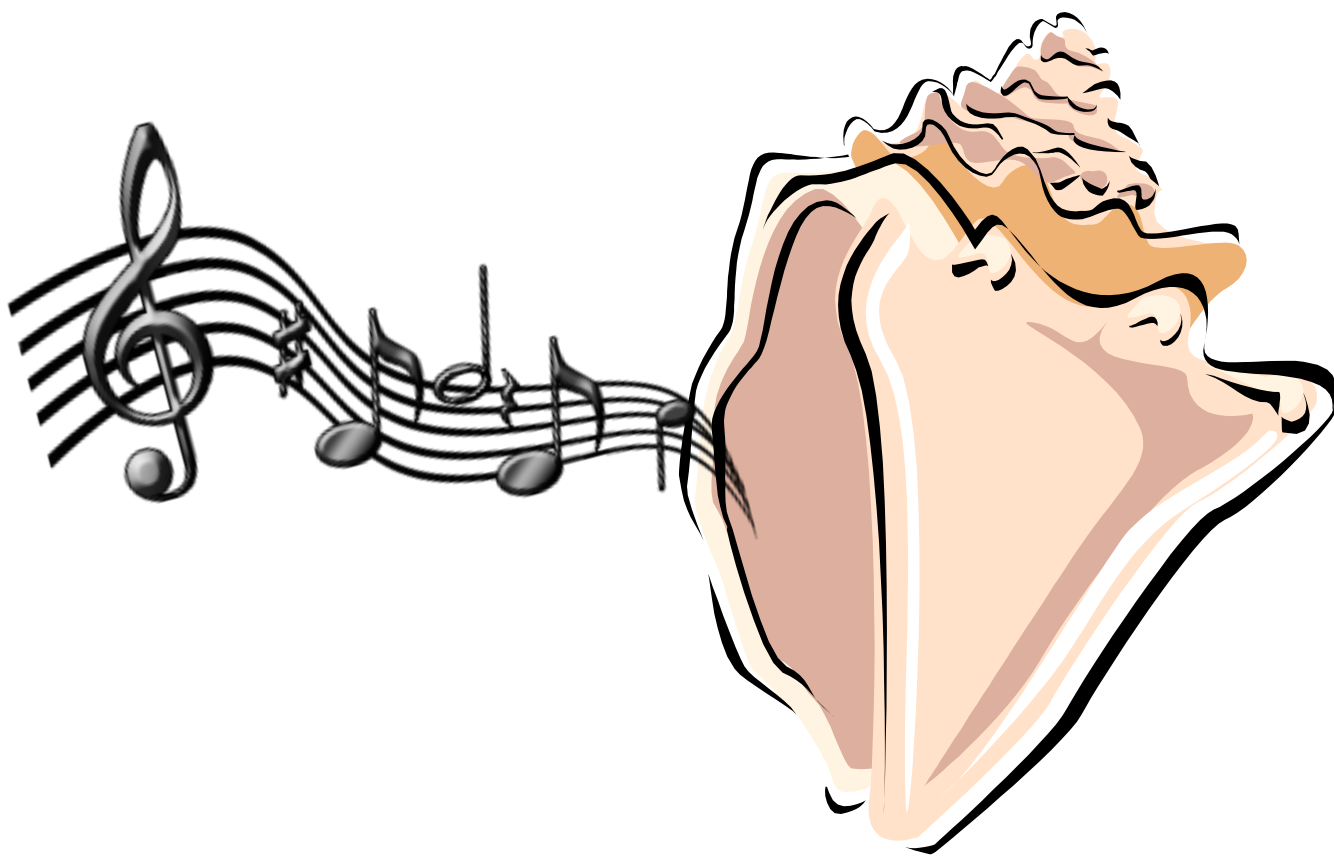


*Key West High School*  
*Band Handbook*

**2024 – 2025**



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## Foreword

The purpose of this handbook is to provide the Key West High School Band members, parents, teachers, administration, and directors a guide to our band program's rules, procedures, and expectations.

As members of a performing musical ensemble committed to achieving excellence we must exhibit an understanding of our rules and expectations through consistent practice in all aspects of our operations.

## Welcome

Welcome to the Key West High School Band Program! You are now part of an organization with a long standing tradition of excellence that is now your duty to uphold. You have seized an amazing opportunity for your personal growth that will develop your personal leadership skills through the study of music performance. Challenging oneself by adopting an attitude of constant self-improvement, service to organization, and persistence toward group and personal goals will continue to reward you throughout your life.

The choice to be in band is one of the most exceptional commitments you will ever make. There is no equivalent or comparable experience to band. You will be joining a performing ensemble that delves deep into the art of music. We will explore the immensely intricate and intellectual challenges of music performance, an amazing art that aims to directly transfer emotion through the acoustic (human powered) production of sound! Experiences in band include extensive music skill development, opportunity for creative expression, public performance, travel, and development of lifelong friendships. This is all coupled with the dynamics of participation in a student lead organization that thrives on teamwork, goal based achievement, and pride. Band is challenging, exciting, emotional, physical, rewarding, a culture in itself, and exists because of your commitment.

Whether your motivation for being in the band is musical, social, leadership oriented, or simply for fun, YOU are the most integral part in insuring our band's success. Your hard work, dedication, spirit, enthusiasm, service, clear communication, and constant commitment to the band is crucial to the quality of YOUR band experience. The direction of the band does not reside solely in the hands of the director, instructors, or our student leadership; all members share this responsibility equally.



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# Ensembles

## Membership in the Key West High School Band

The band program is open to ALL interested students who demonstrate the desire, ability, and proper attitude to be a member of the group. Students desiring membership must have permission from the director and perform a placement audition for enrollment in the appropriate ensemble class. Students without prior band experience may audition at the discretion of the band director. Symphonic Band, Wind Ensemble, Jazz Band, Color Guard, and Percussion Ensemble are full year courses, students must enroll for the entire school year beginning in the Fall Semester.

## Ensemble Descriptions

**Symphonic Band:** is comprised of 9<sup>th</sup> - 12<sup>th</sup> grade students with previous instruction on wind instruments. It consists of modern band instrumentation and provides instruction in common-practice period through twentieth century wind literature and transcriptions. The Symphonic Band performs at several required concerts and the District Concert Band Music Performance Assessment each year. Participation in the marching band is a co-requisite.

**Wind Ensemble:** is comprised of mostly 10<sup>th</sup> - 12<sup>th</sup> grade students with previous instruction in wind instruments and is the top performing wind group at Key West High School. Membership is by audition only. The repertoire of the ensemble is extensive and advanced. After school rehearsals for all Wind Ensemble students are weekly and mandatory. The Wind Ensemble performs at several required concerts and District and State Concert Band Music Performance Assessments each year. Participation in the marching band is a co-requisite.

**Percussion Ensemble:** All percussionists are members of the Percussion Ensemble. All members are instructed on all instruments of our three primary mediums of percussion including: marching percussion, concert percussion, and percussion ensemble. Highly accomplished members will be assigned parts to play with the Wind Ensemble, as parts are needed. All members will play in the percussion section with the Symphonic Band. Participation in the marching band is a co-requisite.

## Ensemble Descriptions Continued

**Jazz Ensemble:** Pre-requisite: Jazz audition and previous band experience along with concurrent enrollment in Wind Ensemble, Symphonic Band, or Percussion Ensemble. Permission may be granted to take only Jazz Band if varsity sport conflict exists. Exceptions: piano, bass, guitar, drums. Students must have the director's approval for admission. This course provides basic instruction in jazz-related rhythm, tone, style, concept, listening skills, and improvisation. The ultimate goal of this ensemble is to give interested students an opportunity to study and perform jazz ensemble literature. Various text and workbooks, video, and audio recordings are used to create a formal study of jazz appreciation, jazz history, and listening skills. In addition to required performances at District and State Music Performance Assessments, this group acts as the musical ambassadors of the Key West High School Band Program. This ensemble may include several required performances planned after the start of the school year.

**Colorguard (Eurhythmics):** Membership in this group is determined by audition and interview. This ensemble is a visual and dance group that performs with the Marching Band. This group participates in the FBA Solo & Ensemble Assessments. Members are instructed in techniques of dance, rifle, saber and flag. Participation in the marching band is a co-requisite.

**Marching Band:** Membership in the marching band is open to all students. It is required for membership in the Wind Ensemble, Symphonic Band, Percussion Ensemble, and Color Guard. **All members of the KWHS Band Program must participate in the Marching Band with exception of Jazz Band rhythm section students who do not have prior wind band/percussion experience, fall athletes/Conchettes determined on an individual basis, and medical exemptions on an individual basis.** These athletes/Conchettes must attend all performances of the band program and communicate all conflicts with the band director at the beginning of the season. The Marching Band is only active in the fall with several varsity football games and a few local parades. Required rehearsals are held twice a week: Tuesdays and Thursdays after school from 2:45-4:30pm. The Marching Band performs at the required FBA Marching Band Performance Assessment and possibly one or two competitions.

**All Band Program Courses:** Require contribution by each member of their "Fair Share of Fundraising" detailed on page 22. Students are highly encouraged to find sponsorships to help cover their contribution. Families in a financial hardship situation must meet with the director as soon as possible to work out a plan to aide them in meeting their obligation. All courses will require purchases of uniform accessories, parts, and t-shirts etc. in addition to their Fair Share of Fundraising.

**Auditions:** Auditions will be held towards the end of each school year. Students will be given the specific audition materials in advance of the audition date and will have ample time to prepare. The audition results will also determine the chair placement for each section of the ensemble and will remain as listed until the beginning of the new academic year. Students are welcome to challenge another student for their chair placement at a time that is deemed appropriate by the band director (in lieu of concerts or other limiting circumstances) See the Challenge Form for details.

## Instrumentation

Instrumentation is a term used to describe the balance of the specific instruments types found in an ensemble or in our case a band. The music pieces we play are composed for this specific setup or structure of instrument grouping. Instrumentation aims to balance the higher voices and lower voiced instruments and to mix or blend the timbre of these instrument sections to create a unique group sound that we know as the “wind band” or “concert band”. Our program is broken down into two of these concert/wind bands, the Wind Ensemble and Symphonic Band, each with a specific unique group sound based upon numbers in each section. Nearly all band programs in the world are formed around this concept of the modern band instrumentation. Marching band is also based upon the same principles and is very similar, however with variations on instruments to allow for marching and playing. Below is chart showing the required instruments or the instrumentation necessary to perform the music that is written for each band type:

<b>Concert/Wind Band - Sym.</b>	<b>Concert/Wind Band - Wind Ens.</b>	<b>Marching Band (rough %)</b>
Piccolo-1	Piccolo-1	Piccolo 1%
Flute-5-8	Flute-4-6	Flute 10%
Oboe-2+ Bassoon-2+	Oboe-1-2 English Horn (as needed) Bassoon-2	Never
Clarinet (Bb soprano)12+ Bass Clarinet 2+	Clarinet (Bb soprano)-6-12 Eb soprano (as needed) Alto Clarinet (as needed) Bass Clarinet- 2 Contra Bass CL- 1	Clarinet (Bb soprano) 18% Bass Clarinet (sometimes) 3%
Alto Saxophone-6 Tenor-2+ Baritone-2	Alto Saxophone-4 Tenor-2 Baritone-1	Alto Sax 7% Tenor 3% Bari (sometimes) 2%
Trumpet-8+	Trumpet-6 Cornets (as needed) Flugel horn (as needed)	Trumpet 14%
French Horn-4+	French Horn-4	Mellophone 8%
Trombone-7+	Trombone-4 Bass Trombone-1	Trombone 10%
Euphonium-3+	Euphonium-2	Baritone 7%
Tuba-4+	Tuba-2+ String Bass-1	Sousaphone 7%
Percussion-everything 2-9 players	Percussion-everything 2-12 players	Pit-everything (as needed) Battery-tenors, snare, bass drums, marching cymbals 10%

Numbers of instruments for each section rely on the strength of players in those sections, the requirements of the music, and the overall size of the band. A marching band’s size is only limited to the space which they will march on. Wind ensembles are typically close to one person per part and symphonic bands are generally larger with two or more players per part topping out at around 90.

Students may be asked to volunteer to learn and perform on a different wind instrument than they played in middle school to meet the needs instrumentation. Typically, this instrument is a close cousin to their primary instrument that will be relatively easy to learn and may provide the opportunity to advance higher in chair or ensemble placement. These instruments are generally owned by KWHS. This type of commitment is of great service to the band program.



## Attendance

### Expectations of a Performing Ensemble

*"Individual commitment to a group effort - that is what makes a team work, a company work, a society work, a civilization work." - Vince Lombardi*

The nature of this quote is simply understood amongst members of a performing ensemble concerning the significance of their individual contribution. It is a small part of our culture or unspoken code of musicians. There are very few other activities or events that absolutely require your attendance and participation like that of a performing ensemble. Absences affect not only the individual who is absent but the entire ensemble. As a member of this group YOU are interconnected to every other member's performance and learning in an infinite number of ways. An absence necessitates repeating educational instruction when the student returns, as well as eliminating the opportunity to develop blend, balance, and precision with the other students in the ensemble. We cannot do what we do without you regardless of the circumstances. As you gain more experience in band, this will become evident to you.

### Attendance Policy

**Band members are required to attend all rehearsals and performances in accordance with the Band Calendar in this Handbook and the online [Band Calendar](#). Rehearsals and performances that take place outside of school hours are part of the educational process and are mandatory for a grade and a member's performance eligibility. Students must be on time for all Band functions.** Learning to be early (on time) now will establish a lifelong habit that is critical to success.

### Excused Absences

The Following are the only reasons an absence will be excused by the band director:

1. Death in the immediate family.
2. Extreme personal illness - The student is expected to have a doctor's note stating the student's inability to perform/practice. Absence will not be excused without a doctor's note. Note: Feeling a little sick is normal at the end of a long school day. Eat a snack before rehearsal.
3. Students who are actively participating and representing KWHS in an actual competitive activity (sport) may be excused from rehearsal at the director's discretion. Students who miss a rehearsal due to a field trip or other similar activity may be excused at the director's discretion. Excused absences from performances (*very rare*) due to another competitive activity will be handled on a case by case basis in advance. All absences in this category must be discussed with and approved by the band director as soon as you become aware of the conflict and at least two weeks prior to be excused.

**\*A lack of planning on your part does not constitute an emergency on ours; plan ahead!\***

NOTICE: NO ABSENCES WILL BE EXCUSED FOR THE FLORIDA BANDMASTERS ASSOCIATION MARCHING OR CONCERT BAND MUSIC PERFORMANCE ASSESSMENTS OR COMPETITIONS OR MAJOR CONCERTS.

## Attendance

### Unexcused Absences

The following policies are in effect regarding rehearsals:

- Following an unexcused absence the student must schedule a meeting with the band director to explain the absence within 24 hours.
- An unexcused absence will result in the loss of available points in the grading category for each rehearsal missed resulting in a lowered 9 weeks Grade and/or suspension from future performances. Parents will be contacted and informed of the resulting penalties.

The following policies are in effect regarding performances:

- Following an unexcused absence the student must schedule a meeting with the band director to explain the absence within 24 hours.
- Unexcused performance absence result in a failing grade for that event and possible alternate status for marching band.

### Examples of Absence Excuses Not Accepted

Be responsible to know about and keep your parents informed of all Band performances, rehearsals, and activities. Excuses that will NOT be accepted are:

1. "Had to work." Make arrangements with your employer early.
2. "Couldn't get a ride." Be responsible. Arrange this item early. Set up a car pool!
3. "Didn't know about it." Be responsible. Listen and read all information carefully. Check the band website calendar-there is a calendar on the band hallway wall.
4. "Forgot my instrument." Be responsible. No credit.
5. "Don't have any reeds." Be responsible. No credit.
6. "Parents leaving town." Make arrangements early before this conflict arises.
7. "Parents make me stay home to work or study or babysit." Maintain your grades at all times! Be responsible. Uphold your commitment to the Band by being a good student!
8. "I have a doctor's appointment." Be responsible. Schedule it at a different time, if at all possible. If seeing a specialist with no other options, arrange this absence in advance.
9. "Family or relatives visiting." Visit and explain your commitment to the total organization. Bring them to your practice or performance to let them watch!
10. "I'm grounded by my parents." Have them contact the band director for discipline assistance; there is much work to be done around the band room.

### Tardies - Rehearsals and Performances

**BE ON TIME: TO BE EARLY = TO BE ON TIME \* TO BE ON TIME = TO BE LATE! \* TO BE LATE = UNTHINKABLE**

Students are expected to be on time to all activities. "On Time" means ready to begin with all necessary items. Not rushing to your chair or running to the practice field at the rehearsal start time.

- Any student who is consistently late, more than three times, may be placed on alternate status in addition to possible school disciplinary action (referral).

## Attendance

### Band Camp

Attendance at Band Camp is required for all Symphonic Band, Wind Ensemble, Percussion, and Color Guard students. During camp we learn all of the necessary marching and play fundamentals to be able to perform our marching show. A professional staff is also hired to help teach the camp. Band Camp is not something that can be made up or be excused from to be a fully participating member of our band program. Students who miss all or any part of band camp for any reason will be placed on Alternate Status.

### Alternate Status

Our success as an organization is dependent on our attendance. Even one person that is missing from a rehearsal or performance affects all other members. Each member is relied upon heavily to maintain their responsibilities in the drill – we cannot improve the show or make changes when we have “holes” in our drill at rehearsals. “Holes” at performances drastically affect the confidence of the performing members around that missing person, which in turn affects the confidence of the entire ensemble. We also lose important musical elements from missing members – the performance simply does not sound or look the same without them! Everyone is important!

In an effort to maintain the quality of the KWHS Marching Band we make use of an alternate program when and where necessary. Alternates are students that are members of the KWHS Marching Band, but they do not have a designated position in the show for one or more musical selections. Students may be placed on alternate status for a number of reasons: they may have missed part or all of a summer band camp, they may have missed a rehearsal unexcused, they may be chronically tardy to rehearsals or performances, they may be involved in a conflicting sport or club at school, they are unable to demonstrate the musical or marching skills necessary to contribute to the field show, or they may simply have just moved into the area and are a new student at KWHS. It is our goal to get our alternates worked into the show at some point, provided that there have been no disciplinary or attendance issues with the student and that the drill allows for the addition of the student and drill coordinate.

**Alternates are required to be at all rehearsals and performances, as most of these students will perform in the field show at some point during the season.** Alternates are members of the band, and are therefore responsible for all learned material and will perform in the stands, on the sideline, and in all parades. Each alternate will be assigned a band member to “shadow” or to march next to on the field for all practices in order to learn the marching show. The only way for us to experience the greatest educational return and level of achievement is for every position in the drill to be occupied at all rehearsals and performances.

### Lifting of Alternate Status

If positions in the field show are available and the written drill allows for addition of marchers, students may be placed in all or part of the field show upon director approval based on the following criteria:

1. The student has maintained a good attendance record for all rehearsals and performances with 0 unexcused absences.
2. The student shows adequate knowledge of the marching and playing required to be a full performer of the field show determined by a marching and playing test.

## Calendar 2024-2025

Every effort has been made to ensure the accuracy of these calendar dates and further efforts have been made to avoid any possible major conflicts. In the highly unlikely event that it should become necessary to amend this calendar, for any reason (hurricane etc.), you will be notified by email, Remind Text, band website, or by written letter sent home with students. At such time, please review any changes and plan accordingly for any conflicts and notify the band director immediately of any unalterable conflicts. Students will be given at least four weeks' notice to any new rehearsals or performances requiring their attendance.

Calendar: [www.KWHSBand.com](http://www.KWHSBand.com)

Dates	Event	Ensembles (Required for Grade unless otherwise stated)
July 29-Aug 9	Band Camp	Marching Conchs (Not graded-see Alternate Status)
Aug. 15-Nov. 7	Begin <u>Weekly</u> afterschool Tuesday and Thursday rehearsals 2:45-4:30pm	Marching Conchs
Aug.16-Nov.*1	All Home Football Games as per the football Schedule. 5:45pm until the game is over: 8-16,8-23,8-30,9-20,10-4,10-11,11-1 *possible playoff games on 11-8 & 11-15.	Marching Conchs Middle School Night Oct. 4 Senior Student/Parent Night TBD Homecoming Concession Fundraiser 11-1
Aug. 29	Bonfire c.7:00pm post Open House	Marching Conchs
Sept 7	Tag Day	Fundraisers at local grocery stores. (Not graded but required for fair share of fundraising)
Oct. 5 & 6	Marching Competition @ Flanagan HS	Marching Conchs *Day Trip/Possible Overnight-pending funding*
Oct. 12 & 13	Marching Competition @ Lehigh Senior HS	Marching Conchs *Overnight*
Oct. 19 & 20	Marching MPA @ Coral Springs HS	Marching Conchs *Day Trip/Possible Overnight-pending funding*
TBA	Band Group Yearbook Photos During Class	All Ensembles-Concert/Marching Uniforms Required(Not graded)
Oct. 27	Children's Day-Fundraiser & Performance	Jazz Band & Drum Line (graded).. Whole band program fundraiser (Not graded).
Oct. 28	Homecoming Parade	Marching Conchs
Nov. 7	Fall Band Concert 7pm	All Classes. Rehearsal the same day-food provided.
Nov. 11	Veteran's Day Parade (afternoon-time TBD)	Marching Conchs
Dec. 7	City Holiday Parade (night-time TBD)	Marching Conchs-Parade
Dec 3 & 10	Winter Combined Concert <u>Rehearsals</u> Nov. 29/Dec. 7 2:45-4:15 & 8th 11:45-1:00p	Symphonic Band, Wind Ensemble, Colorguard, Jazz Band & Percussion. *End time TBD w/choir/specific ensemble.
Dec. 11 & 12	Winter Band <u>Concerts</u> 7pm (both dates)	All Classes/Ensembles. In combination with Choir.
Jan. 14-April 29	Begin Wind Ensemble 2:45-4:15pm Tuesday Rehearsals	Wind Ensemble & Percussion as Assigned.
Jan. 31-Feb. 1	All County Band	By recommendation/audition. Most of Wind Ensemble & select 9 <sup>th</sup> grade students for the 7-9 grade band (Not graded).
Feb. 8	Colorguard MPA, & Jazz Band MPA	@KWHS (MPAs Required/Graded)
Feb. 8	Solo & Ensemble*	*S&E: Juniors & Seniors-Required for Honors Credit. Optional but highly encouraged for other grade levels.
Thurs. Feb 6-March 5	Symphonic Band MPA rehearsals 2:45-4:15pm	Symphonic Band & Percussion as Assigned.
Feb. 16	Pre-MPA Concert 7pm	Symphonic Band, Wind Ensemble, & Percussion.
March 5	Run-through for Concert MPA 3:00-4:00pm	Symphonic Band, Wind Ensemble, & Percussion.
March 6	Concert MPA @ KWHS-Thursday <small>afternoon/evening</small>	Symphonic Band, Wind Ensemble, & Percussion.
TBD	Spring Trip: Possibly Disney Park(s)	Optional trip and not included in fair share of fundraising amount. (Optional)
March 24 or 25	State Solo & Ensemble (Overnight Trip-South Florida)	Superior at District Level on grade 5 or higher to qualify (Optional).
April TBA	Band Pictures-Individual Students	All Classes-during class time (no make-up date).
April 10- May 1	Symphonic Band Rehearsals 2:45-4:15pm	Symphonic Band & Percussion as Assigned. Thursdays
May 1	Final Band Concert 7pm	KWHS Auditorium. All Classes.
May 8	Band Banquet 5:30 seating, 6:00pm food	Fun night of celebration, memories, awards & food. (Optional)
May 14	Marching Band Ice Breaker 6:30-8:30pm	Marching Conchs & New Members. (Not graded)
May 29	Graduation Rehearsal – Ten. 6pm @ TRMS	Symphonic Band, Wind Ensemble, & Percussion.
May 30	Graduation Performance 6:30pm @TRMS	Symphonic Band, Wind Ensemble, & Percussion.
TBD	Jazz Band Performances "Gigs".	Added with advance notice throughout the year.



## Curriculum

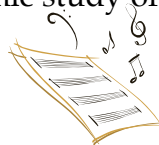


### Philosophy

*"Music is the movement of sound to reach the soul for the education of its virtue."- Plato*

*"The study of music contributes in important ways to the quality of every student's life. Every musical work is a product of its time and place, although some works transcend their original settings and continue to appeal to humans through their timeless and universal attraction. Through singing, playing instruments, and composing, students can express themselves creatively, while a knowledge of notation and performance traditions enables them to learn new music independently throughout their lives. Skills in analysis, evaluation, and synthesis are important because they enable students to recognize and pursue excellence in their musical experiences and to understand and enrich their environment. Because music is an integral part of human history, the ability to listen with understanding is essential if students are to gain a broad cultural and historical perspective. The adult life of every student is enriched by the skills, knowledge, and habits acquired in the study of music." — from the National Standards for Music Education*

The band program at Key West High School believes in a steadfast pursuit of excellence in the study of music. We aim to instill an aesthetic appreciation for the best in music within each member of our learning community. Our mission is to share the joy of the musical experience with all through a comprehensive academic study of music and the quality driven performance of music literature.



### Musical Concepts

Students and teachers will be in constant pursuit of the following musical concepts in their study of music in band, small ensemble, and solo preparation:

- **Ensemble Skills**-performs with high quality balance, blend, intonation, and tone.
- **Music Literacy**-proficient at reading pitches, rhythms, dynamics, and other expressive markings.
- **Music Styles**-understands and exhibits a wide variety through performance.
- **Composition**-creates and notates music.
- **Music History**-understands periods and significance to performance literature.
- **Analysis**-evaluates and critiques music for aesthetic value and performance quality.
- **Artistic Performance**-a synthesis of the academic and technical study of music with purposeful artistic phrasing.

### Non Musical Goals

Students and teachers will be aware of and attempt to attain the following nonmusical goals:

- **Social**-to foster the development of lifelong friendships through positive social experiences in band.
- **Service**-to operate as ambassadors of KWHS to the community at large to promote positive relations and image of our learning community.

- **Citizenship**-to develop the individual leadership abilities of all band students to better prepare them to become citizens in a democratic society.

## Grading Policy

### General

The vast majority of student work takes place during rehearsals with all efforts culminating in performance. Students are actively engaged in learning activities throughout every rehearsal and their participation counts as their academic grade. Their attendance and contribution to the rehearsals and performances are paramount to their learning experience. Individual student practice is not required for a grade but highly encouraged for advancement and to prepare for formal assessments (tests).

- 40%  
Assignments
- **10% Class Preparation-Pencil, Music Folder, Sheet Music, & Working Inst/Equip. Daily**
    - Students who fail to prepare for class are unable to rehearse and learn within our performance based art. If it is at the repair shop, ask for a loner from the business, KWHS, or a friend who plays the same instrument (take the mouth piece out before you send it in to be repaired).
  - **20% Rehearsal Participation-During & After School (required attendance)**
    - Rehearsal is where we learn all of the skills, techniques, music, and marching required to put together a work worthy of public performance. All learning in this setting is group learning. We learn by watching, listening, modeling, assessing, critiquing, and supporting each other. Every person is linked to every other's learning, thus making their presence absolutely necessary.



- 60%  
Assessments
- **50% Performance Participation-Concerts, Games, & Parades (required attendance)**
    - A performance is the most important event we have. It is the culmination of all of the hard work we do in class, during outside of school rehearsals, and is what we are preparing for. It is the showcase of our student's amazing talents. It is also a learning experience that cannot be duplicated in any other way as we are a **performance art**. As with any sports team, a band has many players, each and every player has a part to play in the performance that cannot be replaced or made up. Every person is counting on the next; this is an aspect of band that makes it so great (working together)! We encourage you to make each and every performance a family event.
  - **20% Portfolio Assessment of Playing/Performance or Written Tests-(As Assigned)**
    - Students will perform excerpts (parts) of their music/routine (sheet music or from one of their method books) individually or in small groups each unit. This test will be announced at the beginning of each unit and written down in their KWHS planner. The playing test may consist of one or more of the following musical aspects: tone, intonation, rhythm, pitch, phrasing, articulation, dynamics, meter, & steady beat. Tests may also include skills and techniques such as posture, embouchure, breathing, and sight reading. Written tests may consist of musical terms and/or various aspects of music theory and history. Students will be made aware of the grading rubric which will define the various levels of skill proficiency.



**\*\*\*Any unexcused absence from a performance or rehearsal will result in losing all possible points for that assignment in addition to band program disciplinary actions.\*\*\***

## Discipline Policy

Music learning requires 100% attention at all times. The great enjoyment and extraordinary benefits music performance offers can only be achieved through goal oriented & dedicated hard work. The concept of "Team Work" in band is very similar to that of great athletes in their constant individual focus on their goal while having to be a "team player" to actually get there. We cannot afford to be distracted from making music because of inappropriate behavior choices. Every player is important and can affect the group as a whole in a positive or negative way. Our classroom rules are based upon respect for each other, learning, and the facilities. Students who have chosen to commit themselves to participation in a high school band program usually understand the self-discipline required and are able to consistently maintain it. However, we are an educational institution and require such a policy in the event a behavioral choice requires further learning on a student's part. May this policy never have to be used.

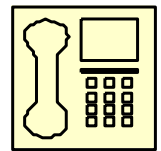
### Class Rules

1. Talking is only allowed if given permission by the director during a rehearsal.  
\*This includes "helping" your neighbor-get permission.
2. Keep your hands and feet to yourself.  
\*No horse play and no touching of other's instruments/belongings.
3. Eat or drink elsewhere.  
\*Not in the band room. Water is OK.
4. Remain in your seat unless you receive permission to get up.  
\*Restroom etc.
5. Cell Phones/electronic devices are prohibited from being used during class time and are to remain out of sight and silent.



### Consequences

1. Detention with parent contact.
2. Repeated misconduct=discipline referral to administration.



Simply do the right thing. If you are not sure what that is, ask and you will receive a free lecture. Further "do nots" and basic procedures will be covered in the rehearsal procedures, trip procedures, and demerit section of this handbook.

**\*\*\*All rules outlined in the MCSD Code of Conduct always apply and will be subject to school discipline procedures. Students found to be in violation of the Pride and Commitment Contract may also be removed from all outside of class/school day band activities including performances and trips for a length of time determined by the band director according to the terms of the contract.\*\*\***

Great Bands=Focused Students=Musical Performances=Better Academic Scores=

Life Long Friendships=A Sense of Community=Aesthetic Awareness=A Strong Work Ethic  
 =Life Long Enjoyment=Tremendous Fun

## Discipline Warning System

The main purpose of this discipline warning system is to provide students the opportunity to correct their behavior based upon their understanding of what is right and wrong in relation to the principles and values of the band program. The intrinsic motivation needed to be a member of a goal oriented group is a life skill cultured and fostered in band. Ideally, disruption will be headed off before it becomes a negative factor in our rehearsals or performances and students will learn what is necessary to be a contributing member of the group. The nature of human learning involves trial and error and this will provide the opportunity to learn “self-correction” with a bit of directed help. Within a short time in the band program an awareness of self and a “with it-ness” will be developed in each individual to support efficient participation of all members toward our common goals. In order to help maintain good discipline and quality work, the following system will be utilized as needed.

- This **nonverbal** system may be employed by the Director, Staff, Band Captain, First Lieutenant, Second Lieutenant, and Section Leaders.
  - 3 fingers-Warning to redirect to correct behavior.
  - 2 fingers & eye contact-Final warning to correct behavior.
  - 1 finger & motion-Removal from situation and further corrective action by director. Move off the field or into the band office and wait for a conference with the director.
- Consequences will mirror those listed in the discipline policy.
- Examples of when this may be used:
  - All classroom rules.
  - Talking during any rehearsal.
  - Not at attention.
  - Districting physical behaviors during rehearsals or performances.

## Rehearsal & Performance Procedures

### Jazz Band, Percussion, Guard, and Concert Band Classes

#### Daily Classes

- All Key West High School policies and procedures apply to all band classes.
- All band students are to be setup ready to rehearse with all materials two minutes after the final bell to receive full credit for their downbeat quiz.
- Music folder, binder during marching season, with all copies and originals is required every day.
- Guard must be prepared to dress out for practice every day to receive full credit.
- Follow the directions on the board for procedures and/or objectives for the day.



### **All Outside of the School Day Rehearsals or Performances**

- Students may not arrive earlier than 30 minutes before the published required/allowed arrival time of any event/trip unless directly supervised by a school district staff member doing so with the permission of the band director.
- Students must be picked up within 30 minutes of the conclusion of an event.
- Failure to meet the above requirements, as required by Monroe County School Board Policy 5600-Student Discipline, may result in the student being suspended from outside of the school day functions. An alternate assignment will be given for events required for a grade.

### **Concert Performances**

- Call time for all band students is ½ hour before the start of the concert regardless of what ensemble is performing first. The band that performs later in the program must sit in the reserved section of the audience for that band at the call time.
- The concert uniform must be worn at all times before, during, and after the concert until you change into your street clothes in a changing room.

## **Marching Conchs**

### **Rehearsals**

#### **Tuesdays and Thursdays from 2:45-4:30pm**

- Attendance will be taken via concert arcs/basics block at the start of rehearsal.
- All Members are required to wear their red band shirt (or designated color) at Thursday rehearsals for drill cleaning purposes.
- Required materials for full credit at all rehearsals: labeled personal red water bottle, music in binder with sheet protectors, flip folder, drill in coordinate sheets in sheet protectors, pencil, and working instrument or guard equipment.

### **Performances**

#### **Football Games**

- Parents will need to provide transportation to and from all home football games located at Tommy Roberts Memorial Stadium (TRMS) adjacent to Poinciana Elementary School which is our drop off and pick up point.
- Required materials for full credit at all game performances: labeled personal red water bottle, flip folder, uniform with all required parts in presentable condition, and working instrument or guard equipment.

- All Students are required to transport their own instrument and equipment to and from the band room for all performances. Battery percussion, front ensemble, and Sousaphones will be required to load and unload their instrument and stadium hardware on the truck/trailer at KWHS and TRMS.
- Attendance will be taken one hour before kickoff at Poinciana Elementary School via our inspection block formation. Games begin at 7:00pm; inspection & attendance will begin promptly at 6:00pm. You will need to be fully dressed in uniform and have all required materials with you and be standing at attention at 6:00 to be considered on time and to receive full credit. Poinciana will be open at 5:45 pm for students to change into their uniforms that will be transported to/from Poinciana by the Band Boosters. Please do not arrive earlier than 5:45 as afterschool is still in session. All equipment will be staged at Poinciana. Students should arrive by 5:45pm at the latest to have enough time to dress.
- Following inspection we will carry all materials to the stands via single file line with those seated at the top leading, remain standing and await instruction from the Drum Majors.
- We will always lead down the stands in a single file line to form the warm-up arcs before our pregame and halftime performances, woodwinds right and brass/perc left.
- All Students must stand and perform during all stands tunes. The drum major will give you the signal (nonverbal) to sit or stand.
- Play only when the band is playing together as a unit.
- Remain seated to not obstruct the view of fellow band members when not performing. Appropriate cheering and standing is acceptable when the game becomes exciting or when the band is participating as a unit in cheers etc.
- Only current band students and parents are allowed in our section of the stands.
- Remain in full uniform at all times unless you are in the changing room or otherwise instructed by the band director.
- Food and drink are not allowed in the band stands area with exception of your water bottle. If you soil your uniform you will be held responsible for its cleaning costs or its replacement in amounts upwards of \$400, make wise choices when eating and wear a bib.
- All Band Students are required to remain in the band section throughout the game and must be accompanied by another student and a chaperone if an emergency bathroom situation is presented. Students may leave the stands after dismissal during the 3<sup>rd</sup> quarter. Do not leave your instrument unattended or where it can be damaged. Be sure to begin your return by 2:00 minutes on the clock or sooner and be ready to perform, tardy students will be subject to detentions, alternate status, and loss of future 3<sup>rd</sup> quarter break at a future game.
- Following the game the band will return to ~~Poinciana school~~ to change out of uniform. Uniforms must be properly hung on the hanger and correct rack. Leave the facilities better than we found them. Be sure to call for your ride before leaving TRMS. You must be picked up within ½ hour of the end of the game.

## Parades

- Attendance will be taken ½ hour before parade step off via inspection block at parade location.
- Required materials for full credit at all game performances: flip folder (if needed), informal band issued uniform with all required parts in presentable condition, and working instrument or guard equipment.

## Uniforms

### General

- Students and parents are responsible for replacement or repair of the school owned uniform, whole or parts, if it/they should be damaged or lost. Students should avoid kneeling, sitting on, and brushing up against surfaces that will soil the uniform.
- Students are required to hang their individual uniform up following all performances on the correct rack while following the quartermaster's instructions for hanging up each part of the uniform.
- Students will be required to purchase uniform parts or custom uniforms that are considered personal items that cannot be used again by other students. The items may include but are not limited to: gloves, socks, custom guard uniforms (entire), marching shoes, dress shoes, red band shirt, show shirt, tux shirt, tux shoes, etc. These items must be purchased through the band program (with the exception of socks) to ensure that models and styles match. An order form will be available online once prices for this season are determined.

### Marching Uniforms

- All students must wear grey athletic shorts and their show shirt to the performance and wear it under their uniform enabling them to change in a designated area with all other band members.
- Students will wear their informal uniform for all pep rallies and parades. It will consist of grey athletic band issued shorts, dark color shoes, black socks, and their red band t-shirt.
- No pins can be used on the uniforms.
- No hats are allowed unless provided by the band program for all members.
- Gloves and socks should be free from holes and must be the same color as a new pair.
- Shoes must be polished and appear in like new condition.

### Inspections

It is required of all band members to keep their uniforms and equipment in tip-top shape at all times. All members of the band will be inspected before each performance. The leadership officers will be inspected by the director and in turn will inspect their sections. The following

is a list of what is expected at inspections. Any infraction will result in the loss of 3rd quarter break and/or suspension from the performance.

#### *Personal Appearance*

1. No hair should touch the collar at any time, including time in the stands. Those members with long hair must put it in a pony-tail and put it up inside the band hat (Only black scrunchies or hair ties)
2. Members do not wear make-up (with the exception of color guard).
3. Members must wear clear nail polish only.
4. There should be no visible jewelry: rings, necklaces, watches, ear rings, and facial piercings. Unnoticeable retention piercings may be worn.

#### *Physical Bearing*

1. Feet should be together and toes apart at attention. V
2. Chin up, shoulders down, hips back, elbows out.
3. Eyes do not move to the left or right but remain forward at attention.
4. No movement or talking at attention.
5. Instruments are to be held properly in designated manner.

#### *Uniform*

1. Should be worn in the proper manner.
2. Pant length should touch the top of the shoe without folding.
3. With the hat on, no hair should touch the forehead – bangs must go up inside the hat.
4. Shoes must be cleaned before each performance (shoe laces included) with your name printed inside each shoe.
5. Black LONG socks must be clean, and have no extra designs on them. Solid black only!
6. Gloves should be white and clean. The tips of fingers should be cut out and sewn under for woodwinds.
7. The show shirt and grey athletic shorts must be worn under the uniform.

#### *Instruments*

1. Cleaned on the inside and outside. Brass instruments and percussion must be polished.
2. Mouthpieces must be cleaned and undented.
3. Reed players need one extra reed at performances in a reed case or protector.
4. Brass slides must move easily.
5. Saxophone players must have solid black neck straps.
6. Clarinets need to clean tone holes with a Q-tip.
7. Brass valves must be well oiled.
8. Brass spit valve corks must be in good condition.
9. All percussion instruments must be cleaned. Sticks must be uniform if they are taped.
10. All Colorguard equipment should be clean and properly taped. Colorguard members should have all accessory items with them.

#### *Music*

1. All members must have their flip folders with all stands and show music and a lyre (even if the student's music is memorized).
2. Flip folders should be clearly labeled with the student's name/assigned number.

#### *Water*

You must bring a 1.5 liter or large red thermos of water to every game! This is required!

## **Concert Uniforms**

### **Symphonic Band & Wind Ensemble**

- Will wear their marching uniforms minus the hat and gloves for all concert performances.

### **Jazz Band**

- Jazz band students will utilize their concert attire uniform. Students who are only in Jazz Band will need to be fitted for and purchase this uniform.
- All uniforms will be owned and cared for by students.

### **Color Guard**

- Color Guard will wear their traditional uniform for all concerts unless other costumes are selected through the director of bands.
- All uniforms will be owned by the band and cared for by students. Uniforms must be turned in at the end of the year to avoid being placed on the KWHS debt list.

## Financial Obligations

Our band program has an annual budget in excess of \$50,000 to cover transportation, hotels, instruments purchases, repairs, uniform cleaning costs, music purchases, clinicians, and assessments to name our most expensive budget items. We take on the challenge to fundraise this amount each and every year to support the existence of our band program at the high school level. To cover the costs of being in a band program each band member would have to pay \$400 or more to participate in band. However, most of the funds are raised from program ad sales, sponsorships, and charitable donations from our wonderfully supportive community. To fairly contribute to their membership in the band we charge each member a "Fair Share of Fundraising." Students can meet this amount in several different ways as described below. **Keep in mind that no student will be excluded from band due to financial hardship;** please speak with the director if you are in such a situation. However, everyone is expected to put a valiant effort towards fundraising.

### Student Accounts

Each band student will have an individual account assigned to them through our online Charms program. This allows the band program, parents, and students to accurately keep track of all fees assessed to students and amounts they have fundraised. Every effort will be made to keep the balance up to date as payments are processed. Funds in excess of the Fair Share of Fundraising may be applied toward purchases of equipment, uniform parts, or trip costs. The balance of this account may be rolled over to the following year and applied toward future fees. Once the student graduates or leaves the band program, for any reason, all remaining funds in the student account will be transferred into the band general account or a sibling's account. These are funds raised in the name of and for the KWHS bands and will be used exclusively for the band's purposes. Charms is not a bank, it is an accounting program.

### Fair Share of Fundraising

This year's required Fundraising amount will be \$300 per band member. Parents may simply write a check to cover this fee or students may participate in the fundraising programs below. Students who do not contribute their Fair Share of Fundraising will be added to the KWHS Debt List. Everyone is expected to fundraise to cover the costs of the band program.

### Other Costs

Students will have to pay for guard/concert/jazz uniforms, uniform parts (gloves, socks, etc.), extra t-shirts, shorts, certain fieldtrips, and all maintenance and supplies needed to use their performance equipment (oil, reeds, polls, etc.) in addition to their Fair Share of Fundraising. Uniform costs for first year members range from \$100-150.

### Football Season Ticket Sales

Students may sell season tickets. All band profit (50% of sale price) may be applied toward student accounts.

### Sponsorship & Concert Program Ads

Students may seek sponsorship from individuals or business in various amounts according to our Sponsorship and Ad form located on our website. Students may also sell advertisement space to businesses in various amounts according to our Sponsorship and Ad form, 100% will go towards their Fair Share of Fundraising amount and/or student account for uniform item purchases. Sponsorships are meant to cover individual student fees and

expenses, large donations beyond the student's typical annual expenses will be contributed toward the whole band's Fair Share and or large purchases. Ex. \$10,000 donation etc.

## \$\$\$ Processing Policies

Effective school year \*2009-2010 and beyond:

- All money must be turned in to the KWHS **Band** Office. Please do not drop it off in the front office and assume that it will eventually arrive in the correct place.
- Checks or Money Orders must be made out to Key West High School with the memo line "Student Name-Band 2010000"-this is our band account number.
- **NO CASH WILL BE ACCEPTED unless it can be immediately receipted. Do not place cash in the \$ box.**
- Do not place a check in the money box unless it has the following:
  - Student's First and Last Name.
  - What it is for (Sponsor form or note containing what it is for in the memo line).
  - Band 2010000 in the Memo Line
- All Cash Donations must be accounted for immediately. For example, events such as tag day, parking lot and concessions sales, booster parents must collect and count all monies immediately at the conclusion of the event with no less than two unrelated booster officers present. The grand total is to be documented on the fundraiser accounting form and turned in to the band director the same day with the money for deposit. At no time should any volunteer hold cash overnight. All monies are to be deposited with the school bookkeeper the very next business day if after hours.

## **Band Boosters**

WE NEED YOU!!! We cannot do this without the help of our wonderful parents. When you become involved you will quickly see how Band is quite the microcosm of the “real” world. If you have any skills or experience in virtually any area we can use your help! A simple list of areas we need help in during a given year: bookkeeping, carpentry, welding, handy man, manual labor, cooking, lea son, translating, data entry, editing, copying, organizing, sewing, public relations, video, truck driving, chaperoning, moving, moving, and moving.

Whether it is the beginning of the year during marching band or towards the end during our band banquet, it is never too late or early to get involved! If you can only help at the event itself, let us know, if you want to actually plan the event let us know too! The more help we get the better and more efficient our program will be come!

The good souls who have graciously given their time to the band program this year:

### **KWHS Band Booster Officers**

Please remember that all parents are Boosters. There are no special membership requirements, just help when you can.

#### **President (Band Booster Coordinator)**

Oversees all booster activities and keeps the band director up-to-date on the status of all projects/jobs by regularly communicating with all booster titled volunteers. Recruits, trains, organizes, and secures chaperones/volunteers for all band events. Updates all committee chairs regularly on volunteer status in Charms for each event.

#### **Bookkeeper (Treasurer)**

Enters all monetary transactions into Charms Financial database and assists with the band director with money deposits.

#### **Forms Manager**

Enters, tracks, and manages all collected student forms in Charms databases.

#### **Fundraising Coordinator (Ways & Means)**

Assists the band director in planning fundraising activities, establishing a budget, filling out required MCSD paperwork, & carrying out all efforts to raise funds. Compiles a list of all sponsors for poster and thank you letter distribution.

#### **Brick Sales Manager**

Processes brick forms to place orders quarterly or more often.



**Sponsorship & Concert Ad Managers**

Prepares the concert Ad Program and compiles a list of businesses for acknowledgement. Creates PowerPoint, sets up projector and projects concert advertisements at all concerts.

**Uniform Coordinators**

**Marching**

Assists in fitting all students for marching uniforms and coordinates hemming efforts.

**Concert**

Assists in fitting all students for concert uniforms and placing orders.

**Equipment Coordinator**

Directly assists with and coordinates the logistics associated with the moving of all equipment throughout the school year.

**Community Liaison (Public Relations)-President/Director**

Communicates band events and achievements to local press and the community.

**Hospitality Coordinator**

Solicits food donations from local merchants and band parents for all band events involving special guests, performers, or clinicians. Coordinates the end of the year Band Banquet.

**Librarian (Parent**

Coordinate all music library activities with the assistance of student librarians. Retrieves, copies, files and inputs new music pieces into online digital catalog.

\*\*\*Please do not hesitate to get in touch with  
any of these individuals if you would like to  
help out!\*\*\*

## Student Officers

**\*All Band Members are LEADERS in making good choices within their lives, in band, on campus throughout the school day and in our community.\***

Student leadership is the most vital part of a successful band program. What we do can only be done well if we have everyone onboard with our shared aspirations and goals. Always do your best and never have any regrets. Your actions today sow the seeds of our future leaders; we are all connected throughout the history of our band program. Never underestimate the power of your words and actions. Your service to the band will benefit you for years to come with the leadership experience gained.

The following are expectations, eligibility requirements, responsibilities and descriptions of the leadership positions:

### Expectations of All Positions

- Serve as model band student in all aspects of performance and attitude.
- Promote Band spirit and morale whenever and wherever possible.
- Maintain a constant sense of service to the band program.
- Be prepared to assist with teaching marching and music skills throughout the year.
- Help to maintain discipline (appropriate behavioral choices) within the band.
- Arrive at rehearsals and performances prior to all other members of the band to help set up and remain after until all work is completed.
- Attend all band officer meetings.
- Act as a liaison between the director and students.

### Requirements to be an Officer

**\*\*\*Grades will be checked at the end of the semester. You may be removed from your officer position if you fail to meet these requirements.\*\*\***

#### Students must:

- Have and maintain an **un**-weighted 2.5 GPA or greater with no failures in any class for the past academic year (semester).
- Have, no or pending, disciplinary action at KWHS for the past academic year.
- Attend all officer leadership camps, regular band camps and rehearsals with no unexcused absences. Maintain a good school attendance record with less than 6 absences per semester.
- Be willing and able to serve for the entire upcoming school year.

**Failure to meet or maintain any of these requirements will result in ineligibility and/or removal from the position.**

## Responsibilities and Descriptions

### **Band Captain-President (1)**

- Is the foremost student leader of the band who leads through example at all times.
- May run rehearsals at the behest of the bandmaster.
- Oversees and assesses the duties and functions of all officers and proactively assures that all responsibilities are being carried out.
- May break rank only when necessary to carry out duties.
- First to enter the field, and the last to leave it.
- Schedules and presides over band officer meetings.
- Reports daily to the bandmaster concerning the morale of the band.
- Mandatory attendance at a Music/Leadership Camp.
- May not miss rehearsals or performances for optional school related activities.

### **Drum Major-Marching Band Conductor (1)**

- Conductor for all marching band rehearsals & performances.
- Responsibilities include memorization of all scores exhibited musically with a discernible conducting pattern that maintains a steady pulse.
- Functions as the morale leader of the band at all rehearsals and performances encouraging all members to constantly perform at their best.
- Mandatory attendance at a Music/Drum Major Camp.
- May not miss rehearsals or performances for optional school related activities.

### **Assistant Drum Major (As needed)**

- Same as Drum Major.
- May be a regular performing member and function as a field conductor as needed.
- Coordinates all public relations with the band director, parents, community and the school at large.
- Other duties as assigned by the band director.
- Mandatory attendance at a Music/Drum Major Camp.
- May not miss rehearsals or performances for optional school related activities.

### **1st LIEUTENANT-Personnel Manager (1)**

- In charge taking attendance at all outside of school rehearsals and performances.
- Oversees section leaders, assists the director in supervising sectionals, and assesses their teaching.
- Responsible for stage setup for all concerts.
- Assumes the role of band captain in his/her absence.
- Strongly suggested attendance at a Music/Leadership Camp.

### **2nd LIEUTENANT-Equipment Manager (1)**

- Coordinates all equipment transport with section leaders, parents & director.
  - Responsible for instrument check-out/check-in.
  - Responsible for the care and maintenance of instruments.
  - Assists 1<sup>st</sup> Lieutenant with stage setup.
- Strongly suggested attendance at a Music/Leadership Camp.

### **Section Leaders-Teachers (Assistant Section Leaders as needed)**

- Must be model band students and know their music, marching, and be able to conduct sectionals.
- Assist individual members within their sections with all aspects of band.
- Assist the Band Director during inspections.
- Color Guard Captain - Mandatory attendance at a Leadership/Flag Camp.
- Section Leaders - Strongly suggested attendance at a Music/Leadership Camp.

### **Chief Quartermaster-All Rehearsal Facilities Manager (1)**

- Duties include making sure band members keep all rehearsal facilities clean and organized.
- Oversees/aids the quartermasters.
- Bus 1 Captain for all band trips responsible for seating charts and bus cleanliness.

### **Quartermaster-Locker Room Facilities Manager (1)**

- Duties include checking out/in lockers and locks.
- Responsible for maintaining order and cleanliness of the locker room facilities. The locker room floor must be clear of all items at all times & all personal items found will be placed in lost & found and must be claimed by Friday of that school week before being discarded.
- Must conduct random lock checks to ensure security of personal and band-owned equipment.
- Bus 2 Captain for all band trips responsible for seating charts and bus cleanliness.

### **Quartermaster-Concert & Marching Uniform Manager (2-4)**

- Duties include fitting, repairing, organizing and collecting uniforms for cleaning.
- Responsible for communicating the correct way to care for and wear the uniform.
- Responsible for communicating the uniform needs of the band to the director.
- Must be prepared to fix uniforms at all times (sewing kits, extra buttons, etc.).
- Will maintain a list of uniform infractions at all inspections.
- Bus 3 Captain for all band trips responsible for seating charts and bus cleanliness.

### **Quartermaster-Special Effects & Props Coordinator (Marching & Concert) (1-2)**

- Duties include designing, building, coordinating and securing materials for props or special effects to enhance the theatrical effect of the performance area for all band performances.
- Recruit a team of band member volunteers to assist with duties.

### **Quartermaster-Technology Manager (1-2)**

- In charge of audio and video recording for all marching and concert band performances and classes requested by band director.
- Responsible for basic editing, mastering, and transfer of audio and video files to band server/hard drive.
- Setting up of long ranger for rehearsals/games.
- Updates the Director with new ways to incorporate technology.

**Librarians-Current Year (Jazz, Wind Ensemble, Symphonic Band) (3)**

- In charge of all activities related to the band sheet music and music library.
- Duties include distributing, collecting, organizing, copying, documenting and filing music.
- Librarian must communicate to the Band Director the sheet music needs of the band.
- Must be assigned as a student assistant in addition to a regular band class.

**Librarians-Restoration (1-2)**

- In charge of restoring order to all pieces not currently in use.
- Duties include organizing, score ordering, attaining missing parts, cataloguing and filing music.
- Must be assigned as a student assistant in addition to a regular band class.

**Historian (1-2)**

- In charge of documenting (taking pictures and video) of every band event for the entire year.
- Prepares a photo video for the Band Banquet.
- Create a digital archive of all band historical documents for the current year and previous years.

**Director's Assistant (1-2 as needed)**

- Carries out special projects at the behest of the Band Director.
- Creates and digitizes all trip sign-up lists for rooms/buses and checks for accuracy.
- May be tasked with temporarily fulfilling the duties of other officer positions.

I am responsible for my behavior and the results of  
that behavior.

I am responsible for what I become in life.  
Life does not accept excuses.

I will not let my need to be accepted by others keep  
me from doing what is right.

I am somebody.

Losers let it happen, winners make it happen.

Therefore, when faced with a mountain,  
I will not quit.

I will keep on striving until I climb over, find a  
pass through, tunnel underneath, or simply stay and  
turn the mountain into a gold mine...

I will do my best. I know I can. I am a winner.

I am somebody.

I am an integral part of the  
Key West High School Band.

## 2024-2025 Student Officers

**Band Captain** - Neslo Atilla

**Drum Majors**

Emily Pucuhuaranga & Jessica Reyes Tito

**1<sup>st</sup> Lieutenant** - Jesse Watland

**2<sup>nd</sup> Lieutenant** - Jax Thurston

**Chief Quartermaster** - TBD

**Uniform Quartermasters** - Victoria Gray & Jorge Sanchez

**Quartermasters-Special Effects & Props** - Easley Whitehead

**Quartermaster-Technology Manager** - TBD

**Quartermaster-Locker Room** - Maya Gray

**Quartermaster-Social Media** - TBD

**Librarians**

Sarah O'Brien

Honah Leigh McConnell

Jamie Everitt

**Historians (Current Year/Restoration)**

Cindy Alvarez & Victoria Gray

**Section Leaders**

**Color Guard** - Sheyla Figueira & Angela Quiche Ochoa

**Flutes** - Jesse Watland

**Clarinets** - Leyla Atilla

**Alto Saxophones** - Angie Hererra Yanes

**Low Reeds** - Matteui Bastillada

**Trumpets & Mellophones** - Joseph Cosme & TBD

**Trombones** - Alex Gonzalez

**Baritones** - Gabriel Varela

**Tubas** - Patrick Patrias

**Percussion** - Ian Newton & Juju Strunk

**Jazz Band Manager**

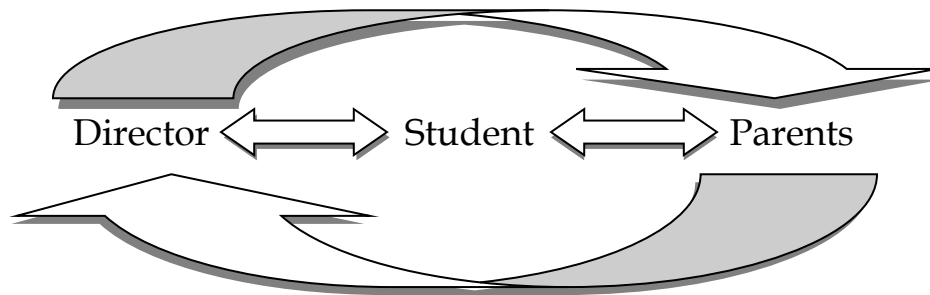
TBD

**Director's Assistant**

TBD

**\*\*\*Failure to meet GPA requirements and sufficient progress towards high school graduation will result in removal from office.\*\*\***

## Communication & Information



Effective and efficient communication is paramount to our success as an organization. The band program has many events and requirements that are unlike any other activity. It is crucial that we maintain clear communication at all times.

### Cutttime

Cutttime, <https://cuttime.net/signin.cfm>, is an online database that houses contact information and student account records for all band students. It also serves as a tracking system for all student forms and provides us with a variety of tools for processing them. We are able to send out emails via Cutttime to specific groups within the band or the whole band. Additionally, it receipts and logs all band student purchases (uniforms parts etc.) and fundraised monies. You have the ability to access this from any computer with internet access or through your smart phone. To access, you will need the welcome email or text message. Please contact the band director if you need this resent or to add a new phone number or email address.

How to log in:

Go to <https://cuttime.net/signin.cfm>

## Remind Text Messaging System

This program sends text messages to cell phone numbers or to a downloadable app. A permanent log of all messages is kept by the system. The band program uses this service to communicate while on the move or during times when email would be impractical. Please refrain from messaging the band director through this app, the current setup does not allow for unread messages to be sorted and your question may be lost within hundreds of others, email is best. Parents may join any list, however, keep in mind that you will receive every message sent.

Text the code next corresponding to the class or group below to this number: 81010

Audience: @kwhsband (For all community members that would like info on performances)

Band Fieldtrip: @exodus (This list is purged after each trip, sign up again for each trip)

Band Parents: @helpband (For all band parents)

Brass Ensemble: @kwbrass (Only used for special events/ensembles)

Colorguard: @kwcg (All in this class)

Event Help: @eventhelp (Used for some events, list will be purged after each event).

Jazz Band: @conchjazz (All in this class)

Officers: @goconchs (All band program officers)

Percussion: @kwperc (All in this class)

Recruits: @bandkwhs (Any 8<sup>th</sup> grader or high school student/parent interested in the Band)

Symphonic Band: @kwsym (All in this class)

Wind Ensemble: @kwwind (All in this class)

\*Other additional groups/lists as needed.

## Student to Parent Communications

Although technology is bridging the gap between teacher-student-parent communications, we still experience challenges from time to time with student to parent communication. Keep in mind that all new information or changes to existing information will be located in Charms and/or will be communicated directly to parents via email. If you do not have access to email or the internet, please let us know and we will discuss alternative ways of getting the information to you. We print and copy crucial emails and place them in a file holder next to the music library for your student to pick up.

[www.KWHSBand.com](http://www.KWHSBand.com)

Our website will be updated regularly with new information about upcoming events and fundraising projects. You can always access the band calendar by clicking on the link that says "Calendar." Please go here for all of your future trip planning. Dates will appear upwards of two years in advance on this calendar for your planning purposes. If you would like to subscribe to this web based iCal calendar please email the director for the direct link. You will also find a link for Remind.com text message signup. This provides a one way text for immediate information such as weather situations and trip updates.



## Facilities and School Owned Instruments

### Facilities Policy

“Leave it in better condition than we found it.”

- Report any issues immediately

### School Owned Instruments

All Students requiring use of a school owned instrument must have a School Owned Instrument Contract Signed by parents and students. This contract makes everyone aware that the student and parent are responsible for the instrument for the school year; this includes any damage or theft that may occur. Students are responsible for keeping these instruments in proper playing condition and to purchase all necessary accessories for the instrument's proper maintenance.

## Awards and Recognition

### Awards

Each year awards are given in the Spring either at the end of the final concert or at a formal banquet. Awards are given at the discretion of the director. Sole control of the Awards program rests with the director. To be eligible to receive an award the following criteria must be met:

1. A student must be active in band for the entire year and must be a current member in good standing at the time of the presentation.
2. A student must have at least a "C" average in band. Students who do not meet this requirement may receive only Year recognition Awards and medals for FBA participation.
3. Any student that is removed from band or drops from band for any reason will not be eligible for any band award and will not be allowed to attend the awards ceremony.
4. Any student that has not returned all checked out items or has not paid fees owed for lost or damaged items will have their awards held until records are cleared.

### Awards Presented

**Special Awards** – Presented by the director for outstanding abilities. These are the highest recognition awards presented by the KWHS Band.

**JOHN PHILLIP SOUSA BAND AWARD** – Awarded to the most outstanding senior musician that has contributed to the betterment of the Key West High School Bands. This is the highest high school band award that can be given in the United States.

**OUTSTANDING MUSICIAN** – Awarded to the most outstanding musician(s) in the band program.

**WOODY HERMAN JAZZ AWARD** – Awarded to the most improved Jazz musician.

**LOUIS ARMSTRONG JAZZ AWARD** – Awarded to the most outstanding Jazz musician.

**OUTSTANDING COLOR GUARD MEMBER** – Presented to the member that is most outstanding.

**OUTSTANDING NEW MEMBER** – Awarded to the most outstanding new member to the KWHS band.

**BAND SERVICE AWARD** – Awarded for extraordinary time and service to the band.

**ED ELWOOD BEST SECTION AWARD** – The section that has made extensive effort to master the music performed and has represented the band in a good light in all they do as a unit.

**MOST IMPROVED SECTION AWARD** – The section that has made a determined effort at improving the overall morale, and playing abilities of every member in the section.

**Recognition Letter/Service Bar** - Presented to students according to years of service and involvement in the bands at Key West High School.

Fourth Year Service Bar - Presented to those members who have successfully participated in the Key West High School Band Program for four years and have participated in all Florida Bandmasters Association events (marching, concert, and solo and ensemble). Minimum of eight semesters in band.

Third Year Service Bar - Presented to those members who have successfully participated in the Key West High School Band Program for four years and have participated in all Florida Bandmasters Association events (marching, concert, and solo and ensemble). Minimum of six semesters in band.

Second Year Service Bar - Presented to those members who have successfully participated in the Key West High School Band Program for four years and have participated in all Florida Bandmasters Association events (marching, concert, and solo and ensemble). Minimum of four semesters in band.

First Year Letter - Presented to those first year members who have successfully participated in the Key West High School Band Program for one full year and have participated in all Florida Bandmasters Association events (marching, concert, and solo and ensemble). Minimum of two semesters in band.

Additional Awards may be given at the director's discretion.

## **Florida Bandmasters Association**

Mission Statement:

The mission of the Florida Bandmasters Association is to promote and support band programs in the state of Florida by providing opportunities for in-service growth, program evaluation, and student performance.

Philosophy:

The Membership of the Florida Bandmasters Association believes that it must always be flexible to change, to stay ahead of trends and to always protect the best interests of our students and music. As its guiding principle, the ASSOCIATION further believes that music holds a unique place in human existence and touches our lives in ways that no other experience can. We believe that our growth as individuals is defined in terms of our ability to develop thinking capacities, motor skills, and affective responses.

Music is unique in that it has the potential to develop people in all three areas, fostering performance skills, musical and musical creativity and response. We believe that because of its special qualities, music is clearly justified in assuming a prominent role in the school curriculum, both as an academic and an artistic discipline.

The ASSOCIATION further believes that music shares many broad objectives in common with the total school curriculum, but that it possesses the capacity to develop unique skills and knowledge. Among the intrinsic values that the ASSOCIATION holds to be associated with music are the following:

- A. The development of aesthetic sensitivity.
- B. Insight into one of the major symbolic systems.
- C. The opportunity for creativity and self-expression.
- D. The development of musical taste and values.

Among the extrinsic values are:

- A. The development of coordination and physical skills.
- B. Participation in structured organizations focusing on the development of various social skills that include self-discipline, responsibility, social interaction, the development of ethical character, good citizenship, and, finally, an important outlet for life-long learning.

The ASSOCIATION believes that the above stated values are strongly articulated through the medium of band, and that instrumental music education is an essential part of the school curriculum.

### **Music Performance Assessments**

The Florida Bandmasters Association, in conjunction with the Florida School Music Association, sponsors non-competitive performance opportunities called Music Performance Assessments (MPA).

#### **PURPOSE FOR BAND MUSIC PERFORMANCE ASSESSMENTS**

- To provide opportunities for students and directors to perform in an environment which provides critical evaluation of its performance by noted experts in the field of band performance,
- To provide the opportunity for students and directors to perform for their peers in a formal concert setting,
- To provide a performance opportunity which will serve as a motivational goal for students and directors,
- To provide an opportunity for students and directors to hear performances of their peers and learn from hearing those performances, and to provide a goal which is so compelling that the preparation for attaining that goal becomes the vehicle for continued growth and to demonstrate students' abilities to apply musical fundamentals and concepts in an ensemble performance setting.

### **Marching Band, Jazz Band, Color Guard, and Concert Band MPA**

The KWHS band participates in Marching Band, Jazz Band, Color Guard, and Concert Band MPA. These are adjudicated event that involves all band members associated with its title.

### **Solo and Ensemble**

Solo and Ensemble is an adjudicated event for individuals and small groups to perform before a master musician. This is an optional event but is an unparalleled experience which would most closely resemble putting on a major presentation or speech. Students will receive coaching from their band director, professional staff, and other students before they perform at this event.

## Travel

Music groups tend to do quite a bit of travel in order to perform in unique and culturally enriching settings. The superb organization and behavioral expectations of these groups enables them to take such trips where other groups are unable. Travel, above all, is a privilege and not a right of any band student and program. Many factors play into the successful planning of any trip. Educational value, cost, and feasibility are the top factors in determining purpose and destination of any trip. Any travel to be taken by the band is at the sole discretion of the band director.

After a trip has been planned, these will be our rules and regulations on trips:

1. All Monroe County School Board rules, Key West High School rules, and Band rules are in effect on trips.
2. You must treat the driver and chaperones of your bus with courtesy and respect.
3. Bus Lists will be posted. Once you sign up, you may not change your seat.
4. You may not stand up while the bus is in motion.
5. While on the bus, you are expected to conduct conversations in a normal talking voice with the people immediately surrounding you. If your voice is loud enough to be heard above others, you are too loud.
6. Cheering and singing on the bus may be done only with the permission of the driver. The person in charge of your bus will check with the driver to determine whether or not cheering or singing will interfere with driving safety.
7. Chaperones on the bus are to be respected and obeyed. They have the same authority as a teacher and are the Band Director's delegated adult in charge of safety.
8. Keep all hands and feet to yourself. NO BLANKETS ALLOWED. Bring a jacket if you think you will be cold.
9. Never leave valuables on the bus.
10. Music devices must have headphones. Music with profanity may not be broadcasted publicly.
11. Do not board the bus until you have been checked on by a chaperone.
12. All talking and noise must cease at railroad crossings.
13. Keep the bus clean; use the garbage bag for trash.
14. Students may ride home with parents or legal guardians at the conclusion of an activity if a note is presented to the Band Director prior to the day of the trip (home football games excluded). You will not be allowed to ride with anyone except your parent/guardian even with a note. The parent should personally appear to the director prior to the student's release at the event.
15. Please make your parents aware of your return time to the school, use cell phones to call for your ride at least 20 minutes out.
16. Stay on the bus until you are dismissed by the director or chaperone.
17. Do not throw anything from the windows, yell out the windows, or put your hands or head out the windows. Upon arrival, close all windows.

## Special Trips – Overnight etc.

In order to be eligible to attend special trips, the following criteria must be met:

1. The student must be an active member of the band for the entire school year.
2. The student must have done his/her fair share of necessary fundraisers for the school year.
3. The student must have a good record of attendance, behavior, and dependability.
4. The student must be academically eligible.
5. The student has to have no major behavioral incidents on previous trips.
6. As a general rule, students that are ill or injured may not attend or travel with the band. This will be handled on a case-by-case basis.
7. Students that are removed from or drop band, have discipline problems with school, have family emergencies, etc. prior to a trip will not be reimbursed in any way for monies earned or deposited for the trip.
8. No student may enter the room of a member of the opposite sex under any circumstances. Boys are not allowed in girl's rooms and vice-versa. This is a serious offense, and you will be sent home at your parent's expense.
9. Public displays of affection must not take place.
10. Members will not enter areas of the hotel that are off limits. Any private rooms other than your own are off limits. Pool/hot tub use is strictly prohibited.
11. The use or possession of alcoholic beverages (beer, wine coolers, wine and/or liquor) controlled or uncontrolled substances (drugs) are strictly prohibited. The possession or use of drugs is a criminal activity and will be treated as such. Any student found to have the odor of alcohol/drugs on his/her breath, or who is found using alcohol/drugs, or about whom it is reported and can be substantiated that he/she is under the influence of alcohol/drugs, or have alcohol/drugs in his/her possession will be disassociated from the trip at once and sent home at your parents' expense.
12. Smoking/vaping is not permitted at any time. Possession of tobacco or vaping devices will result in a school discipline referral.
13. Room Checks will be strictly enforced. You may not switch rooms at any time.
14. Telephones in rooms are not to be used unless serious illness or an emergency occurs.
15. Room doors are to be securely locked. NEVER open the door unless the person on the other side identifies themselves as recognized and an authorized member of our staff.
16. Members are not to fraternize with persons other than our own members. STAY AWAY FROM STRANGERS!
17. A group is quickly judged by how they look and what they say. Watch your language.

## Trip Fees

There will be additional costs for special trips that will need to be paid in full by the due date for a student to be eligible to travel.

# Key West High School Band Student & Parent Band Handbook Acknowledgement & Permission to Travel Form 2024-2025

*\*This form must be completed and turned in upon entering the band program. A digital copy of this form will be available on our website [www.KVHSBand.com](http://www.KVHSBand.com) & hard copies will be available upon request.\**

### **Band Handbook Acknowledgement (Parent & Student)**

By signing this form we acknowledge that we have read and agree to abide by policies set forth by the Key West High School Band Program as stated in the 2024-2025 Key West High School Band Handbook. We will do our part to help the band achieve the goals set forth by the band program. We also understand that band is a full year commitment and agree to commit to the Key West High School Band Program for the entire 2024-2025 school year. We will support the program by doing our fair share of fundraising throughout the year.

### **Picture and Video Permission (Parent & Student)**

By signing this form, we give permission for digital pictures, audio, and video recordings of my child/self to be posted on the Key West High School Band Website/social media platforms and to be released to community publications.

### **Required Band Activities Permission & Permission to Travel (Parent)**

We give our child permission to participate in and travel to all required band activities for the 2024-2025 school year according to the Key West High School Band Calendar (please detach and retain) and at: [www.KVHSBand.com](http://www.KVHSBand.com) We also understand that outside of the school day performances and rehearsals are required academic events that count as a grade for the enrolled fine arts course. (Please also complete the standard permission to travel form attached).

### **Events Requiring Off Campus District Approved Transportation (School Busses, Charter Buses, Conch Trains/Trolleys etc.)**

By signing this document you are giving your child permission to travel for the required events listed below via MCSD approved transportation provided by the KWHS Band:

- October 5-6 Competition (Day trip/possible overnight trip to Ft. Lauderdale/Pembroke Pines)
- October 12-13 Marching Competition (Overnight trip to Ft. Myers)
- October 19-20 Marching MPA/Competition (Day trip/overnight trip to Palm Beach area)
- January 31- Feb. 1 Dates All County Band (Marathon day trips-select students)
- March 24 and/or 25 State Solo & Ensemble/Jazz/Colorguard MPA (South Florida overnight trip-qualifying students only)

### **Events Requiring Off Campus Parent Transportation**

I also agree to provide transportation for my child to and from the following required local events:

- \*@KWHS for 2024 All Football Home Games: 8-16,8-23,8-30,9-20,10-4,10-11,11-1 \*possible playoff games on 11-8 & 11-15.
- All Local Parades: Homecoming-Oct 28, Veterans Day Nov. 11, and the City Holiday Parade Dec. 7. Drop off and pickup locations TBD according to parade organizers.
- All Concerts held at KWHS or other local venues (see band calendar).
- Graduation Rehearsal & Performance at Tommy Roberts Memorial Stadium May 29 & 30.
- Any currently unplanned band events located in Key West (i.e. Performing at Mallory Square for Sunset, Children’s Day performance/fundraiser, addition tag days etc.). \*Advanced notice will be given.\*

**\*\*\*By School Board Policy, all students must be retrieved/picked up by their parents within 30 minutes of a school function or fieldtrip’s conclusion. Failure to do so will result in suspension from after-school band activities and events. We understand that we must coordinate transportation needs before and immediately at the end of all band functions.\*\*\***

Student’s Name: \_\_\_\_\_

Last name, First name (Please print clearly)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# KWHS Owned Band Instrument Contract

Instrument: \_\_\_\_\_ Brand/Model \_\_\_\_\_

Serial Number: \_\_\_\_\_ Locker Number \_\_\_\_\_ Date Issued \_\_\_\_\_

Supplied with the following accessories (circle each provided):

Case - Mouthpiece - Ligature - MP Cap - Lyre - Neck Strap - Bits - MP Adapter

List any other supplies provided: \_\_\_\_\_ Condition of instrument at time of check-out (list any damages):

We acknowledge the receipt of the above instrument and accessories and agree to the following:

1. To be personally responsible for the safekeeping of this instrument and to return it to the school upon the request of the Director or Principal.
2. To maintain the instrument in good playing condition at all times, keep the instrument clean and polished, and have it repaired at our expense as deemed necessary and/or requested by the Director. The Director is the only individual that may authorize repairs. All repairs must be made by a repair technician authorized by the Director.
3. To pay the current replacement value in the event of loss or total damage. Note: instruments can be placed on homeowner or renter's policy or covered through independent coverage.
4. To have the instrument assessed at the end of the contract period and pay a fair assessment for all damage in excess of normal wear and tear.
5. To allow no unauthorized person to play, handle, or use this instrument without specific permission of the Director.
6. To encourage my child to use the instrument to the best of his/her ability for serious study including regular attendance at all organization rehearsals and performances, regular home practice and additional instruction and study when possible.

Student Name (printed): \_\_\_\_\_ Grade: \_\_\_\_\_

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

Parent/Guardian (signature): \_\_\_\_\_

(Instruments checked out will appear in your Charms account)

Instrument Return Evaluation (Director Use Only)

Instrument: \_\_\_\_\_ Serial Number \_\_\_\_\_

Date Returned: \_\_\_\_\_ Condition \_\_\_\_\_

Director's Signature: \_\_\_\_\_



## KWHS Band Chair Placement Challenge Form

The purpose of the Chair Placement Challenge is to recognize student growth over the course of time and to provide a healthy form of competition to motivate students to excel. Practice and seeking help is the key to success.

Please fill out this form complete and turn it into the band director. Challenges can only take place at times/dates deemed appropriate by the band director, consult the calendar before submitting this form to avoid close proximity to concerts.

Date _____ 20____	Public Challenge _____ Private Challenge _____
Challenger: _____ Print	Chair _____ Signature _____ (must be 1 chair below defender) (You are making the Challenge)

Date _____ 20____	Public Challenge _____ Private Challenge _____
Defender: _____ Print	Chair _____ Signature _____ (You are aware of the Challenge)

\*\*\*For band director use only, you will receive a copy at the same time as the Challenger/Defender\*\*\*  
**Piece of music selected by band director for challenge:**  
 \_\_\_\_\_ Measures \_\_\_\_\_ (attached)  
 Both of you now have 72 hours to prepare this piece of music for performance.  
 Your performance of this piece will be at \_\_\_\_\_ on this date \_\_\_\_\_.  
 \*Public challenges are ultimately up to the challenger and defender with the defender having veto rights.\*  
 You will be rated on a scale of 1-3 in each category, 3 being the highest. Total score=winner.

PERFORMANCE FUNDAMENALS	TECHNICAL ACCURACY	MUSICAL EFFECT																																										
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