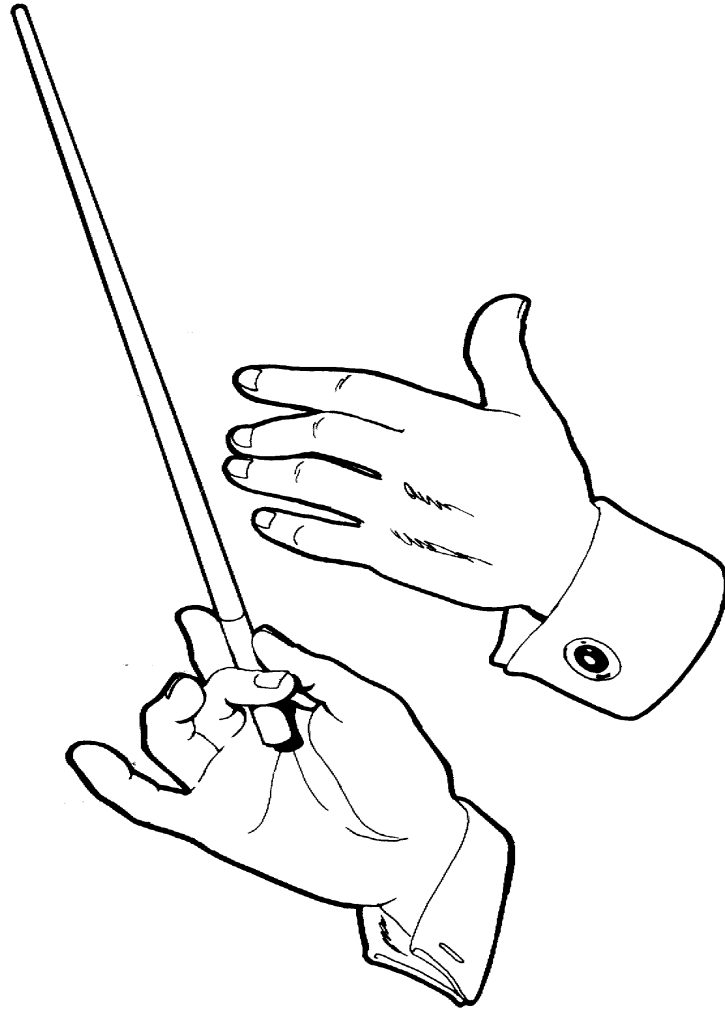


# **WESTWOOD MATH, SCIENCE AND LEADERSHIP MAGNET**



## **BAND HANDBOOK 2006-2007**

Jacob Garlinger and Carol Mamminga  
Directors



Richardson Independent School District

Dear Students and Parents,

RISD parents, music staff, and administrators have collaborated to develop the *RISD Music Program Guidelines* to provide secondary music students and their parents as much information as possible about our program. These required guidelines are published in this Handbook to provide general information about our District-wide secondary band program.

In addition to the RISD District guidelines, this campus Band Handbook provides specific guidelines and information regarding your student's participation in the local school program. The District guidelines are minimum standards that must be followed. The campus guidelines may be expanded to meet the needs of each local school. We ask that you carefully read this Handbook detailing student expectations in our program. Please acknowledge reading this Handbook by returning the Acknowledgement Form found in the back of this document to your student's band director.

Students who begin in our band program in the sixth grade can look forward to a comprehensive, sequential music education in band through the twelfth grade. Throughout their study, students will be provided a thorough foundation in individual performance fundamentals with an emphasis on developing ensemble concepts and skills.

We are proud of the tradition of excellence that our band program enjoys. With your help and support, we look forward to continuing this tradition of educational excellence in music.

If you have questions regarding the information contained in this Handbook, please call the band office at (469) 593-3537 or the Fine and Performing Arts Office at (469) 593-0430.

Sincerely,

Michael Brashear  
Director of Fine and Performing Arts

Peggy Dillon  
Principal, Westwood Math, Science and  
Leadership Magnet

Jacob Garlinger  
Director of Bands  
Westwood Math, Science and  
Leadership Magnet

Carol Ann Mamminga  
Associate Director of Bands  
Westwood Math, Science and  
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*RISD Music Program Guidelines*  
**and**  
**WESTWOOD BAND HANDBOOK**

**PREFACE**

The band program's main emphasis is on musicianship, performance, and pride of accomplishment, followed closely by good citizenship, tradition, morale, spirit, loyalty, and responsibility. The feeling of pride in a job well done and the accomplishments achieved make the sacrifices worthwhile. By arranging your schedule of activities (curricular and non-curricular) in a responsible manner, you can enjoy a successful band career and still maintain high scholastic standing.

**The success of the individual will lead to the success of the organization, and the success of the organization will lead to the success of the individual.**

Before we begin, please remember that taking part in an RISD instrumental music program is a choice, and participation should be considered a privilege. It is therefore quite important and advantageous that students and parents understand all the information in this Handbook.

**Westwood Math, Science, and Leadership Magnet Band Staff**

Jacob Garlinger, Director of Bands  
Carol Mamminga, Associate Director of Bands

Band Hall Phone: (469) 593-3537  
jacob.garlinger@risd.org  
carol.mamminga@risd.org



➤ **Individual Band Responsibilities**

Students are placed by audition into one of four classes at Westwood Jr. High School: Symphonic I, Symphonic II, Intermediate and Beginning Bands. Our curriculum is designed to improve individual performing skills throughout the year. The responsibilities for students in each group are outlined below.

**SYMPHONIC I BAND**

**Jacob Garlinger, Director**

- Continued development of individual playing skills
- Development of ensemble and rehearsal skills
- Performance of football music, some by memory
- Preparation of All District music during the fall, with tests assigned periodically throughout the first three months of school
- Performance of All District scales by memory
- Audition for All District Band
- Performance of a solo and an ensemble in the Richardson Chamber Music Festival
- Performance of class music and concert music as assigned by the director
- Attendance at section rehearsals, master classes, and/or full band rehearsals before or after school
- Individual practice outside of school
- Attendance at all performances by the Symphonic I Band
- Performance at UIL Concert and Sightreading Contest and other prescribed contests
- Students in Symphonic I Band are expected to fully participate in all performance activities, including approved travel.



**SYMPHONIC II BAND**  
**Carol Mammaing, Director**

- Continued development of individual playing skills
- Development of ensemble and rehearsal skills
- Performance of football music, some by memory
- Preparation of All District music during the fall
- Performance of All District scales by memory
- Audition for All District Band as assigned by director
- Performance of a solo or ensemble in the Richardson Chamber Music Festival as assigned by the director
- Performance of class music and concert music as assigned by the director
- Attendance at section rehearsals, master classes, and/or full band rehearsals before or after school
- Individual practice outside of school
- Attendance at all performances by the Symphonic II Band
- Performance at prescribed contests and concerts

**INTERMEDIATE BAND**

**Jacob Garlinger/Carol Mammaing, Directors**

- Development of individual performance skills
- Performance of some football music
- Preparation of All District music during the fall
- Performance of All District scales by memory
- Audition for All District Band as assigned by director
- Performance of a solo or ensemble in the Richardson Chamber Music Festival as assigned by the directors
- Performance of class music and concert music as assigned by the directors
- Attendance at occasional full band rehearsals before or after school
- Individual practice outside of school
- Attendance at all performances by the Intermediate Band classes

## **BEGINNING BAND**

**Jacob Garlinger/Carol Mamminga, Directors**

- Development of individual playing skills
- Development of ensemble and rehearsal skills
- Performance of selected scales by memory
- Performance of class music as assigned by the directors
- Attendance at section rehearsals, master classes, and/or full band rehearsals before or after school
- Individual practice outside of school
- Attendance at all performances by the Beginning Band



***All RISD Music Program Guidelines will be printed in Italics.***  
**All Westwood Band Specifics will be printed in regular print.**

### **Auditions**

- *All RISD band courses require full year participation and involve outside of school rehearsals and performances.*
- *Students are required to audition for select performance ensembles.*
- *The Head Director determines audition requirements.*
- *Directors will notify students of audition dates, requirements, and results in a timely fashion.*
- *Directors will serve as an evaluator during auditions.*
- *Students will be re-evaluated periodically for participation in select performance ensembles.*
- *Auditions may be live or taped at the director's discretion.*
- *Audition material will reflect the director's anticipated performance level for the students and will be based on prior learning.*

### **Westwood Band Specifics**

All students in the Westwood band program who will be in the 7<sup>th</sup> or 8<sup>th</sup> grade will audition for the upcoming year in May. Music for the audition will be selected by the director and distributed to the student in a timely manner before the audition. The directors are solely responsible for student placement in the bands.

### **Booster Club**

- *One Band, Choir and Orchestra Booster Club will exist in each high school attendance area under the leadership of the High School Head Band, Choir and Orchestra Director. The main objectives of the Booster Club are to support and enhance the area band, choir and orchestra programs for each high school and all its feeder schools grades 6-12, and to provide program communication to students and parents at all levels of participation.*

### **Westwood Band Specifics**

The Richardson Area Band Club, Inc. (RABC) is an organization of parents whose children are involved in the band program. It is designed to support and enrich the program in the entire Richardson High School attendance area. Its Board of Directors works closely with the principals and the directors to provide activities and programming which is beneficial to all students in the area bands. No dues are required. Membership is automatic for all parents with a student in the band program in grades 6-12. All band parents are welcome to participate in meetings and other activities. The best source for information concerning band activities and opportunities is through the Band Club.

## **Calendar of Events**

- *Each secondary music program is responsible for developing an annual calendar of activities that includes major events and activities. The calendar should be made available to students and parents no later than September 1 of the new school year.*

### **Westwood Band Specifics**

- The Calendar of Events will be provided by the individual director no later than the first day of school. Please check your calendar and report any conflicts to the directors. Attendance at all performances and rehearsals is required. If an excused absence is anticipated, a written notification should be submitted at least two days in advance.
- The Calendar of Events will be updated approximately every 6 weeks. Please refer to the most recent update for complete information regarding upcoming events.

## **Conduct**

- *Any organization that has high performance standards must also have high behavioral standards. The basic behavioral guidelines for students in music activities are taken from the RISD Student Code of Conduct Handbook. Specific guidelines above and beyond those outlined in the RISD Student Code of Conduct can be found in your organization's specifics located in the campus Music Handbook.*
- *With the approval of the Principal and Superintendent, sponsors and coaches of extracurricular activities, including interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct. Adherence to these standards may condition membership or participation in the activity. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. No provision of an extracurricular behavioral standard shall have the effect of discrimination on the basis of sex, race, disability, religion, or ethnicity.*
- *Students shall be informed of any extracurricular behavioral standards at the beginning of each school year or, in the case of interscholastic athletics and marching band, at the time the students report for workouts or practices that occur prior to the beginning of classes. Students and their parents shall sign and return to the director or coach an acknowledgement of the behavioral standards as a condition of participation in the activity. (See Appendix for Acknowledgement Form.)*

### **Westwood Band Specifics**

- Students enrolled in the band program are expected to display exemplary behavior at all times. At every performance band members represent their families, Westwood Junior High, the RISD, and Richardson, Texas. We want the band students' actions at all times to exemplify that the Westwood Bands are a world class organization.
- Band students are welcome in the band hall before and after school. However, they may not disturb other classes or sectionals in progress. Students must show every courtesy to the directors and other students at all times. The following rehearsals guidelines will make rehearsals more productive and will contribute to a positive learning environment.

### **Westwood Band Rehearsal Guidelines**

- ❑ Be seated with instrument, band binder, and supplies before the tardy bell rings.
- ❑ Show good rehearsal etiquette by being a good team player—study your part quietly while the director works with another section. Remain on task at all times; do not talk or interrupt the focus of a rehearsal.
- ❑ Correct posture is required of all players. .
- ❑ Raise your hand and ask questions if you need more individual help.
- ❑ Lock all of your belongings in your band locker.
- ❑ Leave instrument case in your locker or under your chair during rehearsal.
- ❑ Lock your locker when you leave the band hall.
- ❑ No food, gum, or drink is allowed in the band hall without the director’s permission.
- ❑ All instruments must remain in cases with latches closed inside a **locked** locker when not in use.
- ❑ Lockers shall remain clean. Items other than instrument, music, and books should not be kept in lockers.
- ❑ Disorderly behavior and abusive language will not be tolerated.
- ❑ Be considerate of directors’ requests for assistance and/or performance of tasks around the band hall.
- ❑ Any student who is not in the band or the orchestra is not permitted in the band hall without a director’s permission.
- ❑ All students will adhere to the *RISD Student Code of Conduct Handbook*.

### **Due Process**

- *All RISD students are entitled to due process in accordance with the Richardson Independent School District Policy. Contact the campus Principal for inquiries concerning due process procedures.*

### **Westwood Band Specifics**

Our goal as a staff is to make sure that all students are treated fairly. Please call one of the directors if you have any concerns. We will work with you to resolve problems. We are here to provide a quality music education for all our students.

### **Eligibility**

- *All music organizations adhere to the eligibility rules and regulations as stated by TEA and the District (see RISD Secondary Program of Studies). To be eligible at the high school level at the beginning of the school year, students must have earned the accumulated number of credits in state approved courses indicated below:*
  - *Beginning of the 9<sup>th</sup> grade year – an overall average of 70 in each of the following subjects: language arts, mathematics, social studies and science*
  - *Beginning of the 10<sup>th</sup> grade year – at least 5 credits toward graduation*
  - *Beginning of the 11<sup>th</sup> grade year – at least 10 credits toward graduation*
  - *Beginning of the 12<sup>th</sup> grade year – at least 15 credits toward graduation*
- *To be eligible to participate in any six week period following the initial six week period of a school year, a student must have recorded a grade average of at least 70 on a scale of 0 to 100 in every course for that preceding six week period.*

- *Any student whose recorded six week grade average in any course is lower than 70 at the end of a six week period shall be suspended from participation during the succeeding six week period. However, a student may regain eligibility seven calendar days after the succeeding three-week evaluation period if the student is passing all courses on the last class day of the three-school-week period. If the student has at least a grade of 70 on a scale of 0-100 for work done since the end of the previous grading period, the student regains eligibility seven calendar days later at the end of the regular school day.*
- *The District provides a list of courses that are exempt from eligibility requirements.*

### **Westwood Band Specifics**

- Throughout the year the bands will have several opportunities to perform or participate in extra-curricular events, such as football games and contests. One of the rules that directly affects our organization is commonly referred to as “no-pass, no-play”. All students must maintain a grade of 70 or above in every class in order to be eligible to attend these events. The district provides a list of courses that are exempt from eligibility requirements.
- The band relies on all its members to maintain a high performance level and high scholastic level in academic courses. When selecting music for performances and competitions, the directors carefully choose music based upon the band’s instrumentation and its members’ ability level. As a result, it is **vital that all band students remain eligible throughout the school year.**
- The Westwood Band staff will enforce all eligibility rules and regulations. Students who are ineligible will continue to rehearse during the band class and participate in curricular activities to earn their band grade until contest time draws near. At that time, an ineligible student will be given assignments to complete during band class to earn his/her band grade.
- If a student is consistently ineligible, he/she will be moved from the performing band to Beginning Band until which time he/she is consistently eligible. Ineligible students may not travel with the band or participate in extracurricular performances.

### **Grading Guidelines in Music**

- *The RISD has established district-wide instructional objectives that relate to the mandated Texas Essential Knowledge and Skills (TEKS) for grade level subjects or courses. These objectives are aligned to address the academic skills needed for successful performance in the next grade or next course in a sequence of courses.*
- *Assignments, tests, projects, classroom activities, and other instructional activities must be designed so that the student’s performance indicates the level of mastery of the designated District objectives. The student’s mastery level of these objectives is a major factor in determining the grade for a subject or course.*
- *In accordance with RISD policy, all “excused” absences will be honored with no grade penalty.*
- *A major part of the music curriculum is the development of performance skills. Therefore, “unexcused” absences from a sectional, rehearsal or performance, which are integral to developing these performance skills, will lower a student’s course grade as follows:*

- *Sectionals and rehearsals are course requirements that require interaction from members of a group and cannot be made up. Therefore, an “unexcused” absence from a before or after school sectional or rehearsal will lower a student’s participation average of the six week grade by 20 points.*
- *Performances are mandatory as a culmination of group course requirements and cannot be made up. Therefore, an “unexcused” absence from a scheduled performance will reflect a grade of “0” to be averaged into the student’s six week performance grade, and the student may be subject to removal from the course.*
- *Other absences and tardiness, excused or unexcused, may be made up in accordance with District and school/teacher grading guidelines.*
- *Students in grades 9-12 are able to earn Honors credit in Band, Choir and Orchestra. The Honors student must be committed to developing individual academic and musical skills and be disciplined with expectations to deadlines.*
- *A band member’s six week grade will be an average of the following:*
  - **Participation (25%)**
    - ❑ *The student will receive a grade for each before and after school sectional and rehearsal during a grading period.*
    - ❑ *The student will be on task and focused during all rehearsals.*
    - ❑ *The student will have instrument, music, pencil, and supplies.*
    - ❑ *The student will be prepared to play his/her part successfully.*
    - ❑ *The student will mark music and take notes as needed.*
  - ❖ **Honors Band Requirements**
    - ❑ *Honors students must exhibit an advanced level of the above.*
    - ❑ *Honors students must attend two professional band or orchestra performances or other performances approved in advance by the director each semester. Documentation of attendance at these performances will include a program and a minimum two page critique of each performance. The paper must be typed 12 point, Times New Roman font, double-spaced and reflect the writing quality, content and construction expected of an Honors student.*
  - **Skills (25%)**
    - ❑ *The student will be expected to improve individual music skills.*
    - ❑ *The student’s individual skill development will be evaluated through taped music tests, individual playing tests, scale tests, and written tests.*
    - ❑ *The student will be evaluated on improvement of ensemble skills during daily rehearsals.*
  - ❖ **Honors Band Requirements**
    - ❑ *Honors students must exhibit an advanced level of the above.*
    - ❑ *Honors students must prepare all of the TMEA All Region scales and audition music and audition for All Region Band in the fall unless waived by director.*
  - **Fundamentals (25%)**
    - ❑ *The student will be expected to improve performance fundamentals.*
    - ❑ *The student will be evaluated for improvement of music fundamentals through daily observation during the “basics” part of each rehearsal and during sectionals.*

- ❑ *The student will be expected to demonstrate correct posture, hand position, embouchure, air production, articulation and attentiveness as monitored during rehearsals.*
- ❑ *The student will be expected to develop a historical knowledge of the literature relative to his/her respective instrument.*
- ❖ **Honors Band Requirements**
  - ❑ *Honors students must exhibit an advanced level of the above.*
  - ❑ *Honors students must complete a research paper each semester on a topic approved by the director. The paper must be a minimum of six pages typed 12 point, Times New Roman font, double-spaced, with footnotes and include a critical thinking application of a minimum of one page. A minimum of three sources is required. The paper must reflect the writing quality, content, and construction expected of an Honors student.*
  - ❑ *The student, with director approval, may choose one of the following as an alternative to the research paper for one semester only.*
    - ⇒ *Complete individual music theory projects as assigned using the music computer lab.*
    - ⇒ *Compose an original piece of music – length and content to be approved by the director.*
- **Performance (25%)**
  - ❑ *The student will receive a grade for each performance during a grading period.*
  - ❑ *Performances will be counted as major exams.*
  - ❑ *The number of performances will be determined by the performance calendar.*
  - ❑ *If no public performance occurs during a grading period, the performance grade will be based upon informal classroom performances determined by the director.*
- ❖ **Honors Band Requirements**
  - ❑ *Honors students must exhibit an advanced level of the above.*
  - ❑ *Honors students must participate in the Richardson Chamber Music Band Festival and/or UIL Solo and Ensemble Contest as a solo performer.*
- **Additional Criteria Affecting Grades**
  - ❑ **Excused Absences**  
*In accordance with RISD policy, all excused absences will be honored with no grade penalty. These will include:*
    - Medical emergency or illness*
    - Death in the family*
    - Religious holiday*
    - Family emergency*
    - Medical or dental appointment**Circumstances may justify an excused absence for reasons other than those listed above in accordance with RISD policy. Please refer to RISD Student Code of Conduct Handbook for a complete list of extenuating circumstances and non-extenuating circumstances. If an excused absence is anticipated, a written notification should be submitted at least two days in advance.*
  - ❑ **Unexcused Absences**  
*See **Grading Guidelines in Music** above.*

- ❑ *Tardiness*  
Each tardy to a before or after school sectional or rehearsal will require completing an extra task assigned by the director. If the extra task is not completed within the allotted time determined by the director, the student's participation average of the six week grade will be lowered by 5 points.

➤ **Merit Points**

*Students who perform at the highest level will be awarded merit points for the following individual achievements that reflect a mastery of musical skills and knowledge. These merit points will be added to the student's six week grade during which the event occurs:*

- ❑ *High School Merit Points*
  - RISD Chamber Music Festival Solo Performer.....2 points*
  - UIL Solo and Ensemble Contest Solo Performer .....2 points*
  - Earned membership in All-Region Band .....3 points*
  - Selected to audition for Area Band .....4 points*
  - Earned membership in the All-State Band or Orchestra.....5 points*
- ❑ *Junior High Merit Points*
  - 1<sup>st</sup> Division Rating on a Chamber Music Festival Solo.....3 points*
  - Honor Award on a Chamber Music Festival Solo or Ensemble.....4 points*
  - Earned membership in the All-District Band or Orchestra.....5 points*

➤ **Semester Exam**

*Semester grades shall consist of an average of the 3 six week grading period and a semester exam. The average of the 3 six week grading period shall count as a minimum of 80% of the overall semester grade. The semester exam shall count a maximum of 20% of the overall semester grade.*

**Westwood Band Specifics**

Students will be expected to meet the responsibilities for each band class as listed in the preface of this Handbook. Since Band is an academic music class with additional extra-curricular activities, the band student's grade will reflect achievement in both curricular (class work, concerts) and extracurricular areas (football games, contests).

**Instruments**

- *Students in band and orchestra, grades 6-12, are required to provide an instrument. The maintenance, repair and insurance against theft or damage of these personal instruments are solely the responsibility of each student.*
- *In band and orchestra, grades 6-12, the District has a limited number of large instruments that may be available for an annual usage fee of \$75. In addition to the usage fee, students are responsible for maintenance, repair and insurance of school owned instruments against theft or loss while in their possession. Instruments must be returned at the end of the school year in the same condition as issued.*

**Westwood Band Specifics**

➤ **Individual-Owned Equipment**

- ❑ *A quality band program requires quality materials and instruments. Students are required to purchase all necessary materials for their instruments to insure*

quality playing condition (i.e., mouthpieces, reeds, valve oil, drum sticks, mallets, wire music stands, etc.).

- ❑ As a student becomes a more proficient musician, the need arises for a more professional model instrument. In many cases, professional quality instruments are purchased during seventh grade and in most cases by eighth or ninth grade.
- ❑ An instrument step-up drive is held each November to assist parents/students in selecting a professional model instrument for a reasonable price. Although this is held predominantly for seventh grade students, it is open to eighth and ninth grade students as well. The band directors and private teaching staff are available to assist in the selection process. We strongly encourage our students to participate in this opportunity to acquire a better quality instrument.

➤ **School-Owned Equipment**

- ❑ Westwood Junior High School furnishes the following instruments for students to use: piccolo, oboe, English horn, bassoon, bass clarinet, tenor saxophone, baritone saxophone, French horn, bass trombone, euphonium, tuba, and all percussion instruments. Students must provide their own personal accessories, such as mouthpieces, drumsticks, mallets, reeds and mutes.
- ❑ Students who perform on school-owned instruments (including percussionists) are required to sign an instrument check out form and pay a \$75 instrument usage fee. Students are responsible for the maintenance and repair of individual instruments while in his/her possession and for any damage to the instrument. Students are expected to return all school-owned instruments at the end of the year in the condition in which they were issued. The instrument will be inspected and the student must pay for any recommended repairs.
- ❑ The band member is financially responsible for all school-owned equipment and/or materials checked out to him/her for personal use. These items are to be used wisely and not to be abused. At the end of each school year, all school-owned instruments will be returned for inventory check, cleaning and repair and then re-issued for summer use.

**Medical Release Form**

- *All students enrolled in band, choir and orchestra must have a Medical Release Form on file in the Head Director's office no later than the end of the third week of the new school year.*

**Westwood Band Specifics**

All students must complete and turn in a notarized emergency Medical Release Form to the Westwood Band office by the end of the first week of school. No one will perform or travel with the band without this completed, notarized form on file. (See Appendix for Medical Release Form)

**Orchestra**

- *Wind and percussion students participating in orchestra must have concurrent membership in the school band program.*

### **Private Lessons – Voluntary Music Enrichment Program and Fees**

- *Private lessons are provided for interested students as an enrichment program in Band, Choir and Orchestra.*
- *The Head Director coordinates the private lesson program in each high school attendance area in collaboration with RISD guidelines and each respective Area Booster Club.*
- *The private teachers are contracted through the RISD and must complete an Application and a Criminal History check.*
- *The private teachers are hired, supervised and evaluated by the Head Director at each high school and teach at each secondary campus.*
- *Private study fees are consistent throughout the District and are determined through the Office of Fine and Performing Arts. The current fee is \$17 per lesson.*
- *The Area Booster Club is responsible for collection of lesson fees September 1 through May 31, maintenance of lesson records and payments to the private teacher contractors.*
- *While private study is not a requirement for participation in any of the music organizations, students are strongly encouraged to participate.*

### **Westwood Band Specifics**

- *The Westwood Junior High School Band has a strong private study program coordinated by the Booster Club. The teachers are highly qualified professionals who are auditioned and approved by the Head Band Director. Participating students receive one private lesson per week at a cost of \$17.00 per lesson.*
- *Private study is encouraged, but not required, to participate in the Westwood Bands. The advantages of a one-on-one experience are overwhelming. Please see the director for a complete list of private lesson faculty now teaching at Westwood Junior High School.*

### **Rehearsal/Performance Schedules**

- *Participation at sectionals, rehearsals, and performances is required and will be integrated into the student's grade in accordance with the **Grading Guidelines in Music** contained in this Handbook, the RISD Program of Studies and TEA/UIIL regulations.*
- *A schedule of activities and events will be provided to students and parents. Updated schedules will be provided as needed.*
- *Regularly scheduled sectionals, rehearsals, and concerts are curricular and have no academic eligibility requirements.*
- *In the spring semester, no more than two competitions may be entered in addition to the UIL Concert and Sightreading Contest, excluding the high school spring trip.*
- *The Head Director, or someone designated by the Head Director, will supervise all required practices, rehearsals, and/or performances that are school-sponsored.*
- *In addition to local performances, special performance ensembles may make numerous other appearances during the year.*
- *Performance courses in Band, Choir and Orchestra involve outside of school rehearsals and performances. Students who are members of principal performing*

*groups are expected to fully participate in all performance activities including approved travel.*

### **Westwood Band Specifics**

Full band and sectional rehearsal schedules will be distributed to Westwood band students in accordance to the above guidelines.

## **Religious Music Guidelines**

### **Background Information**

- During the 1999-2000 school year a Religious Practices Committee, comprised of parents, community members, clergy, teachers, administrators and students, reviewed current *RISD Guidelines for Religious Practices*. Their recommendations were accepted and approved by the Board of Trustees in June, 2000.
- One of the components reviewed by the committee was religious music in public schools. The RISD guidelines concerning religious music in school, as stated below, were approved by the Board of Trustees and are in compliance with current law.
  - *District bands, choirs and orchestras, as part of a secular program of instruction, may perform religious music. District personnel must make every effort to assure that such music reflects a diversity of religious beliefs.*

## **Required Expenses and Fees**

- *All high school music organizations levy fees to cover expenses of uniform upkeep, additional equipment, school-owned instrument usage fees, repairs, supplies and other program operation expenses not covered in the regular music budget. Program fees will not exceed \$500 per student and are managed through the local booster club, a 501(c) (3) non-profit organization.*
- *Travel fees are separate from program fees and are assessed according to the requirements of approved travel.*
- *All monies raised during fundraising activities belong to the organization's general fund from which student scholarships may be dispersed. There are no refunds granted from fundraising monies.*
- *If a high school student withdraws from an organization or fails academically, and is unable to participate in the organization, any money earned through fundraisers or granted through scholarships will remain in the organization's general fund. Any money over and above the costs of the "operating fee" and trip costs will remain in the organization's general fund.*
- *All fundraising activities must be approved by the Area Booster Club and the individual school principal.*
- *All funds raised must be deposited with and accounted for through each Area Booster Club.*
- *Junior High fundraising activities are to be group efforts, which go into a group account to support group activities. Students fundraise for activities that support their programs, for additional equipment, for the ability to assist students who have financial problems, etc. An integral part of fundraising is the spirit and unity that comes as a result of the group effort. Therefore, in Junior High there are:*
  - *No required fees for participation with the exception of an RISD instrument usage fee, a school uniform fee or individual competition entry fees.*

- No required "operation" fees or individual fundraising amounts for which parents or students are held responsible.
- No individual student fundraising accounts to be maintained.
- No fundraising participation or expectations from 6<sup>th</sup> grade band and orchestra students.
- Instrument purchase/rental: Individual instruments are the responsibility of the student/parent, and may be purchased or rented. A limited number of district-owned instruments may be available for a usage fee.
- Financial assistance is available for students who need help meeting required maintenance fees and other expenses related to this activity. Assistance, based on the organization's needs and on the commitment and interest of the individual student, may be obtained through fundraising or other resources (local booster club, campus funds, etc.). Consult the Head Director for more information.

### **Westwood Band Specifics**

Listed below is a breakdown of the usual band expenses. Some fees may not pertain to every student. If there are difficulties in meeting the student's financial obligations as listed below, the parent should contact the director.

<b>BAND FEES (Check items that apply)</b>	
SCHOOL-OWNED INSTRUMENT USAGE FEE	\$75.00
LOCK (if replacement is needed)	\$ 5.00
FLIP FOLDER	\$ 5.00
BAND SHIRT	\$10.00-15.00
SUMMER REPAIR/CLEANING OF SCHOOL-OWNED INSTRUMENT (if needed)	\$30.00
PRIVATE MUSIC LESSONS (optional)	\$17.00/lesson
<b>SYMPHONIC I, II and INTERMEDIATE BANDS (Check items that apply)</b>	
<b>GIRLS:</b> BLACK CONCERT DRESS Check payable to <u>Richardson Area</u> <u>Band Club</u> (RABC)	\$30.00 Uniform Fee
<b>BOYS:</b> See Concert Uniform (p. 20)	\$50.00 Uniform Cost

### **Stage/Jazz Band**

- To participate in Stage/Jazz band, a student must have concurrent membership in the school band program. Exceptions may be made only for those who play piano, organ, guitar, and bass or are vocalists, with the approval of the Head Band Director, the Director of Fine Arts and the building Principal.
- Band students who elect to drop band and audition for membership in the Stage/Jazz Band for one of the listed music exceptions may not audition until one year has elapsed from the time they drop band. Priority placement for exceptions will be given to students with concurrent membership in band.

### **Summer Activities**

- *The director will post information concerning summer music camps and private studies. Attendance is encouraged but optional.*
- *Summer camps and activities are held outside the normal school year. It should be understood that attendance and participation at these camps and practices are clearly at the individual's discretion and the RISD in no way requires this participation.*
- *While at these camps, participants are under the rules and procedures of the specific camp involved and the RISD assumes no responsibility for student conduct.*
- *A director's participation in summer activities is entirely at his/her discretion and his/her attendance is in no way related to his/her duties as an RISD employee.*
- *RISD Leadership Camp is held one week during the summer months. The location of Leadership Camp alternates each year among the four high schools. This camp is open to all music leaders from the Berkner, Lake Highlands, J.J. Pearce and Richardson High Schools. The emphasis of the camp is to develop individual student music leadership skills.*

### **Westwood Band Specifics**

Students are encouraged, but not required, to continue their musical studies during the summer. Students may sign up for lessons taught by the Richardson I.S.D. applied lesson faculty during the summer. There are also a number of worthwhile camps offered by universities for band students during the summer. Information about these camps will be posted in the band hall as the information comes to the band office.

### **Transportation**

- *All travel arrangements must be through District approved vendors.*
- *The Head Band, Choir and Orchestra Director and Principal will determine the mode of transportation to and from all performances.*

### **Westwood Band Specifics**

The Head Band Director will determine transportation to and from local full band performances. If a student must leave directly from a performance, he/she can be released only to his/her parent/guardian. Any exception to this guideline must be submitted in writing and approved by the Head Band Director prior to the event.

### **Travel**

- *During a high school music student's career, a student may participate in an approved spring trip of up to three school days to travel beyond a radius of 600 miles within the continental United States. For all remaining years, music organizations may have two school days of approved travel within a radius of 600 miles within the United States.*
- *Exceptions to the above (i.e. invitation to Midwest, invitation to ACDA, special invitation for international travel, etc.) must be approved by the Director, Principal, Director of Fine Arts, and Assistant Superintendent. The District will bear no cost for invitational travel excluding the UIL State Marching Contest, TMEA performances and members of the All-State Music groups.*

- *Out of district trips are not mandatory for any member and will not affect their status or grade in any way. However, students in the top performing music ensembles do have a travel expectation.*
- *Since participation in our music program is a team effort, any student not participating in a spring trip should advise the director well in advance of the trip (a minimum of eight weeks is recommended). The director can then make alternative arrangements for missing students.*
- *When traveling, each student must meet all local and state eligibility requirements to participate in the competition.*
- *Students who are ineligible may not travel with the music organization.*
- *Students must be able to satisfactorily perform the material assigned for the performance.*
- *Students must have attended scheduled rehearsals.*
- *Students must fulfill their financial obligation.*
- *Junior High music groups may only travel overnight by invitation of the Texas Music Educators Association. Any exception to this will be with the approval of the Director of Fine Arts and the Secondary Assistant Superintendent for Curriculum and Instruction.*

### **Westwood Band Specifics**

In the event that the Westwood Bands qualify for additional travel, the directors will communicate all pertinent information to students and parents.

### **Uniforms**

- *The District provides uniforms for high school music groups and these are mandatory for participation in high school Band, Choir and Orchestra. .*
- *The individual student must provide uniform accessories such as shoes, socks, gloves, tux shirts, bow ties, etc. as needed.*
- *Students are responsible for maintenance/cleaning fees.*
- *Each student is responsible for repair or replacement of any damaged or unreturned uniform or accessory.*
- *Junior High music students may be required to provide a uniform at the discretion of the Director and Principal.*
- *At the 6<sup>th</sup> grade level, the uniform requirement for Band and Orchestra students will be at the discretion of the Junior High Band or Orchestra Director in consultation with the principal.*

### **Westwood Band Specifics**

- *Each year a band shirt is specifically designed for the Westwood Junior High Band program. All students, grades 7-8, participating in the program are required to have a band shirt, which costs approximately \$10 to \$15.*
- *The band shirt can be worn to school on any day and MUST be worn to football games, pep rallies, designated concerts and other events throughout the year in which band members are representing Westwood Junior High. A Band Parent shirt is also available. We encourage our parents to purchase a “Parent” shirt, not only to show their support, but for easy identification when chaperoning events. Prepaid orders are taken at the beginning of each school year.*

### **WESTWOOD JUNIOR HIGH BAND SHIRT**

All students grades 7-8

\$10 - \$15

- The Westwood Symphonic I, II and Intermediate bands perform in several concerts and contests each year. The following required concert attire for these band members is the prescribed uniform for the junior high bands of RISD and achieves a consistent, formal appearance on the stage.

### **GIRLS' CONCERT UNIFORM**

Black concert outfit (school-owned), black dress shoes and natural colored or black hose. The dress will be issued from the Westwood Band and the student will be assessed a \$30.00 use fee. This is a one-time annual fee. Please make checks payable to **RABC-Westwood** (Richardson Area Band Club).

All girls will be fitted for an outfit, and minor alterations will be done at minimal cost. The outfits will be turned in at the end of the school year dry cleaned and in the same condition in which they were issued.

### **BOYS CONCERT UNIFORM**

White tuxedo shirt with ¼" pleats, black bow tie, black cummerbund, black dress slacks, black socks and black dress shoes (no cloth or athletic shoes). A plain white (no logo) t-shirt must be worn under the tux shirt.

- The white tuxedo shirt, black bow tie, black cummerbund and black dress slacks may be purchased from Minsky Formal Wear (972-783-0307) for approximately \$50. Minsky's is located at the corner of Arapaho Road and West Shore Drive in the Arapaho Village Shopping Center next to Tom Thumb. Each student must have the complete concert uniform at least one month prior to the Winter Concert.
- We strongly encourage proper care of the uniform after each performance to avoid excessive cleaning expense and insure its longevity and good appearance.

**SCHOOL OWNED INSTRUMENT CHECK-OUT FORM**

**2006-2007**

**Westwood Junior High School Bands**

Name of Student \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mother's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Instrument Make & Model \_\_\_\_\_

Serial Number \_\_\_\_\_

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THIS IS TO CERTIFY THAT I AM USING A SCHOOL-OWNED INSTRUMENT. I UNDERSTAND THE GUIDELINES CONCERNING USE OF MY SCHOOL OWNED INSTRUMENT AND WILL OBSERVE ALL GUIDELINES.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

WWJH Band Member

I HAVE READ THE GUIDELINES FOR USING A SCHOOL OWNED INSTRUMENT AND UNDERSTAND HOW IT APPLIES TO MY CHILD.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

WWJH Band Parent/Guardian

***CHECK FOR \$75 SHOULD BE PAYABLE TO: RABC-Westwood***

**MEDICAL RELEASE FORM 2006-2007  
WESTWOOD JR. HIGH SCHOOL BAND**

*Please Print*

Please Print

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Father: \_\_\_\_\_ Mother: \_\_\_\_\_

Father's Work Phone: \_\_\_\_\_ Mother's Work Phone: \_\_\_\_\_

Alternate Adult Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Adult Name: \_\_\_\_\_ Phone: \_\_\_\_\_

The above named student has my permission to participate in school-sanctioned activities as a member of the Westwood Band during the 2006-2007 school year. Students even when off campus are still subject to the school rules and regulations when participating with the Westwood Band. I understand that any student who does not conduct himself/herself properly may be (1) sent home at the parent's expense; (2) prohibited from participating in future activities of this organization; and/or, (3) subject to other appropriate disciplinary action.

By signing this document, the parent and/or legal guardian releases the Richardson Independent School District and Westwood Band directors, chaperones, volunteers, etc. from any and all claims resulting from the injury of the above named student or the loss of property of the above named student while participating in any activities connected with the Westwood Band.

**Insurance Coverage – (You may copy the front and back of your insurance card and attach to this space rather than printing this information.)**

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group in Name of: \_\_\_\_\_

Name of Parent who is the Policy Holder: \_\_\_\_\_

**Insurance Coverage – Secondary**

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group in Name of: \_\_\_\_\_

Name of Parent who is the Policy Holder: \_\_\_\_\_

**Dental Coverage –**

Insurance Coverage: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group in Name of: \_\_\_\_\_

Name of Parent who is the Policy Holder: \_\_\_\_\_

**Health-Related Information about Student:**

**1. List allergies to food, medications, other. (If None, so state.)**

**2. List pertinent medical information applicable to heart trouble, diabetes, epilepsy, allergies, Etc. (If None, so state.)**

**3. Does student carry medication? (If None, so state.)**

**Name of medication(s):** \_\_\_\_\_ **Purpose:** \_\_\_\_\_

**4. Date of last Tetanus injection:** \_\_\_\_\_

**5. Name of family physician:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**6. Does student wear: glasses?** \_\_\_\_\_ **Contact lenses?** \_\_\_\_\_ **Hearing Aid?** \_\_\_\_\_

**7. Additional medical information or comments:** \_\_\_\_\_

\_\_\_\_\_

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In the event that the above named student is presented for, or requires medical treatment or surgery or any other form of medical care or aid, I, parent/legal guardian of the above named student, do hereby authorize the Sponsors/Chaperones to be consulted with, and consent to, any medical treatment or care deemed necessary by any doctor, nurse or other medical personnel. I also guarantee payment of all charges incurred for medical treatment such as, but not limited to physician, hospital, x-ray, lab, drugs, and EMS.

This form must be signed, notarized, and returned to the Westwood Jr. High School Band Director before the student will be permitted to participate in any off-campus activity.

\_\_\_\_\_  
Date

Given under my hand and seal of Office  
this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Notary Public in and for:

(Notary Seal)

**2006-2007 WESTWOOD JR. HIGH SCHOOL BAND  
ACKNOWLEDGEMENT FORM**

This Handbook is distributed to all Westwood Junior High Band students and parents. The information is intended to make your band experience as positive and fulfilling as possible.

Please read them and sign the following acknowledgement form and return it to the band office. All forms must be on file before the end of the first six weeks. If you have any questions, please contact the directors at 469-593-3537 for more information.

**THIS IS TO CERTIFY THAT I HAVE RECEIVED AND READ THE  
2006-2007 WESTWOOD BAND HANDBOOK AND WILL OBSERVE  
ALL GUIDELINES FOUND THEREIN.**

\_\_\_\_\_  
WWJH Band Student Signature

\_\_\_\_\_  
Date

**I HAVE RECEIVED AND READ THE 2006-2007 WESTWOOD BAND  
HANDBOOK AND UNDERSTAND HOW IT APPLIES TO MY BAND  
STUDENT.**

\_\_\_\_\_  
WWJH Band Parent/Guardian Signature

\_\_\_\_\_  
Date

I grant permission for WWJH Band to identify me by name or likeness or both in WWJH or RISD publications, either printed or electronic.

Accept  Decline

\_\_\_\_\_  
WWJH Band Student Signature

I grant permission for WWJH Band to identify my above named child by name or likeness or both in WWJH or RISD publications, either printed or electronic.

Accept  Decline

\_\_\_\_\_  
WWJH Band Parent/Guardian Signature