

Windsor Forest High School Band Handbook (Revised: June, 2016)

Lia Patterson, Director of Bands

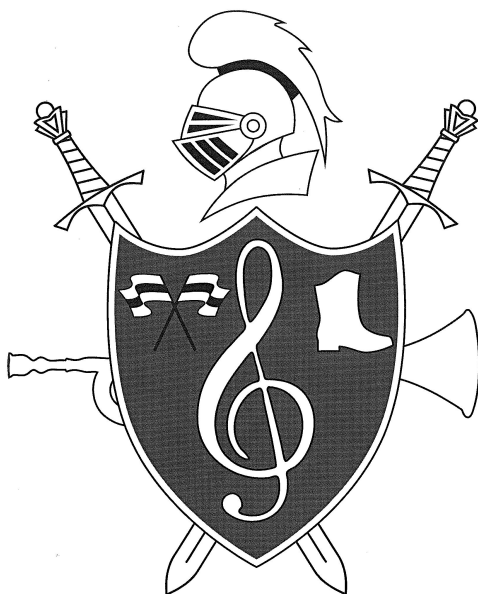


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Welcome!

Dear Parents and Students,

Welcome to one of the most exciting, rewarding, and educational experiences that our school has to offer – the Windsor Forest High School Bands! The goal of the WFHS Band Program is to ultimately provide students with a lifelong understanding and appreciation for quality music and music making.

Recent statistics prove that young people who participate in music are among the strongest academically in their schools. They also have higher SAT score averages than their fellow classmates. Their adult lives are filled with successes which are a direct result of the band experience. Skills acquired through membership include 21st century skills such as critical thinking and problem solving, communication, collaboration, and creativity amongst a myriad of other life skills like self-discipline, persistence, determination, and performance confidence. The Windsor Forest Bands will provide this foundation for every student musician in the program.

This Handbook will answer many of the questions you may have concerning the band program, so please use this document as your primary source of accurate information concerning the bands at Windsor Forest High School. In addition to this handbook, the Windsor Forest Band Website also provides you with the most up-to-date information on all of the bands. Please bookmark <http://wfhsbands.weebly.com/> and visit the page frequently.

It is my sincere hope that while you are part of the WFHS Band program you will find many long lasting friendships; earn the respect of those around you; and feel genuine pride in a job well done. I expect mature, responsible attitudes and actions – combined with lots of hard work. By accepting membership in the Windsor Forest Bands, you agree to always perform to the best of your abilities and to work hard to help make this year's bands the finest that our combined efforts can produce.

Both parents and students are asked to read this handbook in its entirety, sign off on the acceptance of rules and regulations on the last page acknowledging that you have read and understand the contents of this handbook, and return the signed page to the band office. Every year is a new and exciting challenge; know that you will make a difference. I am delighted you have chosen to become part of the Windsor Forest High School Bands, and I'm looking forward to another exciting year.

Musically Yours,

Lia Patterson, M.M.
Director of Bands
Windsor Forest High School
Tau Beta Sigma for Greater Bands!

Foreword

The Windsor Forest High School Band Handbook is designed with the following objectives in mind:

- To serve as an operational guide to parents, students, and directors
- To develop a systematic approach to the teaching and organization of the complete high school band program
- To help avoid costly (time and/or money) delays, loss of time and misunderstanding due to lack of awareness of policy and procedures
- The WFHS Band Handbook can be amended at any time, without notice.

The Band Website

The WFHS Marching Knights band website is a great resource which can notify parents and students of upcoming events, changes in dates, recognitions, and forms/handbook. Also, periodically, audio and video media of the Marching Knights will be posted for the community to see. Photos of the students at various performances and practices will be placed on the website periodically, as well. By agreeing to this handbook you grant permission for pictures/video of your child to appear on the website and other WFHS publications. The url is below and the QR code is on the front of the handbook.

<http://wfhsbands.weebly.com/>

Ensembles

The WFHS Band Program will be divided into various ensembles throughout the year. The largest and most visual group within the community is the Marching Knights. The Marching Knights include instrumentalists, the colorguard, and the Chatelaines. Collectively, all of these groups make up the Marching Knights band. Therefore, whenever the Marching Knights are mentioned at any point in this handbook it refers to instrumentalists, the colorguard, and the Chatelaines. All band students are strongly encouraged to be a Marching Knight unless that student participates in a conflicting sport, or cannot participate due to health reasons. All exceptions should be presented to the director at least 60 days prior to Band Camp, as planning for the marching season is done months in advance. The earlier the director knows of such issues the easier it is to prepare for them. Any concerns should be discussed with Ms. Patterson, and it should be noted time can be shared between band and another school activity. Advance communication is the key!

Concert band will be broken down into three ensembles, Wind Ensemble, Symphonic Band, and Beginning Band. The Wind Ensemble is the most competitive ensemble and is audition-based. As well as a successful audition, students must exhibit a stellar attitude and work ethic to gain admittance to the ensemble. Please refer to the syllabus for more detailed information about each ensemble.

Statement of Band Policy

In order to help band members and parents understand their areas of responsibility, a statement of band policy is herein set forth. Becoming familiar with this policy will help each band member make the most of this fine opportunity to become a better person through his or her association with music:

I firmly believe that students should improve through daily practice. I am firmly convinced that the happiest student is the one who is improving through regular habits of practice and daily progress. The student must develop a high sense of purpose which will result in the improvement of the band program.

I intend to conduct the band program in a manner which will encourage all students to achieve these goals.

Private lessons are highly encouraged for all students. After school assistance will be offered by the director, when possible, for preparation of any repertoire or in preparation for an upcoming audition or recital. In order to have a total band program, it is necessary for band students to participate in both the marching and concert bands as well as the any other ensembles offered.

All students are expected to give to this band program. This includes time, effort, respect, and fundraising.

Line of Authority

- A. Band Director - The Marching Knights and the entire WFHS band program are ultimately under the direction of the Band Director. His or her word is to be acknowledged as the final decision.
- B. Faculty Advisors – The band members will answer to the band director. The colorguard advisor(s) will directly supervise the colorguard, conferring with the band director as necessary. The Chatelaine advisor(s) will directly supervise the Chatelaines, conferring with the band director as necessary. The percussion advisor will directly supervise the drumline, conferring with the band director as necessary. Occasionally other faculty/staff members may

assist with supervision; all students are expected to treat any WFHS faculty or staff member with respect according to school policy.

C. Student Officers - The students are expected to follow all reasonable directions of the officers, including disciplinary actions for rule infractions. While the officers will make many decisions, ultimately the band director and faculty advisors are responsible and must approve of all decisions. The officer positions hierarchy is as follows:

- Band Captain: *The highest ranking officer of the band. Has authority over ALL students of the Marching Knights.*
- Drum Major and Band Co-Captain: *Has authority over all students of the Marching Knights except the Band Captain.*
- Drum Captain, Woodwind Captain, and Brass Captain and the Chatelaine and Colorguard Officers: *Have authority over all students of the Marching Knights except the Captain, Co-Captain, and Drum Major. Within the Chatelaines and Colorguard, the Commander is the highest ranking and Captains answer to the Commanders.*
- Band Librarian/Quartermaster: *Has authority over ALL members of the Marching Knights, except for Captain, Co-Captain, and Drum Major in terms of discipline. He or she does, however, have authority over ALL Marching Knights in regards to the music library, (including the music tables and shelves) and uniforms.*

Students will respect and acknowledge this hierarchy of authority. Any student not positively responding to the reasonable requests of an officer with authority over them shall be reported to the band director. Likewise, any officer abusing his/her power or authority shall be warned and if the abuse of power continues he/she shall be stripped of that power and/or title. Also, the Band Director has the authority to override any officer's request or discipline towards another student.

D. Parents – Parents will act as chaperones on many occasions and will work under the direction of the faculty (band director/advisor). All members are expected to treat all parents with respect and follow all directions given.

Guidelines for a Successful Marching Knights Program

Below are guidelines, which, if followed, will ensure a successful and thriving band program. The student and parents should know these well. Students will:

1. Know the handbook and all its expectations.
2. Know the school rules and understand that they are the primary rules of the band.
3. Be early to every practice, performance, and trip departure. EARLY IS ON TIME AND ON TIME IS LATE!
4. Absences and tardies should be presented in writing and signed by a parent or guardian in advance at least 24 hours. In an event of an emergency, a written excuse should be provided upon the student's return to school.
5. Know and understand the grading policy. Remember that band class students are graded not only in class, but at all performances and rehearsals, both in school and after.

6. Work with fellow Marching Knights to improve at every chance.
7. Devote time each day to the band program while being well rounded. Band should not consume your entire daily routine, but should be a part of it every day. Students will be expected to maintain academic success in ALL courses while still contributing to the band program.
8. Learn something musical everyday, even if it is listening to a new work or piece. This is done outside of practice time.
9. Participate in any fundraising efforts, both through the band and the band boosters. (This includes paying your band dues.)
10. Wear the uniform with pride and exemplify what it means to be in the WFHS Band Program. This includes taking care for and taking responsibility for your uniform.
11. Lastly, and most important, RESPECT EVERYONE AND EVERYTHING AROUND YOU AT ALL TIMES. This includes students, parents, chaperones, directors, and all equipment and instruments. If there is ever a question regarding your level of respect, you are not showing enough.

Band Dues

Participation in a high school band program is very rewarding and has so much to give. This program, like all others, comes with great costs, both fiscally and otherwise. Therefore, students are required to pay/fundraise a certain amount of money each year to help ensure the survival of the band program. This money is used for the purchase of music, equipment, and other various materials needed to help the band look and sound its best. The band director will make efforts to help the students fundraise this money, in order to help lessen the burden on each student, and fundraisers will be encouraged, but not required. While no student's funds go directly to any one purchase, all monies collected are used for the good of the program. These amounts do NOT include apparel (other than the band shirt for those in marching band) and personal equipment a student may need. The students will pay the following amounts yearly:

Instrumentalists: \$60.

Flag Team and Chatelaines: \$25. (included in annual program investment)

Eligibility

- A. Students are expected to pass all scheduled classes and attend tutorial sessions as needed to ensure a passing grade in each class. However, if a student experiences below passing grades, he/she may only fail one (1) academic class.....in order to remain in the Marching Knights.
- B. Members must be on track for graduation, which means they must have the appropriate number of credits based on their year in school (see advisor for specifics).
- C. Fifth year seniors are not eligible to participate in marching band.

- D. Progress Reports and Report Cards will be checked by the band director and advisor. Students that are not doing well will be required to present a progress report each week. Participation will depend on progress.
- E. Members who fail to meet Board standards for the spring semester must attend summer school and meet standards to be eligible for marching band the next fall.
- F. If a member is dismissed from the group or quits, they must wait one full year before they can try out for the Marching Knights again. Participation in following years is at the band director's discretion.
- G. Students who are in academic risk may be placed on an **academic contract**. That student will remain on the contract until the next progress report, which must indicate a betterment of grades, to at least a passing status. If a student is on academic contract and fails to raise his or her grades, that student may be dismissed from the Marching Knights.

Conduct

A. General Conduct

1. Exhibit proper and polite behavior at all times. No smoking, drinking, crude behavior, or public displays of affection (couples may only hold hands; no kissing, hugging, etc. when in uniform).
2. Use proper language at all times (no swearing, cussing, vulgarity, etc.).
3. **Always maintain a positive attitude.** Negative attitudes or behavior will result in disciplinary action from the band director.
4. Respect all involved with the Marching Knights, including the band director, staff, auxiliary advisors, any adults who sacrifice their time to work with the Marching Knights, and all members of the Marching Knights.
5. If severe instances occur, a **behavior contract** may be issued by Ms. Patterson at any time, including prior to final acceptance into the Marching Knights. The student will remain on the behavior contract for 12 months from the point of issuance. Should another instance arise while the student is on contract, that student may be removed from the Marching Knights.

B. School Discipline

1. School disciplinary problems are NOT expected to be an issue. In the unlikely event that situations arise, they will be handled on an individual basis. The band director will make any final decisions.
2. Marching Knights are expected to follow all school rules and procedures; therefore, serving a detention during practice time will be considered unexcused.
3. School policy states that students serving ISS or OSS may not participate with the team in any way (practice or performance) on that day. For this reason, serving ISS/OSS will result in being cut from the next performance. If the incident is severe and/or repeated, the

member may be dismissed from the marching Knights. ISS and OSS as a result of repeated tardies are included in this policy!

C. Performances

1. Members are expected to be on their best behavior and follow all school and Marching Knights policies at every moment during a performance or game. This includes travel to and from the performance site, as well as while at the site.
 2. During a football game, every Marching Knight member **MUST** sit with the team/band and perform in the stands. Members may talk with each other during a football game when not performing, but should always be in their correct seat and ready to begin performing at any time. Marching Knight members may not visit with family or friends while in the stands.
 3. Members of the Marching Knights will generally be given the 3rd quarter of a football game off (they will not perform and can visit with family and friends). This privilege will be taken away if abused or as punishment for not following directions or an infraction of any rule/guideline in the handbook.
 4. During LGPE and other concert performances, students are required to be quiet and respectful while listening to other groups perform.
4. Band does not end with football season! Festivals, competitions, and parades in which the Windsor Forest Bands perform are considered just as important as game days. Points will be accumulated for missing these performances and practices. A student's grade will also be affected for missing or being tardy to any performance or event.

Discipline

A. Practice

1. Following commands is mandatory to create a good practice atmosphere. Moving at attention, talking back to officers, faculty advisors, or the director, and unruly or disrespectful behavior will result in disciplinary action. Punishments will be given by the band director, faculty advisors, or student officers for any infraction of the standard rules.
 2. Minor infractions of the rules (wearing jewelry, moving in attention, not smiling-for guard and Chatelaines) will generally result in running laps or doing push-ups or sit-ups. In the event push-ups or sit-ups are assigned, they must be done in proper form. Continuation of minor infractions will result in more serious disciplinary actions (i.e. having 3rd quarter break taken away).
 3. Time Blocks - Continued or serious infractions will result in time blocks, which consist of 15 minutes of continuous exercise. When a time block has been issued, the member will need to set up a time with an advisor *in advance* so the event can be supervised. If a member has an outstanding time block by Thursday afternoon, the student will automatically have 3rd quarter taken away.

B. Drill/Routines

1. Members are expected to learn and perfect routines/music by an assigned deadline. Tests will be announced in advance for each routine; Marching Knights not performing at the appropriate level will be required to serve a time block and stay for extra practice. Members will not perform if they cannot perform the routines/music at an acceptable level.

C. Performances

1. Misconduct during a football game will result in losing time off the 3rd Quarter break, not being allowed to talk in the stands, or being cut from a performance.
2. Constant or severe mistakes performing (in the stands, on the field, or in a parade) will require extra practice and will lead to removal of 3rd quarter break.
3. Members that are cut from a stand performance will not receive a 3rd quarter break. Cut colorguard members or Chatelaine **MUST** remain in the stands during 3rd quarter break.
4. Numerous loss of 3rd quarter breaks (4 or more) can lead to termination from the Marching Knights. This decision will be up to the Band Director and faculty advisors.
5. Misconduct during a concert band field trip will result in an ISS or OSS (depending on the infraction).

Attendance Policy

Scheduled Classes:

Students are required to follow the school policy on attendance during school hours. Any infractions will be punished according to school policy, and students should know them well.

Punctuality and Attendance for Extra-Curricular Practices/Performances

- A. A band camp calendar will be issued at the end of the previous school year. A calendar of practice and performance dates and times will be provided at the start of the season. Changes to these calendars may occur throughout the year and these changes will be announced as well as posted in the band area. All students must be aware of the changes and adhere to them. All members are expected to be at all practices and performances. Work, doctor appointments, vacations, etc. should be scheduled around band activities. **Unexcused absences and tardies will not be tolerated.**
- B. Summer Practices/Band Camp
1. Attendance - Attendance is expected at all summer practices. The Band Director must approve absences *in advance* to be considered excused. Members may be dismissed from the team for more than 1

unexcused absence. **Make arrangements now to be present for all summer practices.**

2. **Punctuality** - If you arrive more than 15 minutes late, you will be counted absent. Two tardies (under 15 minutes) will count as an absence.
3. **Cell Phones** – Cell phones MUST be turned off or on silent during practice and not kept on the student' person.
4. **Food** – marching Knights are expected to be finished eating or drinking any food items by the time practice starts. Water is always allowed and encouraged during practices and performances.

C. After School Practices

1. All Marching Knights will attend all Marching Knights band practices; dates and times will be announced the week prior. Expect practices to be held at least three days a week, Monday, Wednesday, and Thursday, 3:15-5:00pm. Cuts will be held on Thursdays (see below). **Attendance is mandatory at all practices.**
2. **Members will be counted absent from practice if they miss more than 30 minutes of practice FOR ANY REASON if unexcused.** Doctor appointments, tutorials, and test makeups can be considered excused only if the director is alerted *in advance*. Late arrivals and early dismissals from practice must be approved *in advance* by the director and must not exceed 30 minutes in any one practice.
3. If a colorguard member or Chatelaine misses more than one practice (for any reason) during the week before a performance, she will be cut from that week's performance.
4. During football season, members may not miss more than 1 practice per week average and no more than 1 practice the week of a game. For example, if there are 2 weeks between games, members may not miss more than 2 practices total, and no more than 1 the week of the game.
5. **If a member misses more than 15 unexcused minutes of practice the day before a performance she will not be allowed to perform in the stands.** Doctor appointments, tutorials, and test makeups can be excused only if the director is alerted *in advance*. **Members must participate in cuts to be considered for participation in the following performance. If a member misses cuts, they will be cut from the performance.**
6. Tutorial - **Members needing to attend tutorial during a scheduled practice must notify the Band Director in advance.** Marching Knights are expected to arrange tutorials for mornings or non-practice afternoons if possible. **Failure to notify the Advisor and Director of tutorials will result in an unexcused absence.** **The above attendance requirements will still be in effect – no more than 30 unexcused minutes of practice can be missed; no more than 15 unexcused minutes the day before a performance.**

7. Sitting out of practice due to not having practice clothes, not being prepared, etc. will count as a tardy/absence. All Marching Knights members are expected to eat right and take care of themselves in order for this to not happen.

Guidelines for Practice

- A. **No visitors are allowed at practice.** Attention must be focused on creating a perfect performance.
- B. **No food, carbonated drinks, or gum is allowed at practice.** Members are encouraged to bring water, sports drinks or non-carbonated juice to practice and to eat a snack before practice if needed.
- C. **Cell phones are not allowed on school grounds, and thus should not be visible at practice.** Students may use the phone in the office or Band Room before or after practice if needed.

Appearance

- A. Practice
 1. No jewelry is to be worn (no watches, rings, bracelets, necklaces, etc.). Officers are allowed to wear a watch to keep time. Only one pair of studs can be worn as earrings (this includes cartilage piercing); no other visible piercings are allowed.
 2. Acceptable clothing at practice includes T-shirts, shorts or pants, tennis shoes, and socks. Ladies may not wear low-cut tops, short shorts (must be fingertip), dresses, skirts, etc. Men must wear proper length shorts or pants, and they cannot sag. Shoes must be worn at all times at practice; backless shoes and flip-flops are not acceptable. *Tennis shoes are the only acceptable practice footwear. If a member does not have proper clothing, he or she will not be allowed to practice and it will count against him/her.*
 3. Hair should be pulled back out of your face during practice. How it is pulled back does not matter (half-back, braided, ponytail, headband, etc.) but it must not fall in the face while practicing.
 4. Maintain personal hygiene. Deodorant must be worn.
- B. In Uniform
 1. Maintain personal hygiene. Be neat and well groomed. No visible tattoos or piercings (other than small stud earrings) are allowed; no extreme hair colors or styles; fingernails should not be excessively long (no more than 1/2"); deodorant must be worn; No perfume or cologne is permitted.
 2. Performance Uniform - No jewelry is to be worn other than 1 pair of small stud earrings. Nothing is allowed on the wrists (no hair bands!).
 3. Friday Uniform - When in Friday uniform at school, a watch may be worn and seniors may wear a class ring. These items must be removed prior to performing.

4. Members may not chew gum while in uniform.
5. Only appropriate undergarments should be worn under the Friday and Performance uniforms. Undergarments should not be visible while in uniform.
6. Be responsible for the condition of your uniform at all times. This includes washing and ironing your uniform and cleaning and polishing shoes as needed. Members will be responsible for replacing damaged uniform items and will not perform if they do not have an acceptable uniform. Uniform inspections will be done prior to each performance.
7. **Failure to wear the proper uniform to school and/or a performance will result in being cut from the performance/loss of 3rd quarter.**
8. The band, Chatelaine, and color guard uniforms (including jacket) are to be worn by members only, as designated by the band director.

C. Hair

1. Members will wear their hair in a uniform style as explained by the officers. Members should make every effort to not get their hair “done” in a way that would make this impossible. The officers and advisor must approve any variance from the uniform hairstyle prior to the day of the performance.
2. The officers will determine how hair is to be worn and any type of barrette that is required. All members are expected to follow the guidelines as explained by the officers.
4. It is recommended that girls wait until after November to have their hair professionally done. The Marching Knights will practice in a light rain, permitted thunder and lightning are not present.
5. Instrumentalist’s hair must not be visible while in uniform. Hair must either be tucked in the jacket or the Shako.

D. Cold Weather

1. Each week the officers will determine if midriiffs, jackets, and/or pants are to be worn with the chatelaine/flag team uniform. It is each member’s responsibility to wear the appropriate accessories with the uniform. Failure to wear the proper uniform to school or a performance will result in not performing.

E. Friday Uniforms

1. Band suit suits will be worn to school the Friday before every game unless otherwise announced by the officers or advisor. Members must arrive to school in full uniform. Extenuating circumstances (field trip, special activity) **MUST** be approved by the advisor and/or director *in advance*. This rule is entirely contingent upon the Principal’s approval.

F. Flag Team and Chatelaine Jackets

1. Your jacket is an official part of your uniform, even when worn with regular clothes. When wearing your jacket, exhibit the same behavior as you would in your full uniform.

2. The jacket is the only uniform piece that can be worn alone (above guidelines apply), and only by members. Members that are dismissed from the team are **NOT** to wear any part of the uniform.

Proper Band Uniform Wearing and Care

1. Never carry a hat by the strap.
2. Wear jacket buttoned all the way up, or take it completely off.
3. Never leave a uniform laying on the ground.
4. Have on current band shirt at all times when in uniform.
5. Wear band shirt tucked in band pants.
6. Treat your instrument and uniform with pride and respect.
7. Properly wash your uniform or have it dry cleaned.
8. Check out and return the uniform quickly and carefully.
9. The uniform manager should be treated with respect...always!
10. No visible jewelry other than studs.

Grading

The grades are contingent upon performance each week. Please refer to the class syllabus for specifics on grading. Attendance at all performances dictates a portion of the student's grade in band class, and any students in band class who are not a Marching Knight will have an alternate assignment each week.

Awards

These awards are to be given out at the Band Banquet or the Spring Concert. The first three awards are given to one band member, one flag team member, and one Chatelaine each year.

Most Improved – The student who has shown the greatest improvement. Chosen by the director.

Director's Award – This is the "Rookie of the Year". Chosen by the director, this student is a ninth grader who has shown maturity and dedication to the band program.

Most Conscientious – Students nominate this student and director selects from nominees. This student should be seen as the most dedicated, reliable student in the band. Student must be a junior or senior.

Augmentum Amplicti Award- The student who has overcome the most adversity and/or shown the ability to participate in the Marching Knights while facing great obstacles.

John Philip Sousa – Must be a Senior instrumentalist, awarded by the Director of Bands. Considered to have made the greatest contribution to the WFHS Band Program over the past years.

Superior Colorguard Member and Superior Chatelaine-Considered to have been the most outstanding member of that particular team each year.

Travel Rules

Chaperones

1. The Chaperone is an extension of the band director and should be shown the same respect.
2. It is the chaperones duty to take care of the well being of the band.
3. The chaperone should enforce all rules of the school and band.
4. Chaperones will report any breakage of rules immediately to the band director or advisor.
5. Any serious situations will be brought to the director immediately.

Chaperone Duties

1. Call roll
2. Assist with equipment as needed.
3. Stay with the band and assist the band as needed.
4. On the bus:
 - a. Sit throughout the bus.
 - b. Follow standard safety procedures.
5. At the stadium:
 - a. Stay with the band
 - b. Assist with equipment
 - c. Sit around the perimeter of the band
 - d. Help carry equipment on and off the field as needed
 - e. While band is on the field at least one chaperone should stay with the band section to watch student's belongings.
6. After the game:
 - a. Help with equipment.
 - b. Help with loading of students on bus
7. Back at the school:
 - a. Ensure that students clean buses
 - b. Help unload equipment
 - c. Some chaperones must stay with the band room until all students have been picked up.

Buses

1. Students are responsible for their own instrument/equipment/luggage.
2. Uniforms should be either worn or hung up on the bus.
3. Only water can be consumed, unless the driver allows otherwise. Clean all trash.
4. Earphones must be worn for iPods and similar devices.
5. Remain seated while bus is in motion.
6. Upon arrival, students must remain seated until dismissed.
7. The bus driver has the final say while on the bus.

Things to remember

1. Follow all band and school policies.
2. Be where you are supposed to be.
3. Be considerate to other teams and bands.
4. If you have a problem, tell a chaperone.
5. Smoking, drinking, drugs, or any legal offense while on a trip or with the band at any time will be subject to punishment as outlined by school policy and will result in immediate expulsion from the band program.
6. When the uniform is worn it will be worn correctly and completely, unless otherwise directed.
7. Uniform inspections will take place prior to each performance.
8. The director will have the final decision on all discipline, behavior, or procedures.
9. In the event your son or daughter breaks the law to any capacity while on a band trip, that student will be IMMEDIATELY dismissed from the Marching Knights, and possibly dismissed from the band program altogether. If the student falls into the custody of any governing law body as a result of the legal infraction, that student will no longer be allowed on the bus with the band and the parent must come retrieve the student from the place of incarceration or holding. **This rule applies, even if we are not in Savannah.**

Traveling home from an event with a Parent/Guardian

1. Any student wishing to leave any event with a parent or guardian must have turned in the Transportation Waiver to the Band Director at least 48 hours prior to the event. The waiver can be found on the band website, or can be picked up from the Band Director. The waiver will be given to the principal by the Band Director and must be signed by the principal at least 24 hours prior to the event. If this policy is not followed the student MUST ride to and from the event with the band on the buses.

School-Owned Instruments

Students using a school-owned instrument will:

1. Practice regularly.
2. Accept the responsibility for maintaining the instrument. Damage to an instrument checked out to a student will be repaired at student's expense.

Conduct in the Stands

1. Arrive in the stands and remain at attention until given "At Ease"
2. Stay in your sections
3. No visitors in band section
4. Play only as directed by director or drum major
5. Be attentive and always ready to play or stop playing
6. No bad sounds from your instrument
7. Water is the only acceptable drink/food

8. No cursing or sexual remarks/innuendos are ever permissible.

Inspection

The director will inspect the officers who will in turn inspect the ranks of students. To pass inspection a student must wear/have:

1. Proper socks
2. Clean, non-wrinkled, complete uniform
3. Clean shoes
4. Their own jacket and hat with correct number
5. Proper undershirt
6. Hair worn up in hat when performing
7. Clean/functional instrument
8. No jewelry, except for stud earrings for the girls

Failure to pass inspection will result in loss of third quarter break.

Jackets, and Pass-offs

Students are expected to pass off all music and routines by any dates set forth by the director or officers. Failure to do so may result in loss of 3rd quarter break. Further punishments may include the denial of senior jackets, which are awarded by the Band boosters, or any pins or awards awarded by the band director. Other ways to lose these rewards/awards are excessive rule infractions.

The WFHS Band Boosters

The WFHS Band Boosters is a group of parents dedicated to making the band program better through fundraising, chaperoning, and a commitment of time and services. Each year the boosters are looking for more parents to help out and provide products and services for the students. To become a booster is only \$10 per year, and with each additional booster, the ability of achievement is increased 10 fold! If you are unable to become an official booster, donations of bottled water, snacks, and time chaperoning is also very valuable! If you can become a booster, officer positions are open each year as well, and you can make a huge difference! Lastly, the band boosters will periodically call parents, using the numbers provided in the forms below, for chaperoning, donations, and to notify you of upcoming events.

The Band's Ten Commandments

1. Properly warm up on your own before playing. Never play "cold."
2. Constantly assume the Attention position in marching band and sit up straight in concert band.
3. Use your eyes to see the music and conductor, your ears to hear the music and teaching, and your mouth to play your instrument.
4. Do not play your instrument anywhere on school grounds except where instructed to.
5. Fill the air with music at least 30 minutes daily by practicing individually.
6. No food or gum while playing your instrument.
7. Care for your instrument, music, uniform, and all other properties which are entrusted to you.
8. Be loyal, honest, courteous, and sportsmanlike in all dealing with your organization, its members, and other band members.
9. Conduct yourself so as to show pride in and reflect credit to our school and organization.
10. Help others become better musicians and encourage them personally.

The Annual Theme Park Trip

Each year the WFHS Marching Knights will take a trip to Six Flags, or another theme park depending on availability. In order to go on this trip, a student MUST meet the following criteria:

1. Be a member of the Marching Knights
2. Have paid band dues prior to December 1st of each school year, either by paying directly, or by fundraising
3. Be in good conduct standing with the band, school, and law enforcement
4. Have not had any unexcused performance absences or not missed more than 3 unexcused practices for any performance.

Marching Knight Disciplinary Agreement

I wish parents and members to understand that discipline and rigorous standards are part of the Marching Knight experience. Members are expected to be on time, on point, and exact during performances as well as practices. Read the Handbook carefully, especially sections regarding disciplinary actions.

Members who do not follow the standards expressed in the Handbook will receive punishments such as push-ups, laps, sit-ups, or in instances of extreme or repeated infractions, contracts, or any other punishments set forth in this handbook, or found to be reasonable by Mr. Ewing. These consequences are often determined by the officers. Following officer directions is essential to establish the respect, determination, and quality performance standards our community expects of the Marching Knights. Repeated or serious offenses which are seen by or reported the band director may result in dismissal from the team or band.

School discipline is also of the utmost importance. Discipline was considered as a factor to become a member of the Marching Knights, and it will also determine if you will remain a member. If discipline becomes an issue, a member will be dismissed from the team and required to wait one full year before trying out again. As stated in the Handbook, repeated infractions due to excessive tardiness will be considered as part of this requirement.

**Sign and return this form, as well s the Handbook Receipt and the Field Trip
Authorization Form to Ms. Patterson**

Please sign below to acknowledge the rules and expectations regarding Marching Knight discipline. If you have any questions, please contact Mr. Ewing.

Student Name (print) _____

Student Signature _____

Parent Name (print) _____

Parent Signature _____

Date _____

Marching Knights Handbook Receipt

I have received a copy of the Marching Knights Handbook and understand that I am responsible for reading and being aware of all Marching Knight Policies. I further understand that failure to adhere to all aspects of the Marching Knight Handbook may result in dismissal from the team.

Sign and return this page, as well as the Disciplinary Agreement and Field Trip Authorization Form to Ms. Patterson

Please sign below to acknowledge receipt of the Marching Knight Handbook. If you have any questions, please see Mr. Ewing)

Student Name (print)

Student Signature

Parent Name (print)

Parent Signature

Date _____

WINDSOR FOREST HIGH SCHOOL BAND STUDENT INFORMATION SHEET

Student Name: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Student cell phone: _____

Student e-mail address: _____

Marching instrument: _____ Concert instrument: _____

FOR PARENTS TO FILL OUT:

Parent's Name(s): _____

Parent's Occupation(s): _____

Parent Work phone(s): _____

Parent cell phone(s): _____

Parent e-mail address(es): _____

I am willing to help / volunteer with the following:

- _____ chaperoning: please specify event that you can help with:
 - _____ Friday, Aug. 26, 7:30: WFHS @ Jenkins Co. HS
 - _____ Friday, Sep. 2, 7:30: WFHS @ Bryan Co. HS
 - _____ Friday, Sep. 9, 7:30: WFHS @ Long Co. HS
 - _____ Friday, Sep. 16, 7:30: Beach HS @ WFHS (Garden City)
 - _____ Thursday, Sept. 22, 7:00: WFHS @ Groves HS (Garden City)
 - _____ Friday, Sept. 30, 7:30: Southeast Bulloch @ WFHS (Garden City)
 - _____ Friday, October 7, 7:30: WFHS @ SHS (Garden City)
 - _____ Friday, Oct. 14, 7:30: Johnson HS @ WFHS (Garden City) HC
 - _____ Friday Oct. 21, 7:30: WFHS @ Islands HS (Garden City)
 - _____ Friday, Oct 28, 7:30: WFHS @ Jenkins HS (Garden City) SN
- _____ moving equipment at games / performances
- _____ phone tree / contacting parents
- _____ Other: please specify: _____

**WFHS Band Medical Form 2016-2017
Authorization and Medical Information**

Consent for Participation & Emergency Care - Secondary

Student Name : _____

Group: _____

School: _____

Be it known that I, the undersigned parent or guardian of the above-named student, do hereby give and grant unto any medical doctor or hospital, my consent and authorization to render such aid, treatment or care to said student as, in the judgment of said doctor or hospital, may be required, on an emergency basis, in the event said student should be injured or stricken ill while participating in an interscholastic activity sponsored or sanctioned by the Georgia High School Association, of which the above named school is a member, or other school-sponsored activity.

I understand and agree that Chatham County is not financially responsible for accident or injury resulting from my child's participation in any school-related activity. I will assume the responsibility for medical, health or accident insurance during the duration the above-named student participates in school activities for the current year. I will notify the school if I change or cancel my policy.

It is hereby understood that the consent and authorization hereby given and granted are continuing, and are intended by me to extend throughout the current school year.

Dated the _____ day of _____ 20__

Parent or Guardian Signature _____

Hospital & Accident Insurance information

Name of insurance carrier: _____

Policy #: _____

School Policy #: _____

Phone # of carrier: _____

Age: _____

Birthdate: _____

Medical Information

In regard to such person, I submit the following information:

Allergies to food, medications, etc. (if none, write none):

Special medical problems (if none, write none):

Does the student carry any medications?

Medication: _____ Purpose: _____

Medication: _____ Purpose: _____

Is your child allowed to take aspirin or other pain relievers? _____

Are there any other medical problems that we should be aware of or any allergic reactions not listed above? _____ If so, list below:

Family physician: _____ Phone: _____

Office address: _____

If any of this medical information changes throughout the year, please let Miss. Patterson know in writing as soon as possible.

Emergency Contact Information

Name of parent / guardian to contact in case of emergency:

Name: _____ relationship: _____
Home phone: _____
Work phone: _____
Cell phone: _____

Name of alternate person if the above person cannot be reached:

Name: _____ relationship: _____
Home phone: _____
Work phone: _____
Cell phone: _____

**WINDSOR FOREST HIGH SCHOOL BAND
SCHOOL- OWNED UNIFORM LOAN CONTRACT 2016-2017**

Student Name: _____

Address: _____

City: _____ Zip _____

Phone: _____

Approximate value of uniform: \$350.00

Conditions:

I accept full responsibility for the uniform that has been loaned to me.

I understand that it is my obligation to return the uniform in the same condition that it was issued.

I agree to return at the end of the school year, and/or present it for inspection promptly when asked to do so by the director.

I agree to exercise proper care in the use of this uniform and to pay for any damage incurred by misuse, negligence, or carelessness.

I agree to allow no other person to use or wear the uniform unless specified by the director.

I agree to have this uniform professionally cleaned at least two times throughout marching season .

I agree to have this uniform professionally cleaned with receipt attached before it is returned to the school.

I agree to replace the uniform if it is lost, stolen, destroyed or damaged.

Student's Signature

Date

Parent's Signature

Date

**WINDSOR FOREST HIGH SCHOOL BAND
SCHOOL- OWNED INSTRUMENT LOAN CONTRACT 2012 - 2013**

Student Name: _____

Address: _____

City: _____ Zip _____

Phone: _____

Instrument: _____

Serial Number: _____

Any damages when issued: _____

Additional materials issued: _____

Conditions:

I accept full financial responsibility for the instrument that has been loaned to me.

I understand that it is my obligation to return the instrument in the same condition that it was issued.

I agree to return at the end of the school year, and/or present it for inspection promptly when asked to do so by the director.

I agree to exercise proper care in the use of this instrument and to pay for any damage incurred by misuse, negligence, or carelessness.

I agree to allow no other person to play on the instrument unless specified by the director.

I agree to replace the instrument if it is lost, stolen, destroyed or damaged.

Student's Signature

Date

Parent's Signature

Date

* This form must be returned before a student can travel with the WFHS Band Program.

IFCB-E (3)
SAVANNAH CHATHAM COUNTY PUBLIC SCHOOLS
FIELD TRIP AUTHORIZATION FORM

I, _____, being the legal parent / guardian of
(Parent/guardian name, please print)
_____, do hereby give the right and power
(Student name, please print)
to the school official(s) of Windsor Forest High School to authorize
(Name of School)
medical treatment, care and services, to discipline, and to make whatever decisions that are
necessary for my child's welfare in the discretion of said official(s) while my child is a participant
of Any Band Event or Trip at/in Any Destination
(Purpose of trip) (Destination)
for the period of Any Date and Times. I understand that this authorization in no way
(Date)
relieves me of any financial or other obligations related to any decisions made by the above
school official(s).

I hereby appoint The Board of Education as my agent for the purposes of obtaining medical treatment in the event of injury. I agree to be responsible for all medical treatment, then and in that event I agree to reimburse said Board of Education in full.

Insurance Company _____ Policy # _____

Home Address _____

Home Phone _____ Cell Phone _____

Does the student have any medical or physical condition, medication information, or allergies which could interfere with the student's safety? _____ Yes _____ No

If yes, please describe: _____

In the event of an emergency, I wish the following person to be notified in case I cannot be contacted:

Name _____ Relationship _____

Phone #: _____ Alternate Phone #: _____

These activities are an extension of the school education program and student conduct is to be in accordance with the schools published rules and regulations.

Signature of Parent / Guardian _____ Date _____

I pledge that my conduct will, at all times, reflect credit upon myself, parents, and my school. I understand that the school rules of conduct apply while on the trip.