



THE WESTWOOD WARRIOR BAND HANDBOOK 2018-2019

Westwood High School

Round Rock Independent School District

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Dear Warrior Band Families,

Welcome to another fantastic year in the Westwood Warrior Band Family! The contents of this handbook are meant to serve as a guideline for the success of our band program and all of our activities throughout the year. By taking the time to read and review this handbook, you are showing support for your student, for the band program, and all Fine Arts at Westwood High School.

There are several ways that you can provide support and encouragement for your child including attending performances, encouraging home practice, and providing private lessons. When you insist upon consistent time management and following through on responsibilities, you not only help your child grow by teaching important life lessons, you also help to strengthen the fiber of the Westwood Band Family! We also encourage you to read the section in this publication on "How Parents Can Help" on page 9.

Perhaps the most immediate way in which you can support you student's efforts is to become involved in WABB – The Westwood Area Band Boosters. Our students benefit daily from the direct financial support provided by this valuable organization. We are asking every family to become paid members of the Westwood Area Band Booster Club, as well as volunteer for crucial Westwood Band functions throughout the year.

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.org and check out "Parent Guide" under the Resources page tab.

Thank you again for your support and encouragement of music and the arts in your family. From all of our staff, we are incredibly grateful for the opportunity to create music and lasting memories with your students each and every day!

Sincerely,

Your Westwood Warrior Band Staff

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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



Welcome

The start of a new school year is an exciting time 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 importantly, 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 *Westwood 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 made up of the finest students in our school. We hope it can be used to answer questions and define the processes that are important in keeping band as 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.org) which contains great resources for our band families.

Goals of the Westwood Warrior Band Program

- To provide every member of the band a sense of “Band Family.” This concept is defined by a sense of commitment to your peers and team members, and knowing that band provides both a physical and emotional “safe space” for all of its members each and every day.
- To provide each student with a comprehensive instrumental music education by teaching the skills and attitudes necessary to develop as a young musician while achieving 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 beyond the study of 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 the team and its leaders, and promoting a sense of character and personal integrity. In addition, we wish to promote individual responsibility for one’s actions, as well as respect for the time, talents, abilities, and accomplishments of others.

Time Commitment and Management

Membership in the band program requires a major commitment from students and their families. Successful band programs require countless 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 commit to reading the “Band Notes” sent out weekly from the staff. Be sure that you are signed up for communications from our Band Remind 101 (instructions to follow). Also, check for postings on the Westwood Band Web Page www.westwoodband.org

Students should take great care 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 login 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.

Remind 101 - Full Group Communication

Remind 101 is a quick and efficient way for the directors to communicate with the entire band program about changes to rehearsal times, weather information, and other important updates regarding travel, etc. All students and parents are asked to join by doing the following:

Text @wwband19 to the number: 81010

Practice Expectations

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 dependent upon INDIVIDUAL PRACTICE!*** All Westwood Band Members should spend a minimum of thirty minutes each day in individual practice. The guidelines below will help to organize this time.

Begin with a consistent warmup routine. Concentrate on making the best possible sounds always. Think about your posture and playing position, and strive to replicate the best fundamental concepts at all times. Try to practice in the same place (and preferably the same time) each 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! Spend time on scales, arpeggios, and flexibility/technique studies...EVERY DAY!

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.

Frequent shorter practice sessions are far better than a few extended sessions! **Practice to accomplish specific goals**, not to simply watch the clock.

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 **all members are strongly encouraged to participate in lessons as this is one of the fastest ways to improve your skill set!**
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 Directors, 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 is available for families who express a need for such aid. 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 Can Parents Help?

Regardless of your musical background, your support and encouragement as parents will have a tremendous impact on your student's 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 band student succeeds when the program succeeds!
- **Encourage** practicing at home or at school on a daily basis. **Provide** a regular time and place where your band student can practice every day, with a music stand, proper lighting, and an appropriate chair if needed. **Ask** your band student to play for you. **Encourage** performance!
- **Provide** the means for your band student to take private lessons from a professional, and **strongly encourage this activity!** This is truly one of the best investments in your student's musical skill and development. The RRISD private lesson program (IMIP) provides this opportunity.
- **Teach** your student to be punctual by encouraging them to be on time, and **emphasize** the importance of this in everyday life!
- Enthusiastically **attend** all band functions to show your support. **Get involved** and be a chaperone for football games and competitions!
- **Join and be active** in the Westwood Area Band Boosters!

Westwood Area Band Boosters (WABB)

The Westwood Band Cluster benefits from the support of a very active booster club, consisting of parents and friends of the band program. It is designed to enrich our programs by providing moral, physical, and financial support for all of our bands at Westwood, Grisham, and Canyon Vista. Here are a few ways to be active:

1. Become a member during the Band Registration process and attend General Meetings when they are held.
2. Be on committees and voice opinions or consider joining our Executive Board.
3. Volunteer to work concessions, serve as chaperones, participate in fundraising activities, etc.
4. Interact and communicate with other band parents through social functions set up by WABB throughout the year.
5. 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 join and become involved in our WABB Family!

Performing Ensembles

Westwood Warrior 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. All students in the band program will participate in marching band unless an exception is approved by the directors. Exceptions are typically only made for Athletics conflicts or medical concerns.
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 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.

Rehearsal Schedule

- Summer band rehearsals normally begin in mid to late July.
- Rehearsals are normally held after school three times per week and on one morning before school, not to exceed eight hours per week per UIL rules. These outside of school rehearsals are in addition to the designated band period during the school day. Parents and students are responsible for maintaining all rehearsals and performances via the Band Calendar, viewable on our website.

Summer Band Camp

- Band camp is typically held during late July & early August and **is a required event for all Westwood band members**. The purpose of the camp is to build a team dynamic within the band as well as introduce and rehearse playing and marching skills. A band camp fee will be included in band registration to help cover the cost of instructional staff and materials.

Percussion Students

- Students in the percussion section will complete an audition for placement on either drumline or front ensemble in the Spring semester prior to start of the upcoming season.
- Placement in these ensembles are determined by director(s) and are made in the best interest of the organization.
- Students may audition on more than one instrument for consideration.
- A detailed audition rubric will be shared prior the audition process starting, including skills that are desired for placement on each instrument, as well as point distributions.
- A student's academic eligibility history will be considered in regard to placement on instruments, with the best interests of both student and ensemble success kept in mind.

Color Guard Students

- Students desiring membership in the Color Guard section will complete an audition for placement in the Spring semester prior to start of the upcoming season.
- Placement in the Color Guard is determined by director(s) and are made in the best interest of the organization.
- A detailed audition rubric will be shared prior the audition process starting, including skills that are desired for placement in the Color Guard, as well as point distributions.
- A student's academic eligibility history will be considered in regard to placement in the Color Guard, with the best interests of both student and ensemble success kept in mind.

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 Sightreading Evaluation. Additional performances may include one or more festivals and occasional guest appearances. The Wind Ensemble regularly records performances for application for various honor competitions, the most notable being the Texas Music Education Association Honor Band competition.
4. Members are required to participate in TMEA Region Band auditions 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 Sightreading Evaluation. In addition, the Wind Symphony may perform at one or more festivals.
4. Members are required to participate in TMEA Region Band auditions 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 developing the necessary skill sets required 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 Sightreading Evaluation. In addition, the Symphonic Band may perform at one or more festivals.
4. Members of the Symphonic Band are strongly encouraged to participate in TMEA Region Band auditions. 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 who are still developing the necessary skill sets required to move into the higher level ensembles. Students in the Concert Band will receive a larger 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 Sightreading Evaluation. In addition, the Concert Band may perform at one or more festivals.
4. Members of the Concert Band are encouraged and supported to participate in TMEA Region Band auditions if they feel prepared. 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 IF the student has notified the directors via email at least 48 hours in advance:
 - 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. Family Vacations
 - f. Anything deemed unexcused by WHS administration

Absence from Rehearsals

Absence Guidelines

- 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:

Woodwinds: Mr. Winters
Brass: Mrs. Dacy
Percussion: Mr. Sheeran
Color Guard: Mr. Josey

Excused Absences

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

Unexcused Absences

- a. 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.

Tardies to Rehearsals

- If you are not in the warmup block or assigned location at the start of rehearsal, you are tardy.

Excused Tardies

- a. The directors will decide excused tardies.
- b. For the tardy to be excused, the student must have a note/email on file.
- c. After two excused tardies in one week, the student will not be permitted to march in the halftime performance and/or competition if applicable.

Unexcused Tardies

- a. One unexcused tardy will result in up to four late laps being assigned based on arrival time and completed in the same rehearsal
- b. 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.

Leaving Early from Rehearsal

- Early departure from rehearsal will be treated as an excused/unexcused absence per the policy above.

Other

- All tardies or absences occurring on Fridays will carry over to the next week's tardy roll.
- 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.

Absence from a Performance

1. This is rarely ever an issue with the WHS Band. If this ever becomes an issue, the directors will decide on the correct solution.
2. 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.
3. Playoff Games are considered to be a performance. Students will be excused for reasons deemed necessary by the directors.

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 Westwood 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 Expectations

1. **The use of drugs, tobacco, or alcohol is strictly forbidden. Violations will be subject to the RRISD Extracurricular Code of Conduct and RRISD Student Handbook rules/policies.**
2. Food, gum, or beverages other than water are never permitted during rehearsal or performance (indoors or outdoors), except during water breaks or at times designated by the directors.
3. Loud and inappropriate behavior, including use of profane language, when in public that is not in the best interest of the band's positive image and reputation will not be tolerated.
4. Band members serve as positive ambassadors for the school and RRISD. 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!
5. PDA (Public Display of Affection) is never appropriate in the band hall, practice rooms, school buses, or at any band function.
6. Proper attire and clothing are required at all times. All Westwood 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 the following disciplinary sequence:
 1. Conference with student
 2. Conference with parents and/or Alpha Principal
 3. Loss of performance status/Probationary Contract
 4. Expulsion from band program
 5. Other consequences dictated by the RRISD Student Code of Conduct (as designated by administration and 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

Assessment Grades

- Student achievement and individual accountability are paramount to our success as a band program. Some assignments will be completion grades, while others will be graded via assessment rubrics and quality of performance standards being met.

Daily and Preparation Grades

- All band students are expected to be in their seats or their assigned locations at the start of rehearsal. This does not mean walking into the band hall when the bells rings! Punctuality is just as important in real life as it is in entering into a musical idea.
- Rehearsal etiquette will also be taken into account when assigning these grades. This includes active participation in rehearsal, as well as paying attention when working together as an ensemble to meet our goals.

Performance Grades

- **Concerts and performances are required events and will be graded as essential components of the Instrumental Music Curriculum.**

Attendance and Punctuality as they relate to Performance Grades

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. Sectionals and performances are graded activities that adhere to the Attendance Policies listed earlier in the handbook.

Rehearsal Materials

Students are expected to care for their instrument, equipment, music, music folders, flip folders, reeds, stick bags, mutes, storage areas and uniform.

Band Hall and Fine Arts Facilities Expectations

1. **NO FOOD, DRINK, OR GUM** is allowed in the band facilities except when designated by the directors.
2. Practice rooms are for practicing, recording assignments, pass-offs, or private lessons **ONLY**.
3. 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 meeting, please don't knock.
4. Each student is assigned a personal locker with your own combination lock. Keep it **neat, clean, and locked** at all times. You are financially responsible for keeping up with your locks. Memorize the combination, or find it on your Charms account. Remember that use of these lockers is a privilege and may be revoked at any time at director discretion.
5. Large instrument cases must be kept out of the way of traffic at all times. They must be placed in your locker during rehearsals and kept off of the tile.
6. The band department assumes no responsibility for personal items stored in the band hall. Our custodians are instructed to discard ANY items left on the floor!
7. 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)!
8. Personal items are also not to be stored in the storage rooms, offices, practice rooms, percussion studio, or anywhere in the facility.
9. The band offices, library, uniform room, and upstairs storage areas are off limits to all band members except quartermasters, loading crue, uniform staff, librarians, or officers, and then only to conduct band business. **Percussionists only in Percussion Studio!**
10. No student is to use sound equipment, computers, copy machine, etc. without permission.
11. 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.**
12. 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. An annual fee is assessed by RRISD for the use of school-owned instruments.

Band Uniform Expectations

The Band uniform is something that should be worn with pride at all times. Consider it your own personal "Super Suit!" 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. **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. 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 via Band Registration)
 - B. Black socks
 - C. Compression Shorts to wear under the uniform (individual purchase)
 - D. Black gloves (purchase via Band Registration)
 - E. Black dress shoes (guys) or appropriate black dress shoes (ladies)
 - F. White tux shirt with wing tip collar and vertical pleats (for guys)

Wearing the Uniform

- **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.**
- **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 hot weather.
- **PANTS (Bibbers)** - These should be worn with shoulder straps on the shoulders at all times. Students are never permitted to roll down the bibbers as this can cause damage to the pant material. Snaps to set hem length at the bottom of the leg should remain snapped at all times. If you need help with this, see a member of Uniform Crew or a Uniform Parent.
- **GAUNTLETS** – 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.

- 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.
- 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.
- BOW TIE - Always worn with the male Tuxedo, never left undone/hanging around neck.
- CONCERT DRESSES - concert dresses are to be worn at ankle length. Jeans or pants are never to be worn underneath the concert dress.

Alterations

1. Alterations are not permitted without approval. Any instance where an alteration is deemed necessary **MUST BE APPROVED** by either a director or Uniform Parent.

Uniform Decorum

1. There will be no variations from the proper wearing of the uniform unless designated by the directors.
2. Long hair should be worn up in either a bun or with a headband. No hair may extend past the bottom of the shako.
3. No jewelry is to be worn in uniform. If you have earrings, they should only be studs.
4. Do not wear long pants or jeans **UNDER** your uniform or concert dresses!

Maintenance

1. Marching uniforms will typically be stored at school, and sent to cleaners approximately every two weeks. 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 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 Parent or Crew member as soon as possible.
5. Uniform parts not properly hung or left in the band hall, restrooms, etc. after performances will be confiscated. **These may not be returned to you until AFTER the next performance.**

Student Leadership Positions

The Westwood 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:

The **Band Council** includes President, Vice-President, Secretary, Historians, Class Representatives, Drum Majors, Color Guard and Percussion Representatives

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

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

Band Council Election/Selection Criteria

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

Election Procedure

1. Students may only run for one elected Band Council position.
2. Candidates may display (1) campaign poster of normal poster board size. The poster 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. All posters must be approved by a director before being displayed.
3. There will be no flyers, favors, food, or other campaign materials distributed.
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 Band Council Positions

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. Serves in the president's role in the absence of the president,
- E. 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 attendance taking and Charms input 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,
- 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, social event planning, 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 and Student Staff

Drum Majors

Drum Major candidates will complete an application and audition process 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. Drum majors will be chosen by the directors.

Audition Criteria

1. Be academically eligible throughout the audition process, and remain eligible during the time of service.
2. Have an impeccable citizenship record with the school and have an exceptional history of positive service and leadership within the band.
3. Meet all other requirements for officers as set forth by the Westwood High School and RRISD administration.
4. Demonstrate and maintain superior musical and marching abilities, as well as communication skills.
5. Be willing to attend pre-audition training sessions as well as a summer Drum Major Camp.
6. Be willing to put in time outside of normal rehearsals.
7. Must be a Sophomore or Junior at time of audition.

Responsibilities

1. Be role models in every aspect of band participation.
2. Serve as conductors during field performances.
3. Assist directors in conducting during games, pep rallies, and rehearsals.
4. Assist the directors in teaching and cleaning drill.
5. Assist the directors with New Member Marching Camp.
6. Assist in coordinating the tasks of Section Leaders
7. Assist with coordinate sheets, charts, field prep. etc.

Section Leaders/Captains (Selected by directors)

1. Must be academically eligible at time of selection
2. Be in charge of communication with section in areas of 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. Be involved with the care of equipment and monitor the condition of the upstairs storage area.

Loading Crue (selected by directors)

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.

Librarians (selected by the directors)

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 (selected by directors)

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 Procedures

Arrival at School

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

Arrival at Game Site

1. Listen attentively for instructions from directors, leader, or chaperone parents upon arrival.
2. Exit buses when told and go to "Standby" in stadium seating block or warm-up arc as instructed by director or Drum Major.

Pre-game Entry

1. When filing into the stands, move quickly to your assigned seat and cover down. Remember you are being watched by everyone in the stadium as you enter!
2. Remain attentive and ready to begin warmup immediately after entering the stands.

During Game

- 1.. NO FOOD, DRINK, OR GUM is allowed while in uniform. Please do not ask for or accept offers of food or drink from parents or friends.
2. CELL PHONES should remain in Shako Boxes while in the stands. If you need to make an emergency call, see a director first.
3. Do not play your instrument unless instructed by directors or drum majors.

4. Stay seated except when asked to stand. HOLD your instrument AT ALL TIMES!
5. During third quarter, you may go (as directed) in groups of two (2) to the restroom but do not go anywhere else! Wear your uniform properly (shako and gloves not required during this time) and return immediately to your section.
6. There will be no variations from the proper wearing of the uniform at ANY TIME unless instructed by the directors.
7. Visitors are not allowed in the stands at any time unless approved by a director.

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 position until asked to move. Always show respect for other bands by not talking during another band's performance.
3. Maintain the same orderly deportment after the performance and while returning to the stands.

Bus Travel Expectations

Most of our band transportation is on school buses or chartered coaches. When buses 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 and respectful to the driver, chaperones, and student leaders in charge.

Bus Guidelines:

1. Round Rock ISD prohibits loud talking, profane or abusive language, standing in aisles, or sitting on the backs of seats while on buses. Hands, feet, arms, legs, and head must remain inside the bus, even when parked.
2. No food or drink is allowed on buses 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 Westwood Warrior Band.

4. Students may listen to personal devices/phones via earbuds 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 Loading Crue (under the direction of the Quartermasters) is responsible for loading the equipment that is placed by the truck or trailer. The Loading 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 buses 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 Achievement Awards:** As selected and decided by directors.
3. **John Philip Sousa Award:** Presented to a graduating senior as voted on by fellow band members
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 Freshman year if they have met the following requirements:
 1. Participate and complete the TMEA Region Band Audition process.
 2. Participate in one of the following: UIL Solo and Ensemble Contest AND/OR the Westwood High School Band Solo Competition

Once 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 or Second Division rating on a Class 1 solo or a director approved non-UIL solo at the Westwood High School Band Solo Competition.

Color Guard members: Guard students qualify for a letter jacket after they have maintained two semesters in a Varsity group (either fall or winter guard), or after two continuous years of membership in the Westwood Warrior Band program

6. Other awards may be presented by the directors as warranted or deemed necessary.

Major Band Trips

Every two years, 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 trip based on an invitation to a prestigious performance opportunity. Prior to the school year of travel, information regarding the costs, methods of payment, fundraising, and itinerary is made available to the parents.

In the weeks leading up 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 when the band takes a major trip.

All travel with 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, extracurricular 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 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.

WHS Band Calendar Acknowledgement 2018-2019

The WHS Band Calendar can be viewed online at all times via the band website:

<http://www.westwoodband.org/band-calendar/>

The Westwood Band staff will constantly do its best to update any changes to the calendar and inform parents and students of upcoming band activities, especially those where attendance is required. Weekly Band Notes will contain reminders of upcoming events.

We understand that on a rare basis there are conflicts with required band functions. **Compromise for the benefit of all is often achievable given enough lead time and communication with the directors!**

The purpose of this form is to encourage Students to plan their school calendar carefully with their parents' help. This enables our very smart and talented band members to be involved in numerous activities without sacrificing their commitment to their peers in the Westwood Band. This also helps to reinforce the fact that our success as a band program ultimately depends upon each other's musical expertise and attendance at all rehearsals and functions.

WHS Band Handbook Acknowledgement 2018-2019

The WHS Band Handbook can be viewed online at all times via the band website:

www.westwoodband.org under the "Resources" tab

I realize that it takes full cooperation, a willingness to make sacrifices, and dedication to the needs of the whole band program in order to maximize my experience in the Westwood Warrior Band. I further understand the importance of following the stated policies in the Band Handbook, as well as following directions from all Band Staff and WHS Administrators. I am aware that failure to do so could not only result in disciplinary action that might jeopardize my performance status, my grades, and/or my membership in band, but could also impact other band members who depend on me.

By signing below, I acknowledge that I have fully read and understand the Westwood Band Handbook. I also acknowledge that I have taken time to compare the Westwood Band Calendar with my personal calendar to look for any potential conflicts. **As a student, I understand that it is my responsibility to alert the directors of conflicts ahead of time and to work to resolve them with a positive and team-oriented mindset.**

(Print Name of Student)

X _____

(Print Name of Parent)

X _____

(Signature of Student) (Date)

X _____

(Signature of Parent) (Date)

X _____