Welcome to Westlake High School and the “Pride of the Hills!” The Chaparral Band has achieved an enviable record of performance and has earned countless awards throughout its proud history. The band has traveled extensively throughout the United States and made concert tours to Japan, Europe, China, the Caribbean Islands and Canada. The band has three times been selected “Texas Honor Band” (State Champion in Concert Band), in class AA (1973), class AAA (1977), and class AAAA (1982). In 1999, the John Philip Sousa Foundation presented the prestigious Sudler “Flag of Honor” to the Westlake Band Department for excellence in concert performance. The Westlake Wind Ensemble has performed at the prestigious Midwest Clinic in Chicago twice, most recently in December 2002. On January 1, 2003, the Westlake Chaparral Marching Band performed before millions of people live and many millions more on national television in the Tournament of Roses Parade in Pasadena, California. In March 2006, the Westlake Wind Ensemble performed at the exclusive American Bandmasters Convention in Dallas. Thirty-six of a possible thirty-seven UIL Sweepstakes awards reflect the solid tradition of excellence established by previous band members.

By accepting membership in the Westlake High School Band, you agree to perform to the best of your abilities and work together with the band staff in making this year’s band the finest musical organization that our combined efforts can produce. We do not expect every person in the band to be a virtuoso musician or performer. We do expect mature, responsible attitudes and actions - and lots of hard work! Report promptly to all rehearsals, classes and performances. Practice sufficiently to be able to perform your part well, and give it your “best shot” - every time, all the time!

The success of any organization is dependent on the spirit, pride, leadership, teamwork, dedication and cooperation of its members. Certain rules, policies and procedures are necessary so that the overall goals of the group are met and the welfare of each individual member is best served.

The band directors and band members have developed this handbook through the years. Its purpose is to familiarize each band member with: (1) the general operation and procedures of the Chaparral Band, and (2) the standards by which all band members are expected to conduct themselves. The handbook is not intended to be all-inclusive, as every possible situation and question cannot be predicted in advance; however, a thorough knowledge of these materials is essential to the smooth operation and success of the band this year.
GENERAL INFORMATION

Care of Fine Arts Building

- **Refreshments** - No gum, food or drinks are allowed in the building except when authorized by the directors.
- **Litter** - All trash (paper, broken reeds/drum sticks, etc.) is to be deposited in the waste baskets provided.
- **Vandalism** - Acts of vandalism or the willful misuse of school property will be dealt with severely and appropriately. Every band member is responsible to help the directors monitor and control vandalism, which includes writing or carving on walls, destroying music, or the breakage of school property.
- **Bookcases in band hall** - These may be used as a drop off for books during rehearsal. Since you are assigned a school locker, do not leave anything in the bookcases after rehearsal.
- **Cubbies/Instrument lockers** - Individual Instrument lockers are provided to all students at the beginning of the school year. You **MUST** bring a lock from home for use on the instrument lockers for safekeeping. This locker is not your personal property and a director can, at anytime he deems necessary, cut-off your lock and remove all items.
- **Library** - Absolutely no student is allowed in the library without permission. The copy machine is off limits without permission!!!
- **Practice & Ensemble Rooms** - Are designed for practicing, not social gatherings.
- **Offices** - Please knock, and if you are invited in, you may enter. Otherwise, they are off-limits to students.
- **Telephones** - The telephone in the reception area was installed for band student use. It is not available to non-band members and is not to be used for general personal calls, but should be used to call parents for rides, etc. All calls will be limited to 3 minutes.

Conduct

- Any organization is judged, in the eyes of others, by the actions of its individual members. Whenever you dress in a band uniform or wear other band uniform identification (jacket, shirt, etc.), your actions reflect on the entire band. ALWAYS conduct yourself in such ways that bring only CREDIT to yourself and your band. ALWAYS conduct yourself with pride.

- Selected Performances - If, as a member of the Westlake Band, you have earned a position in an honor group (Region Band, All-State Jazz Band, etc.), all Westlake Band rules, regulations and guidelines will apply to that function. This will include performance expectations.
**Extra-Curricular Code of Conduct and Honor Code**

The Eanes ISD Board of Trustees has enacted an Extra Curricular Code of Conduct that applies to all students participating in these activities. This policy regards the use of any illegal substance and actions of a serious criminal nature. The complete policy appears on page 28 of the Code of Conduct handbook.

**Westlake High School has also adopted an Honor Code.** Any person from the Chap Band violating the Honor Code will not be allowed to retain a band officer position. Please refer to the district website for the complete version.

**School Equipment & Instrument Repair**

- Proper care and maintenance of school and personal equipment is vital to the success of any band program. All equipment must be kept in good repair so that proper individual as well as group progress is achieved.

- Any damage incurred will be assessed by a professional repairman and paid by the student. NEVER ALLOW ANOTHER PERSON TO PLAY ON YOUR INSTRUMENT, AS YOU WILL BE HELD RESPONSIBLE FOR ANY DAMAGE!!!

- Accessories such as music lyres, mutes, mouthpieces, valve oil, reeds, drum sticks, mallets, etc., are not supplied by the school and must be purchased by the student. You should have your own metronome. Label all items with your name.

**Uniforms**

The band uniform consists of several parts, some issued by the band and others that must be provided by band members. It is important that all parts be standardized or “uniform” within the band. It is our position that the condition of one’s uniform reflects the pride one has in our program.

1. You are responsible for your uniform and its appearance at all times. If you lose or damage any part of it, you must pay to have it replaced or repaired.

2. Uniforms must be kept neat and clean while in student’s possession. One of the directors must be informed before you take a uniform from the uniform room. Please see the washing instructions given to you for care specifications.

3. When not in use on band trips (while riding the bus, etc.), the uniform is to be kept hanging in its bag for protection.

4. After every performance, neatly hang each uniform part and return it to the uniform room.

**Band uniform parts provided by students**

- Solid black gloves (ordered through band department)
- Solid black socks
- Solid black marching shoes (ordered through band department)
- Concert tux shirt (boys—may be ordered through the band department)
- Black socks/hose
- Black shoes for concert (Men may wear marching shoes with tux.)

Wearing of uniform
- Hair must not touch the collar of the jacket and must be above the top of the ear or pulled behind it. No visible hair on forehead or over the collar. Hair ties must be Navy Blue or black. Some of you may need hairpins.
- Shoes must be cleaned for every marching performance.
- Socks must be solid black for every marching performance.
- **A Uniform bag must be used to carry the uniform when traveling.**
- Jewelry - **no jewelry is to be showing while in the marching uniform.**
- **No make-up is to be worn. It will damage the uniform.**

Music
Each band member is required to have a flip folder and a dot book for marching band. Students may check out a flip folder from the Band Library Staff if needed. Replacement cost is $5 for the flip folder and .05 cents per page for lost music.
In addition, each student will be issued a concert black folder which is to be stored in the music slots provided in the band hall. The replacement cost for this folder is $12.00. Each student will also be supplied with his/her own copy of all music to be rehearsed and/or performed. Extra copies will be $.10 per page.

Performance & Travel
When the band travels as a group, the following guidelines must be observed:

- **Conduct** - School-sponsored trips are an extension of the school day, and all school regulations are in effect for the duration of the trip. This includes the use of alcohol, drugs, etc.
- **Bus Procedures** - All band members will travel to and from each event by bus. If another arrangement is necessary, this must be discussed with the director in advance, but band students will not be released to anyone other than their parents. The following procedures are in effect:
  1. Students will sign up for bus seats before each trip. Sign up YOUR name only. No seat changes will be made before or during the trip.
  2. Stay seated when the bus is in motion. Nothing is to be thrown from the bus windows. Refrain from loud talking/singing, etc.
  3. The Band Council will check roll each time the bus is boarded. When roll is being called, everyone is to be seated and silent.
  4. No glass containers are allowed. Trash is to be placed in the bags provided. Each band member is responsible for keeping the bus clean.
5. All members are responsible for taking their own equipment to the designated loading area or on the bus with them. The loading crew is responsible for loading only the equipment placed in the designated area.
6. Eanes ISD, Westlake band directors, or Westlake Band Parents, Inc. cannot and will not be held responsible for lost or stolen items left on a bus.

Student Leadership

Band Council
The Band Council is comprised of the Drum Majors and officers selected by the band. This year’s officers and their responsibilities are:

A. President – Shelby Turner
   - Conduct meetings, offer suggestions, and keep director up to date on council decisions
   - Act as band representative for suggestions and grievances to be transmitted to the director
   - Has power to call emergency meetings of the band council
   - Responsible for setting council meetings

B. Vice-President – Nathaniel Specchio
   - Officer in charge of band hall appearance
   - Has the power to assign students to assist in cleaning and organization of the facilities
   - In charge of enforcing building appearance expectations
   - Officer in charge of water bucket crew
   - Has power to assign students to assist in preparing and transporting of water and supplies
   - Must get water buckets, paper cups, and iced drinks to proper areas

C. Drum Majors – Doug Dawson (Head), Sophia Foroushani, Matthew Seghers, Avery Tomasco
   - These are the student directors, partially responsible for nearly all aspects of marching rehearsals and performances

D. Secretary – Shankar Nandakumar
   - Keep record of attendance and record minutes at council meetings, follow through on approved motions, suggestions, acts, etc.
   - Record officer attendance and notify director if any officer is in danger of exceeding the maximum number of absences
   - Notify officers of the next meeting no less than 24 hours prior to that meeting
   - Organize thank-you letters, posters, etc. for other bands, band directors, persons, etc.

E. Treasurer – Bailey Burrus
   - Collect and record all money transactions, IOU’s, student reimbursements, and debts
   - Keep attendance record of all marching rehearsals
F. Historian – Ryan Kelley
- Collect photos, paper articles, and other items pertaining to Chap Band achievements and activities and store neatly in a scrapbook for future uses. If council requests, assemble slide presentation for band banquet

G. Librarian – Weston Kowert
- Maintain all aspects of Music and Audio/Video Library
- Must recruit qualified assistants for help
- Provide copies for band members on request, including organizing that process
- Work with directors in organizing Marching Music, Concert Music, and Solo and Ensemble Music

H. Quartermaster – Nate Roberts
- Recruit and manage loading crew
- Power to appoint loading crew members, based on merit and subject to director approval
- Keep record of work crew, attendance
- Assign and manage a set-up crew for concert performances

I. Representative at Large – Tess Hellebrekers
- Organize social events for band camp
- Organize big brother/sister program
- Assign and manage work crews for beverage distribution and pick-up at football games
- Uniform check each Monday to determine absent uniforms and maintain order

J. Drum Captain – Justin Rowley
- Communication with all percussionists
- Periodical rehearsal responsibilities
- Coordinate maintenance of percussion equipment

K. Guard Captain – Kelsey Carroll
- Communication with all guard members
- Periodical rehearsal responsibilities
- Coordinate maintenance of guard equipment

L. Freshman Representative – Soto Dedes
- Communication with all freshmen
- Assists the Representative-at-Large

M. Jazz Representative –
- Communication with Jazz students
- Organizes and manages Jazz library
- Organizes and manages extra curricular performances
These student leaders are to help us in the day-to-day operations of the band program. Although there certainly are other strong leaders in band, a strong leadership hierarchy is important to our success. If a band member has a complaint about a council member, he should contact a band director, who will consider the complaint and outline a course of action.
Performance Opportunities

Concert Season
A major thrust of the Westlake Band program is in the area of concert band. The concert bands involve all band students and provide the most meaningful musical experience for student musicians. Just as there are different levels in other subject areas, it is also necessary to have different levels within the band program. At the conclusion of the marching season, the concert bands will begin working on separate music to be prepared for concerts and contests. All bands are equally important performing organizations that are directed by highly qualified band directors.

During the first semester, all band members are constantly advised of their progress on assignments. The most important criteria for placement in the appropriate band during the second semester will be those assignments that lead up to and include the All-Region Band auditions. Membership in the concert bands will be determined by many factors, including the following:

1. Instrumentation needs of each performing organization
2. Assessment of playing assignments on marching music
3. Assessment of All-Region audition material
4. Student attitude, conduct and behavior
5. Student responsibility shown in promptness and attendance at rehearsals and performances

The band directors’ primary goal through this audition process is to place each member of the band into the concert organization for which he/she is best suited - technically, musically and socially. We are strongly committed to this goal and will work tirelessly to attain it. The four performing concert bands are: Wind Ensemble (most advanced), Symphonic Winds, Symphonic Band, and Concert Band

Jazz Program
The Jazz Bands, like all other parts of the WHS band program, are an important performing organization. These organizations, directed by Mr. Parsons, give the students the opportunity to play music in a different venue and idiom. The first (Jazz Ensemble) and second (Jazz Band) bands are made up of the band, orchestra, and choir’s best saxophones, trumpets, trombones, and rhythm players (drum set, percussion, piano, bass, and guitar). The Jazz Ensemble meets 6th period for the entire year.
The Jazz Band meets as a class during the spring only.

Membership in the WHS Jazz Program is based on a live audition, past performance, attendance and cooperation.

Color Guard
The color guard plays an integral part in the WHS Band program. This organization, under the direction of Ms. Speer helps portray the visual concepts of the marching band. Through dance,
props, flags, rifles, and sabers, the group performs the “musical story” of the halftime show. The color guard performs throughout the school year and will compete as a winter guard unit in the Texas Color Guard Circuit. The winter guard will rehearse before or after school after marching season is complete, and during the second semester.

The color guard is made up of instrumentalists, as well as non-instrumentalists. Members of the color guard are chosen by audition during the spring semester. Incoming freshmen brass players must march their first semester on their instrument before being eligible to audition for color guard.

A color guard member that successfully completes at least five (5) semesters of participation in color guard, meets all performance and rehearsal responsibilities, and remains a member in good standing throughout high school will be eligible for a letter jacket during their senior year.

Only members of the organization, including prop crews, are allowed to travel on a trip that requires a performance. This includes students that are in band and color guard.

Color Guard Practice Guidelines:
1. Wear all black to practices. Make sure you are wearing black and not navy blue.
2. Wear tennis shoes or dance shoes.
3. Hair must be worn up and off your face. This should be taken care of before practice begins.
4. Bring all of your equipment to practice. Be sure that you only take equipment with your number on it.
5. No jewelry, including watches. However, you may wear earring studs.
6. No spinning while someone is talking. No spinning while receiving instruction or while at ease.
7. Bring all of your equipment and only your equipment back up after practice.

Color Guard Performance Guidelines:
1. Be in full uniform and have hair and make-up done before inspection.
2. Load your personal guard equipment on the bus, and remove it and put it away after the performance.
3. No nail polish for performances. It may be worn for practice but must be removed before all performances.

In addition to the above guidelines, attendance and punctuality are critical. The color guard follows the same attendance procedures as the band. When you miss a rehearsal, you must be caught up by the next rehearsal. Make an appointment with Ms. Speer or a drill leader to learn what you have missed.

Failure by individuals to adhere to these guidelines negatively impacts the entire group. Guard members will receive one reminder if a guideline is violated. If another violation occurs, consequences will be issued. These consequences may include additional laps, push-ups, or spins, and will be dealt with on Tuesday evenings following practice.

**Football Games** - The appearance (at all times - not just on the field) that the band makes when traveling is very important. Most people from outside of Westlake will see the Chaparral Band only once. The impression they receive has a great deal to do with the spirit, pride, and
reputation of the band.  *Let’s make our image a favorable one in all of our actions!!!* The following procedures will apply to football game performances:

1. Be properly uniformed at all times.
2. Sit in assigned seats and do not move about during the games.
3. Do not take any unauthorized refreshments during the game/performance.
4. No one but BAND PERSONNEL is allowed in the band section without the permission of the band director.
5. Treat visitors, other directors, other band members, and guests politely at all times.
6. Always play in a musical way. Even outside you can play in tune, with a good tone, good attacks, good releases, etc. Our band is first and foremost a MUSICAL organization!
7. Individual students may be dismissed after the halftime performance only under extreme circumstances. Mr. Taylor will give approval only. Requests for dismissal must be made in writing prior to game day.

The Chap Band has a policy which allows for certain students to leave after a halftime performance in order to get adequate rest prior to an early Saturday event. At this time no other organization has this option - one can only imagine what a football coach might say if a player asked to leave during the game. Certainly we all realize when you sign up to participate in any activity there will be conflicts and times that create inconvenience. We believe the policy we have in place is very generous.

Our longstanding practice has been to allow these students* to leave after they have completed their halftime performance/duties. Please send us a note (written or email) stating who your child will be leaving with AND make sure you check out with a director just prior to leaving so we can assure they are getting to the correct person.

*Events which qualify for early departure consideration:
- SAT
- ACT
- Juniors for PSAT
- Auditions for TMEA honor groups
- college auditions

**Grading**

**Attendance** - Attendance is expected at all performances and at all pre-scheduled rehearsals. An excused absence from a band function will require the same criteria as an excused absence from school: personal illness, death in the family, or family emergency. Excuses for absences and tardiness should be submitted in writing with a guardian’s signature. Unexcused absences from a performance or numerous rehearsals may result in removal from future activities.

**Sectionals** - All band members will be assigned to a weekly, after school section rehearsal lasting approximately one hour. Attendance is required. The band directors will make every effort to schedule sectional rehearsals around other activities. Sectionals usually run biweekly from September through November and weekly from January through April.
Grade reports will be determined as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>Major assignments</td>
<td>Performances</td>
</tr>
<tr>
<td>30%</td>
<td>Tests</td>
<td>Tape assignments, playing assignments of marching music, Pass Offs, Dot Book</td>
</tr>
<tr>
<td>10%</td>
<td>Participation</td>
<td>Participation, attitude, cooperation</td>
</tr>
<tr>
<td>15%</td>
<td>Daily</td>
<td>having pencil, music, equipment when needed, numbering parts, attendance Marching season: -20 Unex Abs (points per day) -10 music, coordinates or Dot -5 hat</td>
</tr>
<tr>
<td>15%</td>
<td>Quiz</td>
<td>Uniform Inspection, Sectional Playing Assignments</td>
</tr>
</tbody>
</table>

Completion of assignments is expected by the due date given. A late penalty of 10% per day will be assessed for those assignments not completed within the given time frame. No make-up work will be accepted for material missed due to an unexcused absence. No make-up work will be allowed for performances.

**Eligibility**
Statistics have shown that band students generally make one letter grade higher than most other students and also perform well above average on achievement tests. However, if you are having trouble in a class, PLEASE let us know! We will get you some help, through private tutoring in the band hall after school or whatever else it takes. Don’t be afraid or embarrassed to ask for help.

**Lettering Requirements**
Earning a letter award in the Chaparral Band is a highly respected honor that is not taken lightly. The following requirements must be met within one school year if a student is to letter:

1. Attend all performances and rehearsals designated by the directors.
2. Remain a member in good standing for the entire school year, exhibiting a good attitude at all times. “Good standing” requires members to participate in the marching and concert UIL contests in the year that they letter.
3. Maintain grade eligibility (six weeks grade average of 70 or higher in all subjects) for the entire school year.
4. Attain an overall yearly grade avg. of 90 or above in band.
5. A student may earn a letter award at the director’s recommendation.
6. Earn a minimum of 10 points from the following combinations:

5 points...(one of the following)
- selection to the All-District Band
- earn a Division I on a Class I solo

4 points...(one of the following)
- selection to and perform with the All-Region Band, All-Region Jazz Band, or All-Region Orchestra
- earn a Division I on a Class II solo
- earn a Division I on a Class I ensemble

3 points...(one of the following)
- progress to and attend the Area Band elimination
- earn a Division I on a Class II ensemble
- earn a Division I on a Medium Ensemble

2 points...(one of the following)
- progress to and attend the Area Band try-out, or selection to tape for the All-State Jazz Band or All-State Orchestra
- audition for district with the approval of the band directors, but not selected to district.

1 point...(one of the following)
- selection to and perform with the All-State Band, All-State Jazz Band, or All-State Orchestra
- obtain a director’s assignment of 3 units from the Rubank Adv. Vol. I or II book and satisfactorily perform it for the director. A maximum of 2 points may be earned by passing 6 units.

**Westlake Band Parents Organization**

The Band Parents organization is a very active group of parents who support the band in countless ways. They raise funds for trips and parties, help with uniforms, organize the Westlake Marching Festival, chaperone band trips, and on and on. We hope that all band parents will become active members of this supportive organization. Encourage your parents to become involved.

**STUDENT/PARENT AGREEMENT**

I have read and understand the Westlake High School Band student handbook. I agree to the policies and procedures outlined in this document.

Student Signature________________________________________

Guardian Signature_______________________________________ Date___________________________________