the first part of the Band that a judge or the audience sees ... the bright, shiny bells of our brasses! It is easy to dent the bell when you set it down this way. Even if you are very careful, you will be putting tiny scratches in the lacquer, which will gradually ruin the finish of the entire bell.

5. **All** Woodwinds

a. Use key oil regularly to make sure that all of your keys work smoothly. Wipe off excess oil.

b. Never grip the instrument tightly because keys may be bent easily.

c. While brass & percussion instruments may continue to play in the pouring rain and in bad weather, (we've been there, done that!), It is best for flutes, oboes, & clarinets to put them in their cases to avoid water damage to the pads.

d. If it is necessary to set your instrument down, try the following-

**i.** Put it on your lap.

**ii.** Have a friend hold it temporarily.

**iii.** Set it in its case if tuning isn't an issue. Slender woodwinds are easy to miss sitting in the grass, and could get stepped upon!

**iv.** Above all, be wary of your reed. It is so easy for someone to lightly brush against the reed & split it. A reed cap would be very useful at these times.

e. Flutes, occasionally (but always before a performance) use a polish cloth to shine the instrument.

f. Saxophones should be wiped free of water spots just as the brass instruments are. Never use brass polish or any other abrasive cleaner; Use water or liquid cleaner like Windex & a very soft cloth.

C. Care of Auxiliary Equipment: **All** Auxiliary equipment should be handled with care, & respect before, during, & after all practices, & performances. All Equipment should be put away properly after every practice or performance.

1. Flags "flow" best in the breeze & "ripple" nicely when spun if they are kept in original condition. (The metallic fibers in our performance flags tend to "break" & cause holes to appear in the flag. The light color of our non-metallic flags tends to soil easily, and will fade quickly with a few washings.)

- a. Performance flags should not be used for practice until dress rehearsals; however every attempt to use the same type of poles & flag shape & weight will minimize transition to a performance flag.
- b. Flags should not be dragged or rested on the ground unless it is done as part of a routine.
- c. Flags should never be set down on the ground when not in use.
- d. Please do not "grab" the flag or "stretch" it down along the pole, because this tears the Velcro from the flag hem.

2. Batons should be kept in peak condition at all times for best visibility and aerodynamic balance.

- a. Tips should be kept "bright white".
- b. "Star" tips should be replaced when rounded to minimize "roll away".
- b. Avoid allowing others to play with your baton; they are expensive & can easily be bent, dented or stolen!

3. **IMPORTANT:** all prefluffed Plastic Show Poms & Vinyl POMPONS must be fluffed by hand to restore their full-round beauty that may have been affected by settling during shipment. Place pom upside down on table or in your lap, starting from center, crush small handfuls of strands, a few at a time, crumpling them firmly as you would wad a piece of paper into a ball. Continue until the entire pom is crushed and wrinkled.

4. Treat your new Plastic and Vinyl POM kindly...keep it cool...away from windows and prolonged exposure to the direct rays of the hot sun, and definitely NOT in a hot closed car!

5. **DO NOT** store your POM in closed plastic bags in direct sunrays!!!! Your POM will last a lot longer and stay fresh and bright.

#### D. Care of Furniture

1. Music Stands are to hold music, not bodies or limbs. Bent or deformed stands do not hold music very efficiently, and they are **very expensive to replace**.

2. Chairs & stands should never be written on or otherwise vandalized: Band members can show their group pride by **taking care of what we've been given!**

E. Care of Facilities: **All** Band members are expected to keep the band room and all storage rooms and storage cabinets clean & free of debris. These rooms belong to you!

**1. Please deposit all trash in the trash cans and do your fair share to help clean up if you see a mess.**

**2. All food & drink should remain outside of the room without prior permission from the Band Director.**

**3. Candy, gum or sunflower seeds are never to be opened in class.**

a. They repeatedly cause poor tone production & articulation on your instrument when you have them in your mouth while playing.

b. Sunflower seed shells & candy wrappers draw insects & rodents.

**4. Walls should never be written on or otherwise vandalized.**

### **Band Leaders and their Expectations**

**All student leaders must be enroll in a band class and maintain a 2.5 GPA and conduct average in order to audition for and maintain a band officer position!**

**IV. All members will listen & respond respectfully to all student leaders, Officers and adult leaders.**

Due to the large number of students in the Band this year, talking will be limited To instructions by staff & section leaders. When the Band is stopped, stop playing & marching immediately & listen to the instructions being given!

**A. Adult Staff members in order of seniority include.**

1. Band Director
2. Marching Advisor
3. Percussion Instructor
4. Guard Instructor
5. Visiting Instructional Staff or Clinicians

**B. Band Council/Junior Staff members in order of seniority include.**

1. Drum Major
2. Band Captain(s)
4. Student Conductor
5. Section Leaders
6. Assistant Section Leaders
7. Secretary
8. Librarians
9. Uniform Staff

*All* of the above leaders are given authority & should be fully recognized.

**V. All Band members are expected to practice at home or after school at least an hour a day.**

A. Personal practice & "wood shedding" of the individual parts lays the foundation for the nations most successful high school bands!

B. This year, we will place greater emphasis on challenges & placement within each section. Grades will partially be based upon individual achievement within one's own instrument or auxiliary section.

**VI. All Band members are expected to participate in all assigned concerts & parades. We are a team!**

A. The largest percentage of each member's grade is based upon Tests. Participation in all performances is also required and graded.

B. Our victory in competitions is directly impacted by attendance of the individual.

**\*NOT PARTICIPATING CAN RESULT IN SUSPENSION OR TERMINATION FROM THE BAND!**

**VII. All Band members are expected to obey all school rules and attempt to do their best in all of their classes.**

A. We are proud of the fact that the Wildcat Marching Band has a decades old tradition of marching & musical excellence.

1. Because this tradition of winning is known throughout our community & almost everywhere we travel to compete, we are being watched and compared constantly.

2. The Wildcat Marching Band is "the one to beat", therefore, we must do our best in every aspect of our school & public lives, so that no "chink" appears in the armor: not a spot of weakness!

**B.** If you are having difficulty in any class or other aspect of school life, ask for help from an older Band member, instructor, or teacher. We want you to be successful!

## **Band Rules**

1. Shoes and socks must be worn at all marching rehearsals.
2. Chewing gum is not permitted during rehearsals.
3. No food or drink is allowed in the band facility.
4. A band member must respect his uniform at all times.
5. No hats or sunglasses may be worn inside the building.
6. There will be no HAZING of any new band members
7. Be in your seat, warmed up, and ready to begin on time.
8. Insubordination will not be tolerated.
9. Respect other people's property.
10. A band member will wear no jewelry (including pierced earrings), fingernail polish or excessive makeup while in uniform.
11. The School Dress Code will be strictly enforced at all times. **Dress Responsibly Please!**
12. **Fighting is an automatic suspension and possible termination.**

### **Consequences for All Rule Infractions in Handbook**

- 1<sup>st</sup> offense—Cardiovascular workout/Strength endurance training  
 2<sup>nd</sup> offense—Suspension from performance and/or rehearsal  
 3<sup>rd</sup> offense— Suspension until further notice from director or possible termination from band.

## **Performance Policy**

**Absences from practices/performances will severely hinder the progress of the whole group. We are truly a “team sport” in respect. Below are listed excused absences that we know exist. If one of these events happens please give the band director or sponsor written notification at least two weeks in advance, (unless an emergency occurs, then notify as soon as possible).**

1. **Illness – absent from school that day**
2. **Death in the family**
3. **School related conflicts**

\* Do not schedule appointments during rehearsals or performances! They will not be excused!!!

**\* WORK IS NOT AN EXCUSE FOR MISSING PRACTICES OR PERFORMANCES!**

**\* NOT PARTICIPATING CAN RESULT IN SUSPENSION OR TERMINATION FROM THE BAND!**

## Performance Expectations

### I. **Band members are expected to be on time for all events.**

A, Please be in your seat, with your music ready & instrument out, prepared to warm up by the posted time. Do not rush in the door at the starting time.

**"To be early is to be on time,  
To be on time is to be late,  
To be late is to be left behind"**

B. If you are missing music or need reeds, etc., please attempt to get them at least 15 minutes before meeting times.

C. During pre-performance warm-ups, only members who are in their seats, ready to warm-up at the designated time will be given full credit for that performance.

**D. Late comers will be dealt with accordingly by the Director!**

**E. The Criteria for entry into each band includes:**

Symphonic Band: 12 major scales, 12 chromatic scales (all state ), sight reading(G 5 or higher), Solo (G5) **Percussion snare drummers are required to perform all rudiments and sight read grade 4 or higher (G4) music and also must be able to play ALL percussion instruments!**

Concert Band: 12 major scales, 1 Chromatic scale, sight reading (G4 or higher), Solo (G4 or higher)

Jazz Band: Blues Scales, Improvisational ability, sight reading (G4 or higher),

Marching Band: 7major scales, Marching maneuvers, Music memorization (**memorization is very important!**) **Percussion snare drummers are required to perform all rudiments and sight read grade 4 or higher (G4) music and also must be able to play ALL percussion instruments! All percussionists must be able to play all melodic percussion instruments! Students will be placed in each band by audition only with the exception of Marching Band. However, to continue as a member of the Marching Band, students must participate in a Concert band or Jazz band class and solos and Ensembles, during the fall and spring semesters.**

**II. Band members are expected to be dressed in the appropriate "uniform" for each performance before the designated meeting time.**

- A. At all football games we will wear our full uniform.
  - b. No other coats or sweaters are to be worn on the outside of the uniform, except in heavy rain. (In case of **extreme** cold weather ... do what you gotta do!)
- 2. The uniform coats are not to be unbuttoned at any time while we are in public, unless given the permission to do so by the **Director**.
- 3. **All** long hair must be gathered to stay behind the back while in uniform. If the uniform hat is worn, all long hair must be put up in the hat.
- 5. Sunglasses are not to be worn at anytime while in uniform.

**III. Band members are expected to play only when directed to do so by the Band Director, the Drum Major, or a Student Director.**

Please realize that by playing at the "wrong" times at games:

- A. Our team could be penalized.
- B. We could cause our players to lose their concentration or not hear the "audibles".
- C. We might interfere with our cheerleaders

## **Performance Procedures**

### **I. Football Games**

- A. The Band Room will be open immediately after school
- B. Warm-up, & tune quickly
- C. Line up double file outside of the Band Room. Drum Major in front
- D. Walk over to the drill field in a double file for run-throughs of the half time performance. Percussion in front, then Auxiliary, then woodwinds, and finally brasswinds. Please try to keep up.
- E. Line up in block band formation for inspection. **6:00pm**
- F Load bus and depart to the stadium (Only a limited number of Pre-authorized chaperones will be allowed to accompany the Band into the game free of charge.) **6:30pm**

- G.** When in the stands no non-band personnel will sit in the section!
- H.** After a Wildcat touchdown, we will play a fight song.
- I.** We will play most often when we are on defense: Be ready & Be loud!
- J.** We will remain in the stands until half time.
  1. Take a restroom break during third quarter of the game only, and by sections.
  2. If in uniform, keep it on & keep it buttoned. The hat may be left in the stands.
  3. The length of the break depends upon band promptness at previous games
- L.** After the game, the team goes to the center of the field. At this time we will play the Alma Mater.
- M.** If the crowd is unruly or particularly large, we will go down to the track & "form up" in a very tight block, girls on the inside. When everyone is ready, we will walk quickly out of the stadium.
- N.** All members are responsible to get their own instrument & accessories back to the Band Room after the game.
- O.** The phone will be available to call for rides home. Non-Band students are only allowed to use the phone with the Director's permission. (*Have parents to pick you up by 10:30pm*)

## **II. Band Reviews**

- A.** Everything's pretty much the same, except we will be in uniform, and will be subject to "standing inspection."
- B.** Special attention will be given to warm-up, careful tuning, & preparation for inspection.
- C.** Please cooperate with the parents helping us get ready!

## **III. Rallies**

- A.** Leave your classroom after an intercom announcement is made.
- B.** Hurry to the Band room and grab your instrument for warm-up.
- C.** The Band will line up in a double file line and march over to the rally site.
- D.** The Band will begin playing when instructed, usually led by a student leader.
- E.** ALL Members must perform at all rallies with the following exceptions'.

1. Cheerleaders who are actually performing a routine in the rally,
  2. Athletes who are being introduced as a team if they sit with their team. At all other times, athletes must be playing with the Band.
- F.** Those involved in skits, class competition, etc. will be allowed to put their instrument down to participate in the rally.
- F.** If there is a class competition that involves a "cheer" etc., you are encouraged to carefully set your instrument down and join your class. You may choose to remain at your seat and blow or drum loudly at the appropriate times!
- G.** You are responsible for returning your instrument to the Band Room after the rally.

#### **IV. Concerts**

- A.** The Band Room will be open at least half an hour before warm-up time. Usually it will be open from 3:00p.m. until the concert begins. Those stranded at school are welcome to hang out in the band room.
- B.** Use the restroom, & get into the "uniform-du-jour" (expected uniform) before warm-up time.
- C.** Since the concert will most likely be in the auditorium, go directly to your seat & warm-up in a moderate manner.
- D.** We will then warm-up together. Careful attention will be given to tuning!
- E.** **All** members are responsible to get their own instrument, & accessories back to the Band Room immediately after the concert.
- F.** The phone will be available to call for rides home. Non-Band students are only allowed to use the phone with the Director's permission.

#### **Participation in School Clubs**

- A.** In the event that a club sponsors an important activity at the same time as a band performance\*:
1. The top four official club officers (if members of the Band) will be given a "provisional" excuse from the performance. They will be given the opportunity to make up the "grade" within the week. In the case of a club fundraising activity, only one band member who is a club officer will receive a "provisional" excuse from the performance.
  2. Any other band members opting to participate in the club activity instead of the band performance will receive a lowered grade and a loss of points

toward band awards. Other consequences may be enforced. **Check pg. 15 Band Rules**

- B. If a student is deeply involved in any club, which will cause them to miss a substantial number of performances or rehearsal, they should discuss their options with the Band Director ahead of time.
1. These students may receive a favorable grade if earned under a “special contract” with the director.
  2. “Special contract” students most likely will not earn a Band Award for the year, and probably will not receive a “one-year” credit toward band scholarships.
  3. Band members will not be excused from a “Band Competition” or rehearsal to participate in club activities.
  4. Instrumentalists will not be allowed to try-out or participate in any auxiliary group and vice versa.

***\*Missing too many practices or performances because of club activities can result to suspension or termination from the band! The band director will determine what is too many!***

## **Travel Procedures & Expectations**

### **1. Expectations**

A. Although some of the school rules are not in effect while traveling, many will still be, and students may receive referrals, etc. for such offenses.

1. Respect for authority, student responsibility to be at "specific places at specific times" & refraining from overt displays of affection will always be expected.

\* This includes curfews, & room restrictions on over-night trips.

2. School rules regarding weapons or illegal substances will be strictly enforced. Since this is also a matter of "law", a student may be turned over to the local police if in possession or using any illegal substance. If this is the case, the parents/guardians of violator will have to make arrangements with the local authorities for the student's release and transportation home.

3. Students caught shoplifting or breaking other laws while traveling with the Band will be turned over to the local police. The parents/guardians of

offender will have to make arrangements with the local authorities for the student's release and transportation home.

4. Absolutely, no hazing or initiation of new members in any form will be tolerated. New members will not run errands for older band members.

5. Parents and students will be held responsible for paying for any property damage and lost room keys.

6. The Director will deal with any student who does not pay his/her bill at a dining facility.

**7. The Director reserves the right to dismiss and send home any student who disobeys the rules.**

B. Bus Etiquette: To insure that the bus trips are a pleasant experience for everyone, please observe the following

1. Headphones must be used by anyone bringing a radio or small stereo.
2. Please pick up your garbage, & place it in the trash bags provided on the bus.
3. Stay seated at all times - this is for your safety!
4. No sleeping in the main aisle.
5. If your bus is designated for uniform changing, then girls can only change on the bus designated for girls, & boys can only change on the bus designated for boys. **THERE ARE NO EXCEPTIONS FOR ANY REASONS!**
6. Please do not leave personal items of value casually lying around.

## **II. Procedures**

### **A. Departure**

1. Members will load their own uniform, hat, instrument, equipment (& carrier if needed) onto the bus. (Any member forgetting to load any or all of his/her own equipment will have to face the consequences.)
2. Flag Squad Leaders are responsible to load the flags onto the bus.
3. After loading equipment and/or uniforms we will implement the following bus loading procedures:

Seniors-first: Return to the Band Room. When it is time to load the busses, students will be released by seniority.

### **B. Returning**

1. Members must return on the same bus!
2. We strongly encourage students to ride home with the Band, especially after a competition. This is an important time for us to share in our victory or defeat. Staying together will help us to build a stronger Band!
  - a. Students wishing to ride home with their parents must have the parent sign the appropriate form at least three (3) days in advance.
  - c. **Students will not be released to ride with another minor or a non-custodial adult.**
3. Students will be allowed to use the Band Room telephone to call for a ride home.

### **Replacement Charges/Fines/Returned Checks**

#### **Please read this section carefully, you will be held responsible for it!**

The following charges will be assessed for school property issued to you if it is lost or damaged. This will help to cover repurchase expenses for these items:

- \* Damage to or loss of instruments, instrument parts, and instrument case will be assessed depending upon actual repair or replacement cost.
- Damage to or loss of uniform, uniform parts and uniform bag will be assessed depending upon actual repair, cleaning or replacement cost.
- If a check is written to the Western High School and is returned because of insufficient funds. **A returned check charge of \$20.00 will be assessed in addition to the initial amount of the check and must be paid in the form of a money order or cash.** (Please refer to returned check form on page 33 for further information.)

## Grading Policy

**ALL BAND MEMBERS MUST MAINTAIN A 2.0 G.P.A. AND HAVE EXCELLENT CONDUCT TO PARTICIPATE IN BAND!**

Grading for all Band Members is based on the following scale: **45% Participation at concert band, solos and ensembles and jazz band, Performances, 30% Playing & Memorization Tests, Marching Tests 20% daily participation 5% Written tests/Quiz**

### A. FIRST QUARTER:

1. **All** Musicians will be graded while playing their part for the Alma Mater
2. **All** Musicians will be graded while playing their part memorized for the fight songs & our band marches.
3. Auxiliary & Percussionists will have their choice to play or sing the songs.
4. **All** Musicians will be graded based on their participation in the weekly football games.
5. **All students will be graded based on their participation in all required parades.**

### B. SECOND QUARTER:

1. **All** Musicians will be graded the second quarter while playing their part memorized for the Alma Mater & the School Fight Song.

2. Auxiliary & Percussionists will have their choice to play or sing the songs.
3. **All Musicians will be graded based on their participation in the F.B.A. Marching Band Evaluation.**
4. **All students will be graded based on their participation in all required parades.**
5. **All Musicians will be graded on their participation in the holiday concert.**

#### C. THIRD QUARTER

1. All students will be graded on their knowledge of and their Major, Minor and Chromatic Scales.
2. All students will be graded on their sight reading ability.
3. All students will be graded on their participation in F.B.A. solo and ensemble festival.
4. All students will be graded based on their participation in F.B.A. concert band evaluations.
5. Students will be graded based upon their performance of music to be played for concert band evaluation.

#### D. FOURTH QUARTER

1. All students will be graded on their sight reading ability.
2. All students will be graded on their participation of spring concert.
3. All students will be graded on tone production, technique, articulation, intonation and phrasing.

### AUXILIARY ONLY

- A. *All* Auxiliary members will be expected to perform the following:  
**NOTE: All Auxiliary members MUST be able to perform flag maneuvers, even if they are not part of the Flag Team!**
1. Stretching & Warm-up
  2. Dance Moves
  3. Body Positions
  4. Free Hand Positions
  5. Equipment Placement
- B. Color guard will be expected to perform a variety of the following:
1. Baton "Tricks"
  2. Rolls
  3. Spins
  4. Tosses
  5. Catches
  6. Swings
  7. Connecting Moves / Combination Moves
  8. Salutes
  9. Poses
  10. Warm-up with Equipment
- C. Flag Team members will be expected to perform the following:
1. Spins
  2. Angles
  3. Tosses
  4. Carves
  5. Swings
  6. Salutes

### Auxiliary Tryout Requirements

#### **Requirements:**

The minimum G.P.A. to tryout is a 2.0 based on a 4 point grading scale per first semester report card. Your conduct G.P.A needs to be a 3.0 to participate.

**Candidates are advised to consider the cost of participation if they are selected. Approximately \$1500.00 will be needed to participate in the Western Band Auxiliary.** This includes uniforms, camps, trips, equipment, accessories, hairstyles, competitions (home & away) and band fees. A list of minimum techniques required will be given out at the first rehearsal to each candidate.

**\* THERE IS NO REFUND FOR ANY FEES!**

## **WESTERN 'S AUXILIARY CONTRACT**

Auxiliaries serve a very important function in the band. You are the "goodwill ambassadors" for the band. Your talent and showmanship increase audience appreciation of and respect for the band. However, as an organization grows, so does the need to implement rules and regulations to help the organization run efficiently. **Being a member of the auxiliary is a privilege, not a right!!** Band is a year-round activity. To this end, the following rules have been established

### **I) GRADES**

Your primary purpose for being in high school is to obtain a diploma. Your grades are very important--**THEY ARE TIED TO SCHOLARSHIPS!** A 2.0 is the minimum acceptable GPA. Anytime you fall below the minimum GPA requirement, you are automatically on probation and stand the possibility of not marching until grades improve. **You are also expected to maintain at least a 3.0 GPA in CONDUCT!**

The first grade check will take place during the time of progress reports. Each member will also be given an auxiliary conduct progress report. If at that time you have not met the required G.P.A., you will be placed on probation. While on probation, you are still expected to continue regular marching band activities. However, you will be unable do all performances (half time, parades, etc.). While on probation, you will receive a weekly progress report. Grades will be checked again at the end of the grading period. If at that time, you have not achieved a 2.0 academic GPA, you will be put on suspension, while on suspension, you may not attend marching band functions. However, you are still expected to keep in contact with the sponsor and captain. If you have not achieved a 2.0 academic G.P.A. by the second grading period, you will be dismissed from the Western Marching Band Auxiliary.

### **II. RESPECT FOR AUTHORITY**

Respect for authority is primary- You must do whatever your section leader tells you to do. Do not violate the chain of command (captain--drum major--sponsor--band director). Respect each other; this is a team effort. Do whatever your sponsor/captain tells you to do, and do it quickly and graciously, without an attitude. Game playing is easily detected and not appreciated- Sponsors must have officers and members with whom they can work. Expect leadership roles to change if a "smooth-working" relationship cannot be achieved.

### III) DRESS/ALTERNATE UNIFORMS, AND ACCESSORIES

Both dress and alternate uniform must be kept spotless! (Headbands, gloves, small pearl earrings, band T-shirt, hairpiece, and equipment). Uniforms must be fastened for the duration of the performance (the moment you step off of the bus, until you step back on the bus). The entire buttocks **must be covered**. Before and after any performance only band T-shirts or sectional T-shirts can be worn.

### IV) PRACTICE UNIFORMS

This uniform must include black socks. The stomach must be covered fully. The school board recommends using a sunscreen on exposed skin- Practice uniforms should be kept spotless!

### V) HAIRSTYLES

One style for the auxiliary will be decided upon by the sponsors for each band activity (marching season, marching festival, parades, out-of-town trips, solo/ensemble, etc.). Each squad is welcome to make recommendations. Hairstyles should be weatherproof. In case of bad weather, the hairstyle is subject to change. A ponytail or braid is usually the best. **Ponytail color is limited to the color of the root of the hair. Anyone unwilling to confirm to the stated hairstyles will not march!**

### VI) GROOMING/HYGIENE

**Underarms** and the **bikini line** must be shaved (Color guard). Deodorize underarms (clear deodorant) and bikini area.

**Nails-** No nail polish- Nail length should not interfere with performance requirements.

**Undergarments:** Black panties are suggested as well as support bras. Girdles where needed.

**Jewelry:** A National Band Association rule is "NO JEWELRY". . During practice--NO JEWELRY! We strongly recommend that all jewelry be left home until marching season has ended. This will eliminate lost or stolen jewelry problems.

**Uniform Care:** Sequined, Lycra, or polyester uniforms must be washed by hand in cold water with Woolite. Place uniforms on a hanger or lay flat to dry. Uniforms should be stored in an old a pillowcase to avoid premature uniform damage.

## VII) **PRACTICES AND PERFORMANCES**

**, Practices and Performances are for the duration; they are often frequent and long--expect that!!!** You must attend every practice and be on time. You are expected to **stay until your sponsor/band director dismisses you. YOU ARE EXPECTED TO PRACTICE DELIGENTLY EVERYDAY. YOUR ROUTINES ARE DIFFICULT AND REQUIRE A GREAT DEAL OF PRECISION AND MASTERY.**

**It is your responsibility to keep your parent/guardian informed of all band activities. Parents are encouraged to attend all scheduled band parent meetings.**

Remember, practicing has two parts:

- 1.) SECTIONALS - where the squad practices routines alone
- 2) FULL **BAND REHEARSAL** - where all auxiliaries join the rest of the band to practice for a performance

**DRILLS** - mastery of routines and readiness to perform. Prior to performances, drills will be held. You must pass drills in order to participate in the half-time shows or other performances. Drills are normally a day or two before the performance. The sponsor's decision is final. As a member of the auxiliary unit, you must display proof of ability and talent in the specific unit in which you are a part. The sponsors and band director will be the judge of this proof.

### VIII) SOLO/ENSEMBLE

Every member must participate in solo/ensemble. If you are not performing, you must be present at this event. Dress appropriately and giving your support to your fellow squad members who are performing. Failure to comply will result in not being able to tryout for the next year's squad.

### IX) ABSENTEES

You should not be absent from practice. If, however, there are extenuating circumstances (death in family, medical emergencies), **official documentation** is required. Writing a note for you and signing it is not acceptable. A sponsor will always confirm with a parent.

**Parents must give the sponsor prior notice if the child is going to be absent. Missing practice and coming later with an excuse is not acceptable. Make appointments around your practice schedule.** Do not use band time if possible. Any excessive unexcused absences from school or a particular class will not be tolerated. **If a child is suspended from school, that child will also be suspended from all band activities.**

Attendance is taken daily and is reviewed by the sponsors. **If a child has more than one unexcused absence during game week, she/he will not be allowed to march that game.**

\*FIGHTING WILL BE HANDLED AT THE SPONSOR'S/ADMINISTRATORS DISCRETION AND MAY RESULT IN AN AUTOMATIC SUSPENSION.

*We believe that this year will be an exciting and pleasant one for everyone involved in the Western Marching Band Program. In order for this to happen, everyone must do his/her part in following all rules and regulations. Thank you for allowing your son/daughter to be a part of the Western Band & Auxiliary!*

## **Awards**

### **I. All Wildcat Band Members are eligible to earn Participation Awards.**

- A. Every member will receive an annual award.
- B. Varsity Football players & Varsity Cheerleaders will receive double credit for rallies & non-required performances to makeup for performances missed due to participation in their sport.
- C. Four-Year Seniors will receive a Wildcat Watch.

### **II. Wildcat Band Booster College Scholarships for graduating seniors:**

#### **A. Scholarship Prerequisites:**

- 1. The Applicant must be a senior who is graduating from Western High School in June 2008.
- 2. The Applicant must currently be a member of the Western High Wildcat Band, and must have been a member for at least one **complete** school year.
- 3. The Applicant must be enrolled in, or planning to enroll in, an institution of higher learning, such as a university, college, community college or trade school.
- 4. Applicants do not have to plan to major in music in college.

#### **B. Priority Selection Criteria:**

- 1. Number of years enrolled in the Western High School band program.
- 2. Active participation in all band activities.
- 3. Placement (achieved ranking) in instrument or auxiliary section within band.
- 4. Participation in extracurricular band or music activities.
- 5. Number of years enrolled in the other school band programs, including Middle school and Elementary school band.
- 6. Overall high school grade point average.

## Western High School Band Contract

**Band Section:** \_\_\_\_\_

I, \_\_\_\_\_, member of the Western High's Band solemnly promise to respect all authorities. I understand that my duties and obligations to this organization are as follows:

1. To participate in all activities including Band contest requested by my immediate Sponsor and Band Director.
2. Office and leadership positions require a band class
3. To participate in daily band practices. \*Practice schedules 2:45pm –6:00p.m. Unless announced differently by the Band Director or Sponsor.
4. To maintain a "C" average or above in conduct and scholarship and to always have a satisfactory progress report.
5. Fighting in the band room, field, after games etc. will automatically disassociate me from the Western Band Organization.
6. **Not** to commit any of the following violations:
  - a. Fighting
  - b. Excessive disruptive behavior
  - c. Lack of interest resulting in poor performance
  - d. Disrespect to band officers, sponsors, or Band Director
  - e. Excessive Absenteeism or tardiness
  - f. Behavior unbecoming to a band student
  - g. Excessive, intentional damage to school-owned instruments (repairs must be paid by student)
  - h. Violation of any of Western High School's rules and regulations
7. The only acceptable excuse for missing a required rehearsal or performance is:
  - a. Personal Illness

b. Family Emergency (parent should fill out rehearsal/performance absentee form)

8. I will at all times conduct myself accordingly while riding the bus to and from band activities.

9. Take home to parent/Guardian all written/Verbal notices of band activities or meetings

10.To always conduct myself as a professional and behave like a respectful young lady or gentleman.

11. Understand that the rules/regulations in the Band Handbook pertain to me throughout my tenure here as a student in Western High School Band

Furthermore, I understand that any of the obligations and rules located in the Band Handbook, Band Contract, or School Discipline code will automatically make me susceptible to suspension from school, the band program, or subject me to other disciplinary action. In addition, I may also not be allowed to attend certain performances or band trips. By signing this form, I am acknowledging that I have received the Band Handbook. All band members are bound by the rules set forth in this handbook regardless of no receipt or lack of signatures.

\_\_\_\_\_  
(Student signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent signature)

\_\_\_\_\_  
(Band Director's Signature)

Sign below also if you are a member of the Western Auxiliary

**{ } I have read and am well aware of the contents of the auxiliary contract.**

Pages (30-35)

**Parent/Guardian** \_\_\_\_\_ **date:** \_\_\_\_\_

**Auxiliary Member** \_\_\_\_\_ **date:** \_\_\_\_\_

**Auxiliary Sponsor** \_\_\_\_\_ **date:** \_\_\_\_\_

\*(All contracts will be kept on file for the duration of the year.)