

Westside High School Band

Handbook



Policies and Procedures for all Bands

Directors
Kelly N. Porter
Chad Allen
Eric Hughes (percussion)

Music in the Making

Welcome to the Westside High School Band Program. Contained within these pages will be all you need to become an active member of the band program. The policies contained herein are not sealed in stone however, and changes will be announced as needed throughout the year. Please read this handbook and have your parents read it. The more you know about your program, the more success you will have in band.

The music program depends on individual responsibility. Every person involved in an ensemble also has a responsibility to that ensemble. Listed here are the primary responsibilities of the people necessary to achieve excellence.

The **Music Students** are responsible for themselves. They should strive for academic excellence as well as musical performance. They should set professional examples of behavior, attitude, and appearance. They should have pride in their music, their ensembles, their school, their community, and THEMSELVES!

The **Band Staff** are responsible for educating the students. The band staff will set and maintain high academic and musical standards for the students and create an atmosphere that is conducive to learning.

The **Music Parents** are responsible for providing an atmosphere where students can learn and develop. They are responsible for supporting the students as they strive for academic and musical excellence.

Each of these items is a piece of the band puzzle. If any piece is missing, the band will be incomplete. Please read all of the pages thoroughly and make sure you and your parents understand the policies and procedures. If everyone, from the band staff to the students to the parents works together, the band program will succeed.

Kelly N. Porter
Chad Allen
Director of Bands
281-920-8007

COURSE DESCRIPTIONS

WIND ENSEMBLE

Grade: 9 – 12

Credit: 1

Prerequisite: Audition

The Wind Ensemble is the first ranked band. The band will participate in school concerts, other events, and attends all UIL music competitions. Each member will audition for participation in TMEA honor groups. The band rehearses during the regular school day and each member is required to attend sectionals, and full band rehearsals when scheduled outside the school day. Attendance at all rehearsals and performances is mandatory. Everyone in the Wind Ensemble is part of the marching band.

Concert Dress For Wind Ensemble: All students will be required to purchase a concert gown or tuxedo. Ordering information can be found in the appendix of this handbook.

Materials

- Foundations for Superior Performance by Richard Williams & Jeff King
- Pencil
- **Black 1” Three Ring Binder**
- Instrument
- Supplies (valve oil, reeds, etc...)

SYMPHONIC WINDS

Grade: 9 – 12

Credit: 1

Prerequisite: Audition

The Symphonic Winds is the second ranked band. The band will participate in all school concerts and UIL music competitions. The group rehearses during the school day and each member is required to attend sectionals, and full band rehearsals when scheduled outside the school day. Attendance at all rehearsals, clinics, and performances is mandatory. Everyone in the Symphonic Winds is members of the marching band.

Concert Dress For Symphonic Band: All students will be required to purchase a concert gown or tuxedo. Ordering information can be found in the appendix of this handbook.

Materials:

- Foundations for Superior Performance by Richard Williams & Jeff King
- Pencil
- **Black 1” Three Ring Binder**
- Instrument
- Supplies (valve oil, reeds, etc...)

CONCERT BAND

Grade: 9 – 12

Credit: 1

Prerequisite: Ability to play instrument

The Concert Band is the third ranked band. The band will participate in all school concerts and depending upon enrollment and instrumentation, participate in music festivals and contests. The group rehearses during the school day. Extra rehearsals and clinics will be scheduled as needed. Attendance at all rehearsals, clinics, and performances is mandatory. Everyone in the Concert Band is a member of the marching band.

Concert Dress For Concert Band: All students will be required to purchase a concert gown or tuxedo. Ordering information can be found in the appendix of this handbook.

Materials

- Foundations for Superior Performance by Richard Williams & Jeff King
- Pencil
- **Black 1” Three Ring Binder**
- Instrument
- Supplies (valve oil, reeds, etc...)

PERCUSSION

Grade: 9 – 12

Credit: 1

Prerequisite: Audition and/or director approval

A percussion course which will provide marching and concert percussion techniques, exercises, and ensemble work on snare, quads, bass drums, cymbals, timpani, mallets and auxiliary. Each member will audition for participation in TMEA honor groups and will be required to participate in the marching band. Students who enroll for this class will study and practice the elements of marching, pit and concert percussion. Attendance at all rehearsals and performances is required.

Concert Dress: For concerts and community programs, members of the percussion class should dress in all black. When performing with the concert bands, students will wear tuxedos and concert dresses. Ordering information can be found in the appendix of this handbook.

Materials

- Pencils

- Music
- Stick bag
- Rest TBA announced first week of class (mallets, sticks, etc...)

JAZZ BAND

Grade: 9 – 12

Credit: 1

Prerequisite: Audition/or instructor approval

The Jazz Band program is open to any interested student who is currently enrolled in the band program or non-band students who play bass, guitar or piano. Interested students must have auditioned and/or have instructor approval before enrolling in the course. The audition consists of musical excerpts, etudes and/or scales as determined by the director. Jazz Band is a two semester course therefore students should enroll for the entire year. Special emphasis is placed on the performance of swing, latin, funk, jazz-rock and blues. Specific topics and elements to be discussed include: style, form, balance, expression, improvisational skills and concert etiquette. Because Jazz Band is a course within the performing arts, some non-class time activities include performance for community programs, contests, concerts and festivals. Enrollment in the course constitutes agreement to fulfill all curricular and extra-curricular requirements.

Concert Dress For Jazz Ensemble: For concerts and community programs, members of the jazz ensemble should dress in section shirts, black dress pants or skirt and dress shoes.

Materials:

- Essential Elements for Jazz Ensemble by Mike Steinel
- Pencil
- Instrument
- Supplies (valve oil, reeds, etc...)

AP MUSIC THEORY

Grade: 10-12

Credit: 1

Prerequisite: One year in a music course and/or instructor approval

Music Theory is the abstract principles embodied in music and the study of the sounds of which it consists. It is the contemplation of music rather than the practice of music. In the

course, you will learn the foundations, rudiments, and properties of creating and analyzing music. Sight-singing, melodic-dictation, and harmonic-diction is learned as well. Students will use their knowledge from this course to take the AP Music Theory exam given in early May.

GENERAL POLICIES

(Information common for all bands)

Care of the Fine Arts Wing

- *Refreshments* – No gum, food or drink (other than water) are allowed in the rooms except when authorized by the director.
- *Litter* – All trash (paper, broken reeds/drum sticks, etc...) is to be deposited in the waste baskets provided.
- *Vandalism* – Acts of vandalism or willful misuse of school property will be dealt with severely and appropriately. Every band member is responsible to help the directors monitor and control vandalism, which includes writing or carving on walls, destroying music, or breakage of school property.
- *Library* – Absolutely no student is allowed in the library without permission. Music librarians are the only students that may enter. **The copy machine is off limits without permission!!!**
- *Practice Rooms* – Are designed for practicing, not social gatherings. You must have a practice room pass to enter the practice rooms. In order to get your pass you must leave your student ID and return the pass to get your ID. Any student found in the practice rooms without a pass will be written up for being in an unauthorized area.
- *Lockers* – All band students will be assigned a band locker. Students are highly encouraged to place a combination lock on the locker. Students will keep their instrument, music, and other necessary items in the locker. Students are not allowed to leave personal items or any of their belongings in the band room area. The band staff will recover all belonging in inappropriate areas.
- *Valuables* – Students should refrain from bringing valuables or leaving them in the band room. The band staff is not responsible for stolen items. Please keep these items with you at all times or do not bring them to school.
- *Offices* – Please knock, and if you are invited in, you may enter. Otherwise they are off-limits to students. Student's may not use the director's phone without permission.

Conduct

- Any organization is judged, in the eyes of others, by the actions of its individual members. Whenever you dress in a band uniform or wear other band uniform identification (shirt, letter jacket, etc...), your actions reflect on the entire band.

ALWAYS conduct yourself in such ways that bring only CREDIT to yourself and your band. ALWAYS conduct yourself with pride.

Behavioral Expectations

1. Students will follow all rules set forth in the Westside Way.
2. Sit Quietly and Attentively while the director is on the podium, or working with another section.
3. Be Courteous to the instructor, visitors and peers.
4. Take care of restroom visits during passing time.

Bus Rules

The bus ride to and from performances is part of the excitement of being a part of the band. By following a few common sense rules, you can help make the trip a pleasurable one for all concerned. Remember that most rules are made in the interest of efficiency and safety.

THESE RULES WILL BE IN EFFECT FOR ALL BUS TRIPS:

1. Be sure you are on your assigned bus.
2. The chaperones will take attendance before departure. The buses will not move until this is done. Please cooperate by sitting quietly until the attendance has been completed.
3. Food, drink, and candy are not allowed.
4. You will take off any trash brought with you on the bus.
5. Do not put your hands, arms, head, or any other body part outside the window. In addition, do not throw anything out the window for any reason.
6. Walkman or CD players WITH HEADPHONES are allowed on the bus. Absolutely NO radios, or tape/cd players without headphones. This is a safety issue. Do be aware, however, that although the buses are locked, thefts can occur (if you find that any of your belongings are missing, notify the chaperones immediately).
7. Do not bring valuables on the bus.
8. Do not bring anything more than you need.
9. There is a time and place for everything. Students will refrain from PDA while traveling or in uniform.
10. Listen to your chaperones. They are there for your safety and are following the guidelines set up by the school and band director. A request from the chaperone is a request from Mr. Scott. If you want to be treated with respect, you will give respect.
11. Different bus drivers have different rules. If a driver makes a request, you will follow it. They are responsible for your safety.
12. ALL SCHOOL RULES ARE IN EFFECT.
13. When we arrive at a performance site, "BE FLEXIBLE." The situation is a little different at each site, but generally when we arrive:

- Stay on bus.
- Equipment crew exit first.
- When you get off the bus get your instrument, line up and wait for directions. In unusual circumstances such as bad weather, your patience is greatly appreciated.
- Following the performance, return to the equipment truck (if applicable) and wait patiently for the crew to unload your cases. Put your instruments in their cases and get on the bus promptly.
- If you have any questions or problems, see a chaperone.
- Following the trip, all students are responsible for closing all windows (on school buses) and cleaning up their area. Make sure to take all that belongs to you.

Consequences for Any and All Infractions

1. First Offense-warning/student conference/parent contact
2. Second Offense-detention and parent contact
3. Third Offense-parent conference and discipline contract.

Directors will assign additional/other consequences when necessary

Attendance

Band members are expected to attend all rehearsals and performances. As a co-curricular course, rehearsals and performances are part of the grading process. Students must be on time for all band functions. Remember “Early is on time and on time is late”. Any student who is habitually tardy or has any unexcused absences from any performance could be removed from the program.

EXCUSED ABSENCES FROM REHEARSALS: Except in cases of extreme emergency or illness, band members will not be excused from rehearsal or performances. In the case of illness, students are asked to call the band office as early as possible. A written excuse from the parent or guardian is due within two days of the absence, and if you know ahead of time about an absence, you must notify the directors **BEFORE** the day of the conflict. Appointments or personal problems will be reviewed by the directors. You should try to make appointments on days when there are no rehearsals. Check your calendar. All absences affect the grade because of lost instruction time. Two or more absences may result in the individual being placed on alternate status.

Excused absences from a rehearsal or performance:

1. Extreme personal illness
2. A death in the family
3. Religious holidays
4. Pre-excused with the directors for extenuating circumstances

UNEXCUSED ABSENCES FROM REHEARSALS: Any student receiving an unexcused absence from rehearsal will receive a zero for that rehearsal grade. An unexcused absence may result in the student being placed on alternate status, or being temporary or permanently removed from the program. Please understand that full attendance is needed to make rehearsals work. The following are a collection of statements that are not acceptable:

UNEXCUSED REASON

1. "Had to work"
2. "Couldn't get a ride"
3. "I didn't know about it"
4. "My parents are leaving town"
5. "I have a big test/lots of homework"
6. "I have a doctor's appointment"

SOLUTION

- Make arrangements with your employer in advance
- Be responsible-find one (a peer)
- Check the calendar
- Let your parents know about your schedule
- Don't procrastinate
- Schedule these around rehearsals

Grading Procedures For All Bands

- Daily Participation 20%
- Concerts/Contests 35%
- Playing and Written Tests 30%
- Sectionals/After School Rehearsals 15%

Note: A student will not be penalized by grade if they become ineligible. This pertains to football games, contests and parades. However, students will still be required to attend rehearsals unless dismissed by the directors.

Extra credit will be given out during the six weeks grading period. This includes private study, placement in Region Band, and attendance at a pre-approved concert or musical event.

Auditions and Proper Preparation

- Auditions for the bands are held in the Spring.
- A student may audition in November/December to make a move second semester.
- Students are expected to practice for improvement of playing skills, which they will be tested on. The director has the right to hold back any student from performing, without penalty of grade, if they are not prepared to perform or are disruptive.

Band Program Fee

There is a band fee for all members in the band program of \$200. NOTE: for students in the jazz program as well, one fee covers all. This fee covers items not within the school budgets. Examples of items covered are; band shirt, jazz band shirt, drill

writing, hourly personnel (marching, percussion techs, clinicians, etc...), uniform cleanings, emergency supplies etc.. In addition, percussion students will pay an additional \$75 due to frequent replacement of equipment and heads. A payment schedule is posted on the band calendar. Failure to pay the fee eliminates student from the extra-curricular portion of the program (trips, football games, festivals, contests, etc...).

EQUIPMENT AND MATERIALS

School Equipment & Instrument Repair

- Proper care and maintenance of school and personal equipment is vital to the success of any band program. All equipment must be kept in good repair so that proper individual as well as group progress is achieved.
- Any damage to a school instrument will be assessed by a professional repairman and paid for by the student. **NEVER ALLOW ANOTHER PERSON TO PLAY ON YOUR INSTRUMENT, AS YOU WILL BE HELD RESPONSIBLE FOR ANY DAMAGE.**
- **Instrument Usage Fee;** There is a fee of \$50.00 per semester for school instrument rental. (waived if the student is asked by the director to move to the instrument i.e. clarinet alto sax player asked to play soprano saxophone).

Music

Each student will be issued music which should be put in their folder. Extra copies of music is \$1.00 a sheet for concert music, \$.50 for marching music, and \$2.00 for sets of drill charts.

Uniforms

The band uniforms for the 2007-2008 school year are brand new. All students will be fitted and assigned a uniform. Uniforms will NEVER leave the school unless it is being worn. Students will not be allowed to eat or drink (unless water) while in uniform with the exception to snack bags during the third quarter of football games. It is our position that the condition of one's uniform reflects the pride one has in the program.

1. You are responsible for your uniform and its appearance at all times. If you lose or damage any part of it, you must pay to have it replaced or repaired.
2. Uniforms must be kept neat and clean while in the student's possession. One of the Uniform Managers or the director must be informed before you take a uniform from the uniform room.
3. When not in use on band trips (while riding the bus, etc.), the uniform is to be in its garment bag and hanging or lying flat.

4. After every performance, neatly hang each uniform and return it to the uniform racks.
5. Students will remain in full uniform for all public appearances unless directors advise students otherwise (i.e. removing coat in the stands at football games)

Band uniform parts provided by the students

- Solid black socks
- Solid black marching shoes (ordered through band department)
- Black dress shoes for concert season (Men may wear marching shoes).
- Band shirt (for marching season, ordered through band department).

ELIGIBILITY

Eligibility Rules

No student may participate in an extra-curricular activity that has not obtained at least a 70 in each class he/she was taking the previous six weeks.

The student must have been promoted (they **must not** have been placed). If you do not maintain your grades you will not be eligible to perform in extra-curricular activities. If at the end of (3) three weeks you are passing **all** of your classes you may resume your participation in extra-curricular activities. Curricular activities are not subject to this rule. It is the student's responsibility to keep up with all course work and be aware of their grade averages in all classes.

Extra-Curricular Activities*

For the purpose of eligibility, the following are extra-curricular activities for band. This means **no-pass, no-play is in effect on these activities:**

- Football games
- Pep Rallies
- Band Contests (UIL, HISD, etc...)

- Region, Area, and State auditions and performances
- Solo & Ensemble Contests

*Football games, Band Contests, and parades are graded performances (see *Grading*, this handbook)

Curricular Activities

The following are curricular activities for band. This means **no-pass, no-play is not in effect on these activities:**

- Band Concerts
- Programs during the school day
- After school rehearsals and sectionals

LETTERING AND JACKET POLICY

Basic Participation Guidelines (all students)

1. Maintain continuous eligibility
2. Participate in all scheduled performance activities of the organization
 - a. Evening concerts
 - b. UIL Solo & Ensemble
 - c. Large group festivals (HISD, UIL)
3. Students must have uninterrupted membership in band during their high school career
4. Attain an overall yearly average of 90 or above in band.
5. Earn 10 points in an academic year according to the following guidelines:

Point Values

Completion of sixth consecutive semester of high school band	10 points
Completion of fourth consecutive semester of high school band	5 points
I rating, Class 1 Solo	5 points
I rating, Class 2 Solo	4 points
I rating, Class 3 Solo	3 points
I rating, Class 1 Ensemble	4 points
I rating, Class 2 Ensemble	3 points
I rating, Class 3 Ensemble	2 points
State Solo & Ensemble Contest	7 points(solo) 5 points (ens)
Region band/jazz auditions	1 point
Region band/jazz Membership	3 points
All State Band/Jazz Membership	6 points
Participation in all Pep Rallies	1 point
Participation in Graduation Performance	2 points
Officer	3 points

Drum Major 5 points

Help at Contests held at Westside Only
(a maximum of 2 per year) .5 points

EVENTS AND ACTIVITIES

BAND TRIPS

The objective of the band trip, is to give students experiences with a large group of people that is truly unique. Students will have the opportunities to perform in venues, receive assessment, and create wonderful musical experiences and memories that will last a lifetime. This year's trip is tentatively planned for the first part of spring break. More information such as destination, and payments will be given to parents and students within the first month of school.

PUBLIC PERFORMANCES

Every student will receive a schedule of performances the band will be attending throughout the year. Information regarding these events will be posted or given out. It is the student's responsibility to know this information. The classroom boards, and band website should be checked frequently.

SOLO AND ENSEMBLE

The UIL Solo and Ensemble Contest is held in February. The opportunity to be evaluated as a soloist or member of an ensemble is a wonderful learning experience. Participation in this event is **REQUIRED** for Wind Ensemble members and is encouraged to all other band students. Preparations and selections of music should begin in December.

1. Music must be selected from the UIL PML list
2. You must provide the original score for the judge with measures numbered
3. If you need an accompanist, a list will be provided, but it is up to **YOU** to call them
4. Once entered in the contest, failure to perform may result in grade lowering
5. Students who receive a I on memorized class one solos, or ensembles will qualify for the state contest in Austin held in May.

ALL-CITY BAND

The Houston All-City band is for all 9th-12th grade band members. Auditions and the clinic/concert are held in January. Audition material is available from the directors. Wind Ensemble members will be **REQUIRED** to audition while all other band students

are **STRONGLY ENCOURAGED** to participate. This honor group is one where we want a large participation from Westside.

ALL-REGION BAND

All-Region band is for 9th-12th grade students, and also features a full 9th grade ensemble. Auditions for this honor group is held in December. Audition material is available from directors in August. This group represents the finest musicians of our area. While auditioning is not required, it is strongly encouraged and will make for a great learning experience.

CHAPERONE DUTIES

- Arrive 30 minutes prior to the student's report time. This will give you time to receive any last minute instructions and organize your belongings on the bus.
- Take attendance as students board the bus. Be alert for any rules violations (see rules). Encourage students to take as little as possible with them. This is a good time to get to know the students on a more personal level. Be friendly.
- When it appears that your bus is full have the officer on the bus double check the attendance. You may need to retain order while this is being done. NOTE: students on the loading crew will be last to board (you'll get to know who these people are).
- Report any absences to Mr. Scott. I will usually have the people I know to be absent already marked off.
- Officers should have already checked for equipment as the students boarded. Just to be on the safe side ask the band members if they have all their equipment. On the bus they should have their garment bag and hat box.
- Only band staff and chaperones are allowed on the bus. If in doubt, check with Mr. Scott. If you are chaperoning and have a young child, they may ride your bus.
- While the bus is traveling, your job is simply to maintain order. We all have different tolerance levels for noise, but use your own judgment concerning noise levels.
- Band members are to remain seated in their seats at all times. They are not allowed to sit on the arm or back of seats.
- If in doubt check with the bus driver. It usually is a good idea to ask the bus driver to let you know when they are getting too loud for the driver.
- At the performance site, you may be asked to do the following:
 1. Accompany groups of students to the restroom.

2. Remind students to dress quickly. You'll always have one or two that think they are going to a beauty pageant.
3. Keep the students on the bus until you get the word to unload.
4. Before unloading, make sure all windows are up.
5. Remind them to unpack quickly and line up. This varies according to performance. We will let you know the specifics at the site.
6. Provide assistance to students when needed.
7. Distribute water when needed.
8. Except in specific situations, you should not be asked to carry a student's personal items.

AT FOOTBALL GAMES:

- Sit in the stands by the band.
- Remind students that there is no eating or drinking in the stands other than the water and the goody bags.
- Assist in facilitating the seating of the group.
- If you observe a problem, remind the student that their behavior was inappropriate.
- No other students are to sit with the band members.
- While our band is performing on the field, make sure no one walks through the band area.
- Accompany any students that needs to use the restroom.
- Following the game, assist in moving the band to the buses. Encourage them to get their equipment to the buses quickly, and remind them not to play their instruments on the way there.
- Have your attendance taker take attendance before departure.
- Occasionally, a student will not ride the bus home. Mr. Scott will let you know who these students are.

AT COMPETITIONS:

- After the band is under the supervision of the band staff, you may go to the stadium to enjoy the competition.
- Following the performance, report to the buses to supervise the loading of instruments.
- Assist in moving the band back into the stadium to watch the remainder of the contest.
- Maintain order in the stands, as the staff is usually busy reviewing the judge's tapes.
- Remind the students not to talk or comment loudly while another band is on the field.
- After the awards, assist in moving the students to the buses.
- Have your attendance taker take attendance before departure.

- Be aware that each competition is different and last minute changes are common. Be flexible.
- Note: Departure from the competition site is usually delayed do to the staff meeting with the judges. This is good time to make sure no student has to make a last minute trip to the restroom and is also a good time to distribute water to those who are thirsty.
- Upon arrival at school, remind students to clean up after themselves (you'll have trash bags for them to deposit trash into), close windows and tke everything with them.
- When the bus is empty, double check windows, overhead compartment, floors, seats and under bus storage (charters) for trash and items that may have been forgotten.

OVERNIGHT TRIPS:

- An itinerary will be provided.
- A separate sheet will be provided regarding hotel and performance sites etc...
- NO girls are allowed in boys rooms and NO boys are allowed in girls rooms. We will have a common area (hotel lobby, etc..) to mingle.
- Chaperones are to space themselves out throughout the bus (not all in front).
- Must have clear line of site from back to front, nothing in the aisle or hanging.
- Lights must be kept on in the back of the bus (most charter companies have this light).
- Keep students seated.
- The restroom is for use only in emergency (keep eyes on it)
- Stand periodically to view all students and make your presence known.
- 2 chaperones must be awake at all times.
- Be aware of all noise around you, and remind students to be on their best behavior.

A WORD ABOUT DISCIPLINE

The students know what is expected of them, however, they sometimes forget or ignore what they are told. Remind them in a friendly manner.

Show them the rule sheet if necessary.

Rules are often broken when teenagers do not see a purpose for the rules. Explain the rule if necessary.

DON'T GET INTO A BATTLE WITH A STUDENT. Let the band staff know about any difficulties that arise.

Deliberate disobedience will not be tolerated.

After a trip, the students know what to do and need very little help other than a gentle reminder to move quickly and/or keep the noise down.

Our students, for the most part, are very cooperative and responsible. We're proud of them.

Westside Marching Wolves Band

REHEARSAL TIMES:

The marching band will rehearse Tuesday, Thursday, and occasionally on Fridays from 4:00-6:30 p.m.. After UIL, the rehearsal schedule will be reduced (check your calendar). With limited time to rehearse, and with a large amount of people, it is important to arrive on time, not miss practice, and be FOCUSED. Take care of personal matters BEFORE rehearsal begins.

REHEARSAL PROCEDURES:

- 3:55 Report to band room, be seated and have all materials ready
- 4:00 Attendance and announcements
- 4:10 Report to field to fundamental block, where you are called to attention
- 4:11 Rehearsal continues with fundamentals, music, and drill

MARCHING SHOES:

Freshmen will need to order marching shoes in August. We will have the information and forms sent to you in a summer mail out. Upper classmen wear the same shoes they ordered as freshmen, unless they need a new pair or are new to Westside. In addition, marching shoes will be required to wear during the practice before a performance.

WEARING OF MARCHING UNIFORM:

Uniform Inspection Guidelines: In order for the band to look its best for a performance the band will go through an inspection process. These guidelines are to be followed for all performances (concert and marching). Students who do not meet inspection guidelines may be removed from the performance. The following list of guidelines has been prepared:

1. Overall good general appearance
2. Clean uniform
3. Clean shoes and laces
4. Clean instrument
 - a. Clean mouthpiece or reed
 - b. Working slides
 - c. Memorization of serial number
 - d. Clean pads and tone holes
 - e. Working keys
 - f. Corks not frail or torn
5. Uniforms completely hooked and buttoned/zipped
6. Pants length just touch the top of the shoes
7. No talking or moving in ranks
8. Shako should be straight, slightly above the eyebrow, and clean
9. Heels and toes together
10. No jewelry
11. No lipstick
12. No heavy make-up or face paint
13. Only clear fingernail polish
14. Drum heads clean and in good condition
15. Sticks in good shape (and have an extra set)
16. Neck straps properly adjusted
17. Hair pulled back and tucked in shako (no hair should touch the collar of the uniform)
18. Hair is of natural style and color
19. All questions answered “yes sir/ma’am” or “no sir/ma’am”

FOOTBALL GAMES AND MARCHING CONTESTS:

Transportation – The school will provide transportation to and from the stadium. All students must ride the buses, no one will be allowed to drive themselves to the games (we are an organization that rides together). Parents may pick their children up at Westside. Please pick your child up promptly. Students that are picked up by their parents must call their parents from the stadium during the third quarter. If a parent is picking their child up from the stadium, Ms. Porter must have a note stating such on file in the band office before the student boards the bus for the game.

District Stadium Addresses:

Butler – 13755 S. Main St 77035

Delmar– 2020 Magnum 77092
Barnett – 6800 Fairway 77087
Memorial- Louetta Rd & Stuebner Airline Rd, Spring 77379

ON THE WAY TO THE PERFORMANCE:

The students will wear their pants, band shirt, black socks and marching shoes. The hat, plume and gauntlets will be kept in the student's hatbox.

UPON ARRIVAL AT THE CONTEST SITE:

Students will put on the tux coat, overlay, baldrick and gauntlets. They will carry their hat w/plume.

BEFORE ENTERING CONTEST AREA:

Students will put on coat, their hat, plume and gauntlets. Inspection will occur outside the stadium or contest area. Violations may result in denied participation.

IN THE STANDS:

Hat boxes will be placed next to you. Hats and coats will be removed when the directors advise you to. Students will NOT be allowed to eat food or candy in the stands. Prepared snack bags will be allowed during third quarter.

JUNE MUSIC CAMP:

This camp will be held June 3-7. The camp runs from 9:00 a.m. until 12:00 noon. Incoming freshmen are also to attend this camp. We work on fundamental tone production, stand music and basic marching style. We use this camp to determine whom we will chart for the coming year.

AUGUST MARCHING CAMP:

This camp begins the first week of August. All students are required to attend. In this camp we work on marching and music fundamentals, and the marching show. Students must wear tennis shoes, socks, light colored clothing, hat, sunblock, and have a water bottle. No sandals or open toed shoes. More information concerning the dates, times, and details of the camp will be mailed to all homes at the beginning of July.

LEADERSHIP:

The leadership system of the band program is set up to aid in the proper operation of the band and to provide opportunities for student leaders. It is the responsibility of each officer to carry out his/her duties to the best of their abilities and always with a positive attitude. Leadership for the next school year will be selected in May. Any student wishing to be considered for the leadership staff, will have to fill out an application and participate in an interview with the directors. Some positions will require other specifications (see below).

An officer may be removed from office due to poor attitude, lack of good leadership, and disciplinary problem. Members of the leadership staff must remain eligible. If a member becomes ineligible they will be put on probation. If they become ineligible a second time in the year, they will be removed from office. The term for officers is June 1 through June 1.

Officer Council- this organization is composed of the drum major(s), President, and Vice President. This organization will meet periodically during the year to plan band activities for fund-raising, trips, etc... They are the student leadership of the band, and should be a good example to others.

DRUM MAJOR(S):

Responsibilities of the drum major(s)- organizing the band for rehearsal and field performances. They are the director on the field and at other times designated by the band director. They lead the band (with the council) in physical warm-ups prior to marching rehearsals.

Interested students will audition in May after participating in a week long camp. Additional conducting clinics may be offered in the spring. Selected drum majors will be REQUIRED to attend a summer leadership camp to be chosen by the directors. Failure to attend the camp will result in removal from the position. Fundraising can be arranged to pay for the camp.

Summer Camp- All members of the officer and leadership councils are expected to attend a leadership camp along with the drum majors, every year they hold the position. Fundraising may be arranged to earn some of the money for camp.

PRESIDENT AND VICE PRESIDENT:

These two positions will serve on the council and are considered two of the highest-ranking officers. Interested students in president must be a rising senior and students interested in vice president must be at least a rising junior. Responsibilities include assisting the directors, drum majors, and act as liaisons between the students and the directors. In addition to an application and interview, a student vote will help determine these officers.

Section Leaders:

Section Leader responsibilities include running/conducting music sectionals, teaching marching fundamentals to new students, and act as liaisons between the students and council. In addition to an application and interview, students interested in this position must attend the drum major week-long camp.

Other Officers and Responsibilities

Vice-President of Jazz Band- Represents the jazz program in fund-raising, meetings, etc...

Secretary- Open to students in grades 9-12. Assists with administrative duties, and keeps attendance records for the marching band.

Historians- Open to students in grades 9-12. Keeps records (pictures, video, etc.) of the year. Creates banners, posters, and maintains the display case as needed. Displays scrapbook/video at band banquet and hands it over to new historian.

Librarians- Open to students in grades 9-12. Keeps music library organized and in working order. Organizes music folders and adds any music missing from folders. Must be able to work one week past the end of classes.

Jazz Program Librarian- Keeps music library organized and in working order. Organizes music folders and adds any music missing from folders. Must be able to work one week past the end of classes.

Uniform Manager and staff- Open to students in grades 9-12. Keeps uniform room in order, student uniform numbers and condition of uniforms. Helps to distribute and collect uniform for use and cleaning.

Equipment Manager and staff- Open to students in grades 9-12. Organizes a crew of students to load and unload the equipment truck. Makes sure all necessary equipment gets in truck and on field. Also responsible for locker assignments and school instrument check-out.

APPENDIX

Indicate any medical problems here:

_____ has my permission to participate with the Westside High School Band on its HISD/Band sponsored trips, parades, rehearsals, and activities as approved by the school district during the 2005– 2006 school year. In case of accident or illness, the adult in charge has my permission to seek any emergency medical treatment deemed necessary. I understand that I will be liable and financially responsible for all costs incurred.

Date _____ Signed _____

Fill out below if you have medical insurance.

Name of Insured _____

Address of Insured _____ Zip _____

Insurance Co. Name _____ Policy # _____

Claims

Address _____ **Zip** _____

Phone _____

Emergency Contact:

Name _____ Relationship _____

Phone _____

Bring this signed form to the 1st preschool rehearsal or mail to:

Richard A. Scott
Westside High School Band
14201 Briar Forest

BAND PROGRAM PARENT INFORMATION

Name_____

Student's Name_____

Address_____

Zip_____ Phone_____

Parent e-mail_____

Parent Involvement:
(Please Check All That You Would Like To Help With)

___ Game Chaperone

___ Contest Chaperone

___ Uniform Check-In

___ Fund-Raiser Book Keeper

___ Spring Trip Organization

___ Uniform Alterations

___ Contest Equipment Truck Driver

___ Data Input Specialist

STATEMENT OF COMPLIANCE

Required practice for marching band and all its components, outside the academic school day cannot exceed eight hours per calendar week, (Sunday through Saturday).

Examples of activities subject to the UIL Marching Band Eight Hour Rule.

- Rehearsal (both full band and components)
- Group Instructional Activity.
- Breaks
- Announcements
- Debriefing and Viewing Marching Band Videos
- Playing off music
- Sectionals (both director and student led)
- Clinics

In addition, on performance days (football games and competitions), the amount of practice and warm-up cannot exceed one hour (excluding scheduled warm-up at contest site). Multiple performances on the same day do not allow for additional practice and/or warm-up time.

The following activities are not included in the eight hour time allotment:

1. Travel time to and from rehearsals and/or performances
2. Rehearsal set up time
3. Pep Rallies, Parades, and other public performances
4. Practice for individual activities limited to All-Region/Area/State try-outs and Solo-Ensemble preparation

Directors are responsible for the observance of these regulations. Directors in violation will be subject to penalty in accordance with the UIL penalty structure applicable to all UIL activities.

NOTE: An extensive Q&A for the Eight Hour Rule for Marching Band can be Found on the Music Page of the UIL Web Site at: www.uil.utexas.edu

“We have read and understand the Eight-Hour Rule for Marching Band as stated above. We agree to abide by these regulations and understand our responsibility to report any violations to the school authorities”

Parent Signature _____ Date _____

Student Signature _____ Date _____

RECOMMENDATIONS FOR DRY CLEANING OF BAND UNIFORMS

(Uniforms with White and/or Light Trim)

Dry-cleaning of garments tailored and having portions of the garments as white or light trim can result in staining of the trim under certain adverse conditions. This is particularly true of heavy shades of red, maroon, and green but may also occur in other shades.

- A. Total loads should not be made up completely of garments containing white or light trim.
 - 1. The ratio of fabric weight to dry-cleaning solution weight should never be less than one pound of fabric to 50 pounds of dry-cleaning solution. (Weight equivalent in gallons can be obtained from solvent suppliers.)
 - 2. Solvent flow should be within equipment manufacturer's specifications to insure proper liquor turn-over and filtration.
- B. Detergent additives can increase the amount of bleeding and staining onto white or light trims. Commercial establishments should insure that they are using products which will minimize bleeding. In no case should more than 1% of soap or detergent be added to the dry-cleaning fluid.
- C. At no time during the cleaning cycle should the temperature of fluid exceed 90 degrees.
- D. Drying temperatures should never exceed 135 degrees

Tear out and give to dry-cleaners if you are using a company that has not dry-cleaned a Westside Band Uniform.

Please sign and return this page to Mr. Scott.

We have read and understand the Westside Band Handbook.

Student
Signature _____ Date _____

Grade _____ Instrument _____

Parent Signature _____ Date _____