



THE WARRIOR BAND HANDBOOK 2017-2018

Westwood High School

Round Rock Independent
School District

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An Open Letter to Band and Color Guard Parents

Dear Parent,

Thank you for reading this ENTIRE handbook, for your support of its contents, and especially for the opportunity to work with your sons and daughters! Our organization can reach its potential only if we have your active support.

There are several ways in which you can provide support and encouragement for your child including attending performances, encouraging home practice, and providing private lessons. Assisting him or her in meeting responsibilities provides incentive for your son or daughter to do well. In addition, it will improve the quality of the band program. We also encourage you to read the section in this publication on "How Parents Can Help" on page 9.

The main way you can support you student's efforts in the Warrior Band is to become involved in WABB – The Westwood Area Band Boosters. Our program is always very dependent financially on this organization, especially from the income derived from membership dues. There is more information about WABB on page 10. We are asking EVERY PARENT to become a paid member of the Westwood Area Band Booster Club.

It is no secret that the success of our band program is due in large part to the tremendous support of parents. Your signature on the Parent/Student Agreement Form is our verification that you are thoroughly familiar with the contents of this handbook and that you have no questions or concerns thereof. You are also encouraged to log onto www.westwoodband.com and check out "Parent Guide" under the Resources page tab.

We are confident you will enjoy being a member of the Westwood Band Family!

Sincerely,

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Table of Contents

Westwood School Song _____	4
Warrior Band Mission Statement _____	4
Welcome _____	5
Purpose of Handbook _____	5
Purposes of the Westwood Band Program _____	6
A Word about Commitment _____	6
About Practice _____	6
Private Lesson Program _____	8
How Parents Can Help! _____	9
Westwood Area Band Boosters _____	9
Performing Groups _____	12
Attendance Policies _____	14
Warrior Band Expectations and Rehearsal Policy _____	16
Student Conduct and Travel Guidelines _____	16
Grading Procedures _____	17
Care of Band Facility and Equipment _____	18
Care of Music/Marching Materials _____	19
Band Uniform Policy _____	19
Student Leadership _____	22
Leadership Team/Student Staff _____	24
Game Night Routine _____	25
Bus Travel Procedures _____	26
Awards and Honors _____	27
Major Band Trips _____	28
RRISD Extracurricular Code of Conduct _____	29

Westwood Alma Mater

(School Song)

*On the edge of the west horizon,
And reared against the sky,
Is the home of the Westwood Warriors,
Protected by our pride.
Onward, Upward, ever forward
To the end we'll ever fight;
With our hearts, hands and minds
Pledged to Westwood High, our light;
For the home of the Westwood Warriors
Will ever shine so bright;
Hail to our Alma Mater,
All Hail to Orange and White.*

Warrior Band Mission Statement

PRIDE. PASSION. FAMILY.

Welcome

The start of a new school year is an exciting event for members of the Westwood Band Family. Each year brings with it a new set of goals and expectations. As the program grows and matures, our expectations for each student are raised as well. It is also a time when we see the younger generations become the more mature leaders of this large and proud organization.

The focus at Westwood is about musical development, personal commitment, hard work, and mature behavior. These are the benchmarks by which we measure our success, and are the criteria by which we assess all members of the Westwood bands. Most important, the memories created and friendships built through participation in the pursuit of musical excellence will last forever!

All band students and their families are asked to read and become thoroughly familiar with the contents of this *Warrior Band Handbook*. It contains policies and procedures that will be in effect through the school year.

The Purpose of this Handbook

This handbook is designed to help you understand the policies, complexities, and concepts of a very large and proud body of the finest students in our school. We hope it can be used to answer questions and define the boundaries that are important in keeping the WARRIOR BAND an enjoyable and efficient organization. If utilized properly, the concepts of responsibility, teamwork, and good citizenship will develop.

The policies and procedures outlined herein are offered to ensure that all aspects of the band program run smoothly, and to ensure that each student has a safe and successful experience. ***Please do not ask for exceptions to rules.*** At times, unforeseen circumstances may warrant the modification of a policy. When these situations occur, modifications may be made on a case by case basis at the discretion of the directors with input from the school administration.

If you need information that does not appear here, please ask the directors or one of the “veteran” band parents or Band Booster officers. We will try to assist you in whatever manner possible. We have a wonderful website (www.westwoodband.com) which contains great resources for our band families.

Purposes of the Warrior Band Program

- To provide each student with a comprehensive instrumental music education by teaching the skills and attitudes necessary to develop as a young musician, achieve a high level of artistry. As a result, our students become exceptional young adults with abilities and skills that are applied to many worthwhile pursuits in addition to music.
- To benefit the school and community through the public performance of quality music, while promoting and enhancing the dignity and reputation of Westwood High School.
- To foster the development of essential character qualities in which we believe. These include: a strong work ethic, a respect for order and legitimate authority, a sense of character and personal integrity. Additionally; a responsibility for one's actions, and a respect for the time, talents, abilities, and accomplishments of others.
- To provide each student with a healthy emotional outlet and a positive social experience that will become part of his/her lifestyle.

A Word Regarding Commitment

Membership in the band program requires a major commitment from students and their families. Successful band programs require countless of hours of work from each student. It is important for students to understand the necessity of time management. Keep the band calendar handy and updated on your phones/devices, regularly check the email account that you have set up through "Charms" for announcements and the "Band Notes" sent out weekly from the staff. Write all band dates down in your student planner as soon as they become available. Also, check postings on the Westwood Band Web Page www.westwoodband.com .

Students should take caution when becoming involved in multiple organizations and activities. It is wrong to expect any program to lower its standards because you have over committed yourself. Making wise choices based on your time, talents, and interests is a vital part of becoming an adult. Budget your time wisely!

Logging into “Charms”

Go to www.charmsoffice.com. On the first screen there is a log-in field for students and parents, type in “westwoodhsband”. On the next screen, in the “password” field, type in your student’s id number. Once in the charms system you will see several “tabs”.

The most important thing to ensure is that your contact information is updated and correct on this database. This will allow us to send you communication on a regular basis. Be sure to include an email address that you check regularly, as well as your Cell Phone number/carrier information. This will allow us to send text updates as we travel as an organization.

About Practice...

Daily practice is essential for student success in band. No matter how positive the student’s attitude is, how much enthusiasm the student exhibits, or how much the student is involved in the social life and leadership of the band program, ***the success of the band program is mostly about INDIVIDUAL PRACTICE!*** All Westwood Band Members should spend a minimum of thirty minutes each day in individual practice. Many students, especially at certain times of year, will practice one or two hours or more a day. The guidelines below will help to organize this time. Remember; **practice to accomplish specific goals**, not to simply watch the clock.

Practice in the same place (and preferably the same time) each day.

Begin with long tones, flow studies, Remington exercises, etc. Concentrate on producing a pleasing sound. Think about your posture and playing position, and strive to produce a steady air stream, even sticking, etc.

Spend time on scales, arpeggios, and flexibility studies...EVERY DAY!

Practice your solos, region etudes, lesson assignments or a method book daily. USE A METRONOME on everything except lyrical studies, and sometimes even then!

Practice your band music. Focus mostly on the parts that you CANNOT play! Practice them slowly at first, one note at a time, and then increase the speed. Work one measure or phrase at a time. Be sure that you can verbally count all the rhythms, that you compensate for tuning tendencies, and that you have defined and have applied the indicated phrase structure. Once you are able to play a technical passage five times without mistakes, you can increase the tempo.

Pay attention to details, such as key, accidentals, dynamics, articulations, etc.

You might play something just for fun at the end of each practice session. Some students purchase special books with popular, sacred or show selections arranged for their instrument.

Frequent short practice sessions are far better than a few extended sessions!

Private Lesson Program

It is the goal of the Round Rock ISD Fine Arts Department to provide the very best learning experiences for each band student. One of these learning experiences is the opportunity for a student to study privately with a professional instrument specialist. The **Individualized Music Instruction Program (IMIP)** operates as follows:

1. Private Teachers are selected by the Fine Arts staff and approved by the RRISD administration.
2. Private lessons are optional, but are **strongly encouraged!**
3. Students electing to study privately are taught once per week during their band period, before/after school, or evenings, depending on the availability of instructors. Those students who are taking only one band class should make every effort to schedule lessons outside of band class.
4. The cost of the lesson is determined each year by the RRISD Fine Arts Team Leader, with input from the faculty. Students are encouraged to pay one month in advance for lessons.
5. Criteria will be established for entrance into the private lesson program by RRISD.
6. If a student is absent from school or in school but cannot attend the lesson, prior notification must be given in order for fees to be adjusted or a makeup lesson to be scheduled.
7. If the student is in school and misses a lesson without advance notification, the student will be charged for that lesson.
8. Students will be excused from lessons for band trips, concerts, etc., if the teacher is notified in advance. These lessons should be made up if at all possible.
9. Financial aid that pays for part of the lesson is available to some students. Applications for financial aid will be distributed to the students at the beginning of each school year, along with lesson enrollment forms.
10. **PARENTS PLEASE NOTE: Private lessons are for the purpose of individual enrichment...NOT to help us teach the band music! Instead, the focus is on**

specialized guidance to help the student enjoy a greater master of his/her instrument, thus maximizing the entire musical experience and enhancing a lifetime skill.

How Parents Can Help!

Regardless of your musical background, your support and encouragement as parents will have a tremendous impact on your students' progress in band and their overall development. To assist in this musical growth:

- **Support** the goals, policies, and procedures of the directors and school administration. Your son or daughter succeeds when the program succeeds.
- **Encourage** practicing at home or at school on a daily basis. **Provide** a regular time and place where your son or daughter can practice every day, with a music stand, proper lighting, and an appropriate chair if needed.
- **Provide** the means for your son or daughter to take private lessons on his/her instrument from a professional, and **strongly encourage this activity!** This is truly the best thing you can do. Students are far more likely to realize their true talent and potential musicianship if they can have more individual attention than is available from just being a member of the band program! The RRISD private lesson program (IMIP) provides this opportunity!
- **Ask** your son or daughter to play for you. **Encourage** performance!
- **Teach** your student to be punctual by encouraging him/her to be on time, and **emphasize** the importance of this in everyday life!
- Enthusiastically **attend** all band functions to show your support.
- Get involved!
- **Join and be active** in the Westwood Area Band Boosters! (See next page)

Westwood Area Band Boosters (WABB)

The Westwood area bands enjoy the wonderful support of a very active booster club, consisting of parents and friends of the band program. It is designed to enrich our

program by providing moral, physical and financial support for all of our bands at Westwood, Grisham, and Canyon Vista.

We hope that EVERY PARENT will choose to OFFICIALLY become an active member of the WESTWOOD AREA BAND BOOSTER CLUB. Here are a few ways to be active:

1. Become a “paid up” member (required for voting privileges)
2. Attend General Meetings when they are held (check Band Calendar!)
3. Be on committees and voice opinions
4. Volunteer to work concessions, serve as chaperones, participate in fund raising activities, etc.
5. Interact and communicate with others through the newsletter, Internet, etc.
6. Join in the fun and be involved in your student’s band experience.

The booster club is an integral part of our entire band program. We hope that you will become a part of this important organization!

Performing Groups

Marching Band

1. The Warrior Marching Band is the largest organization on campus. It performs at all varsity football games, at multiple contests, the annual RRISD Band Festival, and an occasional parade. Segments of the band may also perform at selected athletic events other than football games.
2. The marching band is open to any student who has completed the band audition process each spring.
3. Students will complete a marching audition at the beginning of Summer Band Camp that will determine placement into either our Varsity or Junior Varsity marching teams. All students regardless of status will learn and participate in drill performed at all football games throughout the season.
4. All academically eligible students will march every football game. As the season progresses into competitions, only Varsity marchers will perform on contest days. All Junior Varsity members will have the opportunity to fill performance roles in the show that are vital to the band’s success as well, and always travel to all contests.

5. Rehearsal Schedule
 - A. Summer band rehearsals normally begin in mid to late July.
 - B. Rehearsals are normally held after school three times per week and on one morning before school, not to exceed eight hours per week. There will be an occasional evening rehearsal or clinic at one of the RRISD Stadiums. All of this is in addition to the designated band period during the school day. (See the BAND CALENDAR, published separately.)
6. Band Camp
 - A. Band camp is normally held during late July & early August and **is a required event for all Westwood band members**. The purpose of the camp is to build camaraderie within the band as well as sharpen playing & marching skills. A band camp tuition will be charged to help cover the cost of instructional staff and materials.

Additional information for Marching Band Drum Line (Battery) & Front Ensemble Members

1. Audition Criteria - All members must:
 - A. Audition for and be assigned to the appropriate concert band.
 - B. Audition for the appropriate marching instrument, and cheerfully accept decisions of the percussion director regarding instrument assignments.
 - C. Be willing to attend extra rehearsals as well as the summer percussion camp (tuition required).
 - D. Exhibit a level of discipline and tenacity beyond that of their peers in order to meet the mental, musical, physical, and spirit demands of the unit.
 - E. Must be willing to maintain an attitude conducive to the ideals of the band program, especially when performing alone, i.e. maintaining the same high standards of performance and physical deportment in pep rallies, cadences in bleachers, or on the field at contests.
 - F. Must provide their own stick bag and basic set of mallets, etc.
 - G. Be committed to the proper care and storage of equipment, to the neatness and organization of the percussion studio & storage areas.
 1. All sticks and mallets should be stored in stick bags in individual storage lockers.
 2. All instruments should be properly covered and stored at the end of each rehearsal.
 3. At no time should personal belongings be left in drum storage areas.

Wind Ensemble

1. The Wind Ensemble is composed of the most musically and technically advanced students in the band department
2. Membership is determined each academic year by live audition for a director.
3. The Wind Ensemble performs at least 4 concerts & UIL Concert and Sight-reading Contest. Additional performances may include one or more festivals and occasional guest appearances. The Wind Ensemble regularly records performances for application for various honor performance competition, the most notable being the Texas Music Education Association honor band competition.
4. Members are required to participate in All-Region tryouts and the Westwood Solo Contest. They are also **STRONGLY ENCOURAGED** to participate in the private lessons program!
5. Once membership into the **Wind Ensemble** has been achieved, each member's musical ability should continue to be developed by participation in the activities outlined above. Band placement is determined by individual audition each year, regardless of class status or previous band assignment.
6. Students in Wind Ensemble are automatically members of the Westwood High School Symphony Orchestra, a state and national award-winning ensemble! This group rehearses after school on Tuesdays from 4:30-6:00 pm after marching season concludes, and attendance is required. Additionally, membership in the Wind Ensemble includes a weekly sectional rehearsal before school in the spring semester and one outside of school full ensemble rehearsal (Monday afternoons from 4:30-6:00 pm).

Wind Symphony

1. The Wind Symphony is comprised of students with superior musical and technical skills.
2. Membership is determined each academic year by live audition for a director.
3. Performances include at least 4 concerts & UIL Concert and Sight-reading Contest. In addition, the Wind Symphony may perform at one or more festivals.
4. Members of the Wind Symphony are required to participate in All-Region tryouts and the Westwood Solo Contest. They are also **STRONGLY ENCOURAGED** to participate in the private lessons program!
5. Once membership into the **Wind Symphony** has been achieved, each member's musical ability should continue to be developed by participation in the activities outlined above. Band placement is determined by individual audition each year, regardless of class status or previous band assignment.
6. Students in Wind Symphony are automatically members of the Westwood High School Philharmonic Orchestra. This group rehearses after school on Wednesdays from 4:30-6:00 pm after marching season concludes, and attendance is required. Additionally, membership in the Wind Symphony requires one weekly sectional rehearsal before school in the spring semester.

Symphonic Band

1. The Symphonic Band is comprised of students with above average musical ability who are still honing their skill set to move into Wind Symphony and Wind Ensemble.
2. Membership is determined each academic year by live audition for a director.
3. Performances include at least four concerts and UIL Concert and Sight-reading contest. In addition, the Concert Band I may perform at one or more festivals.
4. Members of the Symphonic Band are strongly encouraged to participate in All-Region tryouts. They are required to participate in the Westwood Solo Contest. They are also **STRONGLY ENCOURAGED** to participate in the private lessons program!
5. Once membership into the **Symphonic Band** has been achieved, each member's musical ability should continue to be developed by participation in the activities outlined above. Band placement is determined by individual audition each year, regardless of class status or previous band assignment.
6. Students in Symphonic Band are automatically members of the Westwood High School Concert Orchestra. This group rehearses after school on Thursdays from 4:30-6:00 pm after marching season concludes, and attendance is required. Additionally, membership in the Symphonic Band requires one weekly sectional rehearsal before school in the spring semester.

Concert Band

1. Concert Band is composed of students in grades 9-12 that are developing musicians on their instruments. Students in this ensemble will receive a high amount of one-on-one and individual section instruction from multiple directors.
2. Membership is determined each academic year by live audition for a director.
3. Performances include at least four concerts and UIL Concert and Sight-reading contest. In addition, the Concert Band I may perform at one or more festivals.
4. All members of Concert Band are required to participate in the Westwood Solo Contest. They are also **STRONGLY ENCOURAGED** to participate in the private lessons program!

Attendance Policies

As a member of the Warrior Band you have an obligation to your fellow band members to be at all rehearsals on time, to be prepared, and to have all necessary equipment and materials.

1. All band students must abide by the Westwood High School attendance policies.
2. Attendance is required at all rehearsals, sectionals, and performances.
3. Absences and tardiness will be excused in the following cases: (but please notify the directors in advance or as soon as possible!)
 - A. Medical emergency or personal injury
 - B. Death in the family
 - C. Religious holiday
 - D. Documented conflict with another school activity
4. Examples of UNEXCUSED absences and tardiness include, but are not limited to:
 - A. Work
 - B. Oversleeping
 - C. Tutorials or other school activities that have not been previously cleared with directors.
 - D. Transportation not arranged
 - E. Anything deemed unexcused by WHS administration

Attendance

A. Absence from Rehearsals

i. Absence Guidelines

1. You are absent if you arrive at rehearsal 30 minutes after the start, leave before the last 30 minutes of rehearsal, or miss an entire rehearsal.
2. If you know that you will be absent for a certain date, you need to give a note or send an email personally to your assigned director. If you are absent due to illness or family emergency, you need to bring in a note the day you return. If the notes are not turned in to your assigned director at the appropriate times, the absences will count as unexcused.

Assigned Directors for Attendance Issues/Questions:

Mr. Turpin – Woodwinds
Mrs. Dacy – Brass
Ms. Santa Cruz – Percussion
Mr. Josey - Colorguard

ii. Excused Absence

1. Two excused absences in one week will result in the student not marching during half-time. These excused absences will include all rehearsals.
2. The directors will decide what is excused and what is not.
3. For the absence to be excused, an acceptable note must be on file.

iii. Unexcused Absence

1. An unexcused absence will result in the student not being permitted to travel with the band for the football game and/or competition that weekend if applicable.

2. An unexcused absence may also result from the student failing to be at practice either after 30 minutes have gone by or leaving 30 minutes or earlier before practice has ended.

B. Tardies to Rehearsals

(Parent/Teacher notes for tardies follow the same rules as for absences.)

- i. If you are not in your warm up position or assigned position at the start of rehearsal, you are tardy. Students are tardy if they arrive in the first 0-30 minutes of rehearsal or leave in the last 30 minutes of rehearsal. If a student shows up 31+ minutes after the start of rehearsal or leaves 31+ minutes before the end of rehearsal, they are considered absent.

ii. Excused Tardies

1. The directors will decide excused tardies.
2. For the tardy to be excused, the student must have a note.
3. After two excused tardies in one week, the student will not be permitted to march in the halftime performance and/or competition if applicable.

iii. Unexcused Tardies

1. One unexcused tardy will result in a community service for the band.
2. Two unexcused tardies results in the student not being permitted to travel with the band for the football game and/or competition that weekend if applicable.

iv. Leaving Early from Rehearsal

1. If there is any reason you should ever have to leave rehearsal early, you must bring a signed note by one of your parents or teacher if needed and show it to your section leader, then give it to your assigned director BEFORE rehearsal begins.
2. ***Leaving rehearsal early will count as an excused absence or tardy if you bring an acceptable note prior to the rehearsal.***
3. If you do not bring a note, it will count as an unexcused absence.

v. Other

1. All tardies or absences occurring on Fridays will carry over to the next week's tardy roll.
2. Each week, students will start with a "clean slate", no tardies/absences (except those occurring on Friday) will be held against them at the start of the week.

c. Absence from a Performance

- i. This is rarely ever an issue with the WHS Band. If this ever becomes an issue, the directors will decide on the correct solution.
- ii. We want to teach our students the importance of fulfilling obligations. Simply put, we cannot pick and choose performances we want to attend. Being a member of the WHS Band requires within the individual a sense of responsibility and commitment to the organization and all of its members. Varsity Members of the marching band will sign a contract stating that they will be present for all rehearsals and performances for the marching season.
- iii. Playoff Games are considered to be a performance! Students will be excused for reasons deemed necessary by the director(s). Normally, excused absences would include College Exams/Visits, a death in the family and illness. Normally, unexcused absences would be family time, preparation for college testing and preparation for any other school or non-school activity.

d. **Tardies to a Performance**

- i. This has never been a serious problem with the Westwood Band. If there is a case where this occurs, the directors will decide on the correct solution.
- ii. If you miss a rehearsal or sectional of the WHS Band, you will need to do the following as soon as possible upon your return, if you believe your absence or tardy should be excused.
 1. Bring a signed note by your parents, guardians, and/or doctor stating the nature of the emergency that caused you to be late or absent. This should be delivered to your assigned director.

Warrior Band Expectations and Rehearsal Process

To ensure your success as a Warrior Band member, simply follow our Expectations for Excellence. These can be seen on clear display in the Band Hall above the main entrance.

1. Be prepared.
2. No talking during rehearsals.
3. Be punctual.
4. Respect all band members.
5. Excellence is the expectation!

By following this process, you'll be in line with the values and goals of the Warrior Band Program. As a member of the marching band, students are expected to adhere to these guidelines to allow for fast-paced, quiet, and efficient rehearsals. Any variance to "the process" may result in a director conference, change in Varsity/Junior Varsity status, removal from rehearsal, or football game/performance attendance.

Student Conduct and Travel Guidelines

1. Food, gum, or drink is never permitted during rehearsal or performance (indoors or outdoors, except during water breaks or at times designated by the directors).
2. Loud and inappropriate behavior when in public that is not in the best interest of the band's positive image and reputation will not be tolerated.
3. Band members serve as good will ambassadors for the school. Polite and courteous behavior is a credit to the band organization, to the school, and to the parents. "Please" and "Thank You" should always be used in abundance by every band member!
4. PDA's (Public Displays of Affection) are not appropriate in the band hall, on busses, or at any band function.
5. **The use of drugs, tobacco, or alcohol is strictly forbidden.**
6. Proper attire and clothing are required at all times. Band students are expected to adhere to the Westwood High School Dress Code policy.
7. All Westwood Band students are held to the same standards and rules that govern Westwood High School via the Westwood High School Code of Conduct and the RRISD Student-Parent Handbook:

<https://westwood.roundrockisd.org/students/code-of-conduct/>

8. All Westwood Band students will adhere to the RRISD Extracurricular Code of Conduct (this document can be viewed at the end of the Warrior Band Handbook, and also online: <https://drive.google.com/drive/folders/oByDbfMafTyNdQ3VnMzJpRTYxXoE>)
9. Any issues of conduct, attitude, responsibility, or unexcused absences or tardiness will prompt one or more of the following:
 - A. Conference with student
 - B. Conference with parents
 - C. Conference with grade-level principal
 - D. Loss of performance status
 - E. Probationary contract
 - F. Expulsion from band program
 - G. Assignment to the Round Rock Opportunity Center
 - H. Other (as designated by administration & band directors)

Grading Procedures

Each grading period band students will receive detailed Objectives/Grading Rubrics from their specific Ensemble Directors. These will include expectations for individual assignments as well as submission deadlines. Students are encouraged to stay on top of assignments in the Google Classroom for their specific ensemble/class inside the band program as well.

The following areas are taken into consideration when calculating grades:

<u>Assessment (25%)</u>	Playing test, video/audio recordings, chair tests
<u>Daily (25%)</u>	Rehearsal etiquette, preparation of individual parts, ensemble rehearsal participation
<u>Preparation (20%)</u>	Having all rehearsal materials, marking music as directed
<u>Performance (30%)</u>	Sectional attendance, Performance opportunities, Concerts

Attendance and Promptness

Band is a performing organization. There are so many potential conflicts with rehearsals & sectionals that there will be little chance for success unless a strict attendance policy is enforced. (See *Attendance Policy p. 14*)

Attitude, Conduct, and Participation

A positive attitude is necessary for each band member to perform to his fullest potential. The directors assume that each member understands the importance of proudly represent Westwood High School and RRISD.

Performance: Several performance factors are considered in determining grades:

1. Day to day work habits, posture, rehearsal etiquette, evidence of practice, etc.
2. Performances on pass-offs, playing or written tests, recorded assignments, and marching tests.
3. Improvement (or the lack of) on the student's instrument.

Rehearsal Materials

Students are expected to care for their instrument, equipment, music, music folders, flip folders, reeds, stick bags, mutes, storage areas and uniform. Occasional inspections are held to monitor the condition of these items, and may be used as a basis for determining grades.

Care and Use of Band Facilities and Equipment

1. NO FOOD, DRINK, OR GUM is allowed in the band facilities except at times designated by the directors.
2. Students should not enter the band offices without permission. Please knock and wait for a response. If you see that the directors are in a conference, please don't knock.
3. Each student is assigned a personal locker with your own combination lock. Keep it **neat, clean, and locked** at all times, except during class. You are financially responsible for keeping up with your locks. Memorize the combination!
4. Marching rehearsal shoes, etc., MAY be stored in these lockers during marching season only. However, these lockers are not intended to replace your SCHOOL locker, and are not to be used for full-time book storage. There will be occasional "open door" locker inspections. Remember that the use of these lockers is a privilege!
5. Large instrument cases must be kept out of the way of traffic at all times. Simply put them back in your locker during rehearsals.
6. There are book drops in the foyer for your use. Books, water containers, backpacks, etc. may be left there during the school day at your own risk, but **DO NOT** leave items such as calculators, cameras, purses, etc. there. Despite any security measures, there is always a risk.
7. The band department assumes no responsibility for personal items stored in the band hall. And remember, custodians are instructed to discard ANY items left on the floor!
8. Students should have their names on the outside of their instrument cases in a recognizable place. Be sure that your serial number, make, and model are written down at home (and hopefully memorized)!
9. Personal items are also not to be stored in the storage rooms, offices, practice rooms, percussion studio, or anywhere in the facility.
10. The band offices, library, uniform room, and upstairs storage areas are off limits to all band members except quartermasters, loading crew, uniform staff,

librarians, or officers, and then only to conduct band business. **Percussionists only in Percussion Studio!**

11. No one is to use sound equipment, computers, copy machine, etc. without permission.
12. Practice rooms are for practice, recording assignments, pass-offs, or private lessons **ONLY**.
13. Periodic inspections will be made of school-owned instruments. **Each student is financially responsible for any damage that occurs during the time it has been issued to him/her.**
14. Any damage of school property must be repaired, the item replaced, or a reimbursement made. The school will withhold grades and/or place a hold on transcripts until the amount is paid.
15. An annual fee is assessed by RRISD for the use of school-owned instruments.

Care of Music/Marching Materials

1. Write your name on every piece of music given to you!
2. Keep a pencil in your music folder at all times.
3. Flip folders are not to be used for STORAGE...instead; they are to be used for music that is currently performed. You are responsible for keeping the flip folders in good condition.
4. All of your marching band music and coordinate cards can be found online in a shared Google Drive folder. The directors will share this link with students at the beginning of each marching season. Students are responsible for printing their music and drill and having all items present at EVERY rehearsal.
5. Students will receive parts for Concert and Orchestra music at the beginning of a rehearsal cycle. One part per student will be provided, then it is the student's responsibility to contact a Librarian in their ensemble for replacements if needed. A fee will be associated with replacing any piece of music per student.

Band Uniform Policy

The Band uniform is something that should be worn with pride! Participation in the program, and the use of the uniform that comes with it, is a privilege. The uniforms are in good condition, and they must be kept that way for several more years.

Uniform Assignment

1. Uniforms will normally be issued in late July or early August as soon as the student has paid his/her cleaning fee. **Any uniform part that is lost or damaged is the student's responsibility to financially replace.**
2. Each band members will be issued:
 - A. Marching Jacket
 - B. Marching Pants (bibbers)
 - C. (2) Gauntlets
 - D. Shako (plumes issued at performances)
 - E. Tux Coat and Tux Pants (Guys) or Concert Dress (Girls)
 - F. Bow Tie (Guys only)
3. **It is the responsibility of each band member to provide the following:**
 - A. Marching shoes (purchase during Summer Band)
 - B. Black socks
 - C. Compression Shorts to wear under the uniform (purchased during Summer Band)
 - C. Black gloves (purchase during Summer Band)
 - D. Solid black concert shoes and black socks.
 - E. White tux shirt with wing tip collar and vertical pleats.

Wearing the Uniform

1. SHAKO - The shako should be worn straight on top of the head with the strap worn under the chin. Hair extending below the collar will be worn inside the hat. The bill of the shako should be two fingers' distance from the bridge of the nose. Plumes will be issued immediately before each marching performance and collected immediately afterwards. **Be sure you have learned the correct way to remove your plume.**
2. MARCHING JACKET - The jacket should be worn completely fastened at all times when in public unless others specified by the directors. Because the zipper is in back, you will need a "zipper buddy" to assist in putting on or taking off the garment. The designated "show" shirt is to be worn under the uniform coat, which allows the band to have a uniform appearance if the coat is removed during extremely hot weather.
3. PANTS - The pants have high-rise waists, and need to be worn high. Shorts should be worn at all times under the pants during football season. The bottom of the hem should be 1" to 1 1/2" from the ground when wearing band shoes, with little or no break in the pants, measure from the back of the heel. There are built-in suspenders that must be adjusted to maintain this trim.
4. GAULTLETS – Should be worn on the wrist area of the marching coat with care taken to correctly attach to the corresponding sleeve (left/right). Store these in your shako box after the game.

5. GLOVES - The gloves are worn only with the marching uniform, and usually only during actual performance. Woodwinds may, under supervision, cut the TIPS of the fingers out for ease in playing. Colorguard members will need gloves as decided by Mr. Josey.
6. TUX COAT - Normally the coat is buttoned when standing and unbuttoned when seated.
7. SHOES - Shoes are to be kept clean and polished. Only marching shoes and socks are to be worn with the marching uniform, and black dress shoes and socks or neutral hose with the concert uniform. Men may wear their black marching shoes for concerts if they are in good condition.
8. BOW TIE – Always worn with the male Tuxedo, never left undone/hanging around neck.
9. Ladies' concert dresses are to be tailored to ankle length.

Alterations

1. Alterations must be avoided if at all possible! If a director or uniform mother authorizes alterations, they must be done according to specific guidelines, and the modification must be entered into the computer database. However, it is the responsibility of the student to have the correct fit! The first choice is to find a garment that needs no alteration!
2. **No fabric is to be cut or removed from the uniform during any alteration!**

Uniform Decorum

1. There will be no variations from the proper wearing of the uniform unless designated by the directors. **NEVER WEAR A CAP OR HEAD GEAR OTHER THAN THE SHAKO WHEN IN PUBLIC!**
2. **At no time is the PARTIAL wearing of uniforms allowed unless the entire ensemble is instructed to do so.**
3. Do not wear bracelets, necklaces, or other unnecessary jewelry. No dangling or hoop earrings. Guys, if you wear earrings, wear only studs when in uniform. Ladies, the "accessories" used to keep your hair up should be minimal and unobtrusive.
4. Do not wear long trousers or jeans UNDER your uniform trousers or concert dresses!

Maintenance

1. Marching uniforms will typically be stored at school, and sent to cleaners every two weeks or so. A cleaning fee will be assessed and paid during band

registration. Concert uniforms will be stored at home. You are responsible for keeping these safe and cleaned until returned at the end of the year.

2. The uniform **MUST** be carefully hung on the assigned hanger immediately after each performance. A uniform crew member will normally be stationed at each hanging rack after performances to monitor this process.
3. **MEMORIZE** your uniform numbers. Do not exchange parts of your uniform with another band member.
4. If you lose, damage, or have any problem with your uniform, see a "Uniform Mom" or Crew member as soon as possible.
5. Uniform parts not properly hung or left in the band hall, rest rooms, etc. after performances will be confiscated. **These may not be returned to you until AFTER the next performance.** (See also *Grading Procedure*).
4. Any infraction of the above uniform policies or abuse of the uniform will jeopardize participation in the following performance.

Student Leadership

The Warrior Band prides itself on excellent student leadership. All student leaders and staff are chosen by the directors.

This leadership is divided into the following categories:

Officers include President, Vice-President, Secretary, Historians, Class Representatives, Drum Majors, Guard Captain and Percussion Captain.

The **Student Leadership Team** consists of Drum Majors and Section Leaders.

The **Student Staff** consists of Librarians, Loading Crue, & Uniform Crew.

Officer Election/Selection Criteria

1. Officer Candidates must be eligible at the time of election and must remain eligible at all times during the term of service.
2. Officer Candidates must show that they are avid supporters of the band program by exhibiting positive attitudes, eagerness, dependability, promptness, cooperative spirit, etc.
3. Officer Candidates must meet any other requirements that may be prescribed by Westwood High School or Round Rock ISD.
4. Officer Candidates must commit in advance to actively participate in every regular or called meeting, including attendance at a Summer Officer Camp.

Election Procedure

1. The president will normally be chosen first, so that the candidates, who are not elected, may run for another office if they wish to do so.
2. Candidates may display (1) campaign poster of normal poster board size. The poster should not have innuendo or hidden meanings, but should be relevant to the candidate's qualifications for the specific office and contain a picture of the candidate, a resume of previous leadership positions and experiences that would indicate the candidate's qualifications for office.
3. **There will be no flyers, favors, edibles, or other campaign paraphernalia.**
4. Each candidate must write a brief "bio" that describes their reason for running for the office and their qualifications. This will be displayed on the poster.
5. The voting process will be in the form of written ballots. If the top two candidates receive a similar number of votes a run-off election will be held (President Only). The band staff retains a 25% vote in the case of run-off elections/tie-breakers.

Elected Officers

1. PRESIDENT
 - A. Must be a senior,
 - B. In collaboration with the directors, calls and presides over Officer Mtgs,
 - C. Assists with the functions of other officers,
 - D. Is in charge of any awards presented by the officers,
 - E. Takes active part in planning the Band Banquet,
 - F. Is in charge of "welcoming" activities for incoming students,
 - G. Assists the directors when needed in non-musical aspects of student activities,
 - H. Serves as liaison with counterparts at other schools.
2. VICE-PRESIDENT
 - A. Must be a senior,
 - B. Assists the president in preparing meeting agendas,
 - C. Assists with publicity of band events...concerts, social events, etc,
 - D. With the directors, is responsible for record keeping of any deposits and disbursements from the Band Spirit Account (maintained on campus)
 - E. Serves in the president's role in the absence of the president,
 - F. With the directors, is responsible for record keeping of any deposits and disbursements from the Band Spirit Account (on campus),
 - G. Assists the directors and/or president as needed
3. SECRETARY
 - A. Must be a senior or junior,
 - B. Keeps minutes of all officer/staff meetings, posts a copy on the board, and submits a copy to the director for filing with activity account records,
 - C. Assists with band correspondence and other clerical duties,
 - D. Is in charge of roll-check for marching band,
 - E. Assists the directors and/or president as needed.
4. HISTORIANS
 - A. Two (2) student position, must be a senior or junior,
 - B. Take & collect pictures for scrapbook & slide show.

- (Will be reimbursed for film processing)
 - C. In charge of collecting relevant clippings from media, band program, etc,
 - D. Assists directors and other officers as needed.
5. CLASS REPRESENTATIVES
- A. One from each grade level,
 - B. Serve as liaison between class and officers/directors,
 - C. Assist with banners, decorations, officer activities,
 - D. Special duties that might relate to a particular class
(Example: junior rep working with senior awards)
 - E. Assist directors and other officers as needed.

Leadership Team/Student Staff

Drum Majors

Drum Major candidates will complete an essay outlining their qualifications during the Spring semester. Candidates for the full audition will be chosen from this pool of candidates based upon their leadership experience in band, leadership potential and musicianship.

1. Audition Criteria - A Drum Major Candidate must:
 - A. Be eligible at the time of selection, and remain eligible throughout the time of service.
 - B. Have an impeccable citizenship record with the school and have an exceptional history of positive service and leadership within the band.
 - C. Meet all other requirements for officers as set forth by the Westwood High School and RRISD administration.
 - D. Demonstrate and maintain superior musical and marching abilities, as well as communication skills
 - E. Be willing to attend pre-audition training sessions as well as a summer Drum Major Camp.
 - F. Be willing to put in time outside of normal rehearsals.
 - G. Must be a Sophomore or Junior at time of audition.
2. Responsibilities
 - A. Be role models in every aspect of band participation.
 - B. Serve as conductors during field performances.
 - C. Assist directors in conducting during games, pep rallies, Basketball Band, and on-field rehearsals.
 - D. Assist the directors in teaching and cleaning drill.
 - E. Assist the directors with Freshman Orientation.
 - F. Assist in coordinating the tasks of Section Leaders
 - G. Assist with coordinate sheets, charts, field prep. etc.

Section Leaders (Selected by directors)

1. Must be scholastically eligible at time of selection
2. Be in charge of communication with section in areas of fees, attendance, announcements, deadlines for pass-offs, rehearsal schedules, call times, etc.
3. Be involved with roll check within each section
4. Serve as mentors and role models for section members
5. Be involved with promoting unity within their sections
6. Assist in teaching marching fundamentals, and serve as a demonstration group throughout the season.

7. Assist in section tuning, teaching and cleaning drill
8. Assist with field marking, production of coordinate sheets, etc.
9. Monitor the musical and marching skills progress of the individuals in assigned squad or section, **and offer help or encouragement when needed**
10. Involved with musical "pass-offs" of an assigned group

Quartermasters (selected by directors)

1. Coordinate activities of Loading Crue.
2. Assist directors with instrument and equipment checkout and inventory control.
3. Be involved with the care of equipment and monitor the condition of the upstairs storage area.

Loading Crüe (selected by the directors with input from Quarter Masters)

1. Be in charge of equipment loading for trips, games, etc.
2. Be involved with the care of equipment and monitor the condition of storage areas.

Head Librarians (selected by the directors)

1. Be in charge of coordinating all aspects of the Band Library and music distribution
2. Coordinate communication amongst all Library student staff

Librarians (selected by the directors with input from Head Librarians)

1. Assist with cataloging and filing music in the library.
2. Assist with making folders, issuing and taking up music.
3. Be involved with updating the library database.
4. In charge of keeping library organized and neat

Uniform Crew

1. Assist with fitting and issuance of uniforms.
2. Assist the "uniform moms" prior to and after games
3. Assist with uniform inventory control.

Game Day Procedure

Arrival at School

1. Arrive at or before "Call" time. (Pre-game meals are required for all band members)
2. Quickly get into uniform, keeping up with the hanger, hatbox, etc.

Arrival at Game Site

1. Go "on silence" when bus arrives at stadium parking area.
2. Exit busses in order and silently assume "Standby" in bleacher block or warm-up arc as instructed at location designated by director or Drum Major.

Pre-game Entry

1. When filing into the stands or marching on the track, you are being watched. Our audiences expect a dignified entrance into the stadium.
2. When filing into the bleachers maintain the strictest attention and cover down. If shakos are removed after being seated, it will be a unison movement at the instruction of a drum major.

During Game

1. In short, we want everyone to have a great time, be spirited but orderly, and to **do nothing to call attention to ourselves other than wonderful musical performance!** Our band continues to receive compliments from the public, other band directors, and school administration for its discipline as well as for being a catalyst for great crowd spirit.
2. NO FOOD, DRINK, OR GUM is allowed while the band is in the bleachers except at times designated by directors. **Please do not ask for nor accept offers of food or drink from parents or friends.**
3. **CELL PHONES are not allowed in the band block during games.** They should be powered off and put away. If you need to make an emergency call, see a director first.
4. Do not play your instrument unless instructed by directors or drum majors. Percussion is to play only with full band, cheerleaders, or during drum cadences authorized by the directors and/or Drum Captain.
5. **Stay seated except when asked to stand. HOLD your instrument AT ALL TIMES!**
6. During third quarter, you may go (as directed) in groups of two (2) to the rest room but do not go anywhere else! Wear your uniform properly (shako and gloves not required during this time) and **return immediately** to your assigned position.
7. **There will be no variations from the proper wearing of the uniform at ANY TIME unless instructed by the directors.**

Halftime

1. File orderly and silently from the stands to the warm-up area before the performance. Do not play instruments or talk unless told to do so by the Directors or Drum Majors.
2. When waiting to take the field, maintain "Standby" as instructed by the Drum Majors or directors. Maintain your ranks and **NEVER** talk during another band's performance.
3. Maintain the same orderly deportment after the performance and while returning to the bleachers.

Bus Travel Procedures

Most of our band transportation is on school busses or chartered coaches. When busses are provided, all performers will ride the bus both going to and coming from the event. Exceptions to this rule require written personal requests by the parents prior to the event. Even then, the final decision is left to the director and/or principal. The directors **must see** the student and parent together in order for the student to leave in a private vehicle.

For football game, student will be assigned to a specific bus prior to departure. **Riding on a bus other than the one to which you are assigned is not permitted.** Students are expected to be cooperative with the driver, chaperones, and student leaders in charge.

Bus Guidelines:

1. Round Rock ISD prohibits loud talking, foul or abusive language, standing in aisles, or sitting on the backs of seats while on busses. Hands, feet, arms, legs, and head must remain inside the bus, even when parked.
2. No food or drink is allowed on busses unless approved by the directors or drivers.
3. Public displays of affection are not permitted on the bus, and are against the student conduct rules of the Warrior Band.
4. Students may listen to personal devices/phones via ear buds or headphones on bus trips. Students are not allowed to play music through speakers on bus rides for driver safety/focus reasons.
5. Instruments and other equipment will be carried on the bus and/or band trucks or trailer. The CRUE (under the direction of the Quartermasters) is responsible for loading the equipment that is placed by the truck or trailer. The CRUE is not responsible for any equipment not placed in the loading area. **Every band member is responsible for his or her own equipment.**
6. Playing instruments on busses is not permitted.

Awards and Honors

Each year, Westwood High School honors certain band students with special awards. Some of these are presented at awards assemblies, and some are presented at the annual Band Banquet. Here are some examples of these awards:

1. **Outstanding New Bandsman Award:** presented to the freshman or transfer student who personifies the ideals of the Warrior Band as selected by the directors.
2. **Outstanding Ensemble Awards:** presented to students within each ensemble that demonstrate outstanding achievement on their instrument throughout the year
3. **John Philip Sousa Award:** presented to the overall outstanding senior bandsman as selected by the total membership and ratified by the school faculty.
4. **Westwood Area Band Booster Scholarships:** presented to two seniors who will be continuing to perform on their instruments in college bands or orchestras, as selected by a scholarship committee consisting of parents and citizens of the school district.
5. **Band Letter Jacket: Band Students** may purchase a letter jacket at the end of their Sophomore academic year if they have **completed two years of continuous service to the band** and are scheduled to CONTINUE in band. **Freshman Band Students** may buy a letter jacket at the end of their freshmen year if they have met the following requirements:
 1. Participate in TMEA Region Band Competition
 2. Participate in one of the following: UIL Solo and Ensemble Contest AND/OR the Westwood High School Band Solo CompetitionOnce you have fulfilled your participation requirement then you must qualify by achieving ONE of the following accomplishments:
 1. **Receive** a First Division on a Class 1 solo at the UIL Solo and Ensemble Contest
 2. **Make and Participate** in the TMEA Region 26 All-Region Band.
 3. **Receive** a First Division on a Class 1 solo or a director approved non-UIL solo at the Westwood High School Band Solo Competition.
6. Other awards may be presented by the directors, the school, and by the community as warranted or offered.

Major Band Trips

Every other year, our band takes a major trip that may last three or more days, usually involving air travel, extensive fund raising, and excused absence from school for two days. In the "off year", there is the possibility that we may take a short trip that does not involve loss of class time. At the beginning of the year, information regarding the costs, methods of payment, fund raising, etc. is made available to the parents.

Just prior to the trip, parents and students are given copies of the itinerary, special guidelines, medical releases, etc. which must be signed and returned. Insurance will always be provided while the band is on a major trip.

In "off years", the senior class may opt to take a non-musical weekend trip that does not involve loss of school time. RRISD policies will still apply, and this trip will be classified as a school extracurricular activity.

All travel by the band will be done in accordance with the RRISD Student Travel Policy.

"Round Rock Independent School District is an equal opportunity employer and provides educational programs and services which do not discriminate on the basis of age, race, color, creed, religion, disability, gender, ethnic or national origin, or against any other legally protected group. RRISD prohibits discrimination against individuals with disabilities and, upon request, will provide reasonable accommodation for individuals with a disability. Complaints should be directed to the director of Legal Services & Campus Issues."

RRISD Extracurricular Code of Conduct

I. Extracurricular Activities

The term “extracurricular activities” means, without limitation, all interscholastic athletics, cheerleading, drill team, academic clubs, school approved clubs, extra curricular fine arts performances, student government, and any other activity or group that participates in contests, competitions, or community service projects on behalf of or as a representative of the District. The term includes any non-curricular event and membership or participation in groups, clubs, and organizations recognized and approved by the Board of Trustees and the school district and sponsored by the district or a campus. All extracurricular activity participants, including elected and appointed officers of all campus organizations, will be subject to the provisions of this Extracurricular Code of Conduct.

II. Jurisdiction

Student participation in extracurricular activities is encouraged. Round Rock ISD makes extracurricular activities available as an extension of the regular school program, with this important difference: participation in the regular curriculum is a right afforded by law to each student, while participation in the extracurricular activities is a privilege that carries additional expectations for acceptable conduct. Students engaging in extracurricular activities represent not only themselves, but also other students and the school district when performing, competing, or participating in extracurricular activities and while wearing uniforms or other clothing that identifies the student to the community or public in any setting as Round Rock ISD students. For this reason, their behavior must be exemplary and reflect the finest attributes of the total Round Rock ISD student body at all times and places. Important goals of the extracurricular activities are to give students direction in developing self-discipline, responsibility, pride, loyalty, leadership, teamwork, respect for authority, and healthy living habits.

Because participation in extracurricular activities is a **privilege and not a right**, Round Rock ISD is authorized to set higher standards for participants of extracurricular activities than it would for those students who choose not to participate in these activities. Therefore, this ***Extracurricular Code of Conduct*** extends beyond the *Round Rock ISD Student Code of Conduct* not only in types of behavior prohibited, but also in corresponding consequences and jurisdiction for imposing discipline. In case of a conflict between this Code and the activity or sport specific campus handbook, the Code will prevail.

This ***Extracurricular Code of Conduct*** will be enforced with all students grades 7th-12th participating in extracurricular activities:

- regardless of whether school is in session;
- regardless of whether the student is directly involved with the extracurricular activity at the time the prohibited conduct occurs;
- regardless of whether the extracurricular activity is in-season; and
- regardless of where or when the conduct occurs.

It is possible that a student who violates the ***Round Rock ISD Student Code of Conduct*** will incur consequences from both the appropriate school administrator and from his or her coach or sponsor for the same particular violation. It is also possible that a student participating in extracurricular activities could violate the ***Extracurricular Code of Conduct*** and be subject to

RRISD Extracurricular Code of Conduct

discipline by a coach or sponsor without having violated the *Round Rock ISD Student Code of Conduct*.

III. Prohibited Conduct

Round Rock ISD students who participate in extracurricular activities are prohibited at all times from:

- any conduct resulting in arrest and/or citations from law enforcement officers; this does not include minor traffic violations.
- Social media misconduct will be addressed in the handbook in the area of Athletics and Fine Arts. All extracurricular activities fall under the RRISD Student Code of Conduct.

IV. Procedures

The coach, director and/or sponsor will determine whether an *Extracurricular Code of Conduct* violation has occurred. Upon determination of an *Extracurricular Code of Conduct* violation, the following individuals will be notified:

1. student
2. student's parent(s) or guardian(s);
3. campus administrator
4. appropriate school counselor to provide counseling, support, and guidance in dealing with issues associated with alcohol, drugs, mood-altering chemicals, and other prohibited activities.

V. Disciplinary Action

Coaches, directors, campus administrators, and sponsors will review all the facts and circumstances surrounding a particular violation and impose appropriate disciplinary action. Campus administrators may remove a student who violates the *Extracurricular Code of Conduct* from the extracurricular activity.

Violation of any of the above-mentioned rules by a student participating in extracurricular activities will be subject to the following disciplinary action:

- **Suspension from all extracurricular activities as outlined below:**

First Offense:

The first offense will result in a three-week suspension from the extracurricular activity (ECA) that the participant is currently enrolled in. The suspension becomes effective immediately following the *notification, review and confirmation* of a violation. Suspension includes travel in a school vehicle to and from competition. The suspension does not include practice; however the campus administration may also impose a suspension on practice.

Second Offense:

Removal from all extracurricular activities for one calendar year.

A student who is cited for an offense while not in-season (off-season) or over the summer will receive "one strike", with a second offense resulting in removal from extracurricular activities for one calendar year.

RRISD Extracurricular Code of Conduct

Re-admission into the extracurricular activity is at the discretion of the coach, director, or sponsor.

Nothing in this *Extracurricular Code of Conduct* limits the authority of a coach, director, or sponsor to impose reasonable sanctions, including extra workouts, and/or community service for students who breach team or organization conduct expectations but do not engage in prohibited conduct.

VI. Appeals

Questions or complaints from parents regarding disciplinary measures should be addressed to the campus administration, in accordance with Policy FNG (Local). A copy of this policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: www.roundrockisd.org

Disciplinary consequences will not be deferred pending the outcome of an appeal.