

Keller High School Band Handbook

Welcome

We are happy to have you as part of the Keller High School Band. There are great things happening in the development of the program, and we take great pride in those accomplishments. Whether a student member, parent of a member, or just a friend of the band program, you should share in this pride and look forward with great excitement to the coming year.

The tradition in the Keller High School Band is one of exceedingly high standards both as musicians and as citizens. Students and parents will be held to these standards as we constantly strive to improve the quality of music education at KHS, build the reputation of excellence already associated with the program, and represent Keller High School, Keller ISD and the City of Keller.

This handbook should serve as a guide to you throughout your year with the KHS Band. It is designed to help you understand how the program is run, your responsibilities as a member or parent, and the policies of the Keller High School Band program. It is extremely important that everyone associated with the KHS Band has a working knowledge of the information and policies contained in this handbook. As with any successful organization, structure, communication and organization are key, and students and parents of the program will be held accountable for the information and policies that follow.

If you ever have questions that cannot be answered with the information in this handbook, please feel free to contact a director for clarification. We are here to assist you, and we expect you to come to us for help when needed. Email is the preferred method of communication for all of the directors, and we appreciate you using this line of communication when possible.

Again, welcome, and we hope you are ready for an outstanding year with the Keller High School Band program!

Sincerely,

KHS Band Directors

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ABOUT THE PROGRAM

Keller is located in the northeast portion of Tarrant County (halfway between Ft. Worth and Denton off of I-35 W). With a student population approaching 30,000 and four high schools, the Keller Independent School District is quickly becoming one of the largest and most successful in the area.

Keller High School is the oldest and largest high school in the district. KHS is a 6A high school with over 3,000 students and 200 staff members. Academic success paired with outstanding athletic and extracurricular programs makes KHS one of the top high schools in the area. The curricular fine arts programs at Keller High are among the best in the state. The choir, theatre, art, and band programs consistently receive recognition at the state and local level.

Among all of the outstanding programs at Keller High School, the band program stands as the largest and most visible on campus. At 400 strong, the band comprises over ten percent of the student body and includes some of the most academically successful students on campus. We frequently have band students graduate in the top ten of their class, achieve National Merit Scholar or Commended Scholar status, participate in Academic Decathlon, UIL Academics, and numerous other academic endeavors.

Musically, the KHS Band Program has a long history of excellence. For the past twenty-two years, the band has earned straight first division ratings at the UIL Region Marching Contest. The Keller High School Marching Band was named the Silver Medalist at the 1999 4A State Marching Band Contest, and has been a perennial participant in the State Marching Contest since its promotion to 5A (now 6A). In 2016, the Varsity Marching Band performed in the 6A State Finals and placed 5th among the most elite groups in the state. In 2015, the band earned distinction as the Bands of America Grand Nationals 11th place finalist, and was awarded the Sudler Shield by the John Philip Sousa Foundation.

The concert bands at KHS have been equally successful. All four competing bands earned the Sweepstakes award at last year's UIL Concert and Sight-reading Contest, a feat accomplished by only very few bands in the state of Texas. In 2000, the Keller High School Wind Ensemble was named the Texas 4A State Honor Band after competing with more than 225 other bands. In addition, the KHS bands have been recognized at other local and national competitions, such as the South Coast Music Festival, The Peak Music Festival and the Mark of Excellence National Wind Ensemble Contest.

Keller High School Band students leave the program with a sound understanding of correct musical fundamental principles, musicality, and ensemble skills, as well as a strong sense of self-discipline, responsibility, dependability, and the ability to work in both large and small groups to achieve common goals. These skills all lead to success later in life for our graduates in both musical and non-musical endeavors. It is our goal to create lifelong lovers of music who will continue to support music education throughout their lives as a result of their experiences in the KHS Band program.

Band Website: www.indianband.org

The band website is one of our most important communication tools. It contains general information about the program, a complete yearly calendar and announcements regarding student successes and fundraisers. Students and parents are expected to visit this site often to stay informed about band activities.

Official Social Media

If you have not joined our Facebook group you are missing out! Parents, students and friends of the band program are encouraged to join. On this page, we post announcements, events, pictures and videos of our work throughout the year. Search for “Official Keller High School Band Group” and request to join.

You can also follow the band on twitter @KHSIndianBand

Charms

Charms is the database that we use to store all of our students’ records. Parents and students may access their charms account and update their personal information throughout the year. Group email newsletters are sent through this database, therefore it is the responsibility of the student and the parent to maintain active email addresses in their charms accounts. The student’s financial information is also available through charms. Questions about what a student owes or how much money is due can be answered by visiting your account.

Instructions for finding your charms account

1. Go to www.charmsmusic.com. This link is also found on the band website on the resources page. Click “Enter Charms.”
2. Enter the school code in the blank indicated. The school code is kellerhsb. This information is also listed on the resources page.
3. Enter the student’s password. The password should be their KISD ID number. Do not change your password.
4. A screen will pop up with various icons. The ones you will find most useful are the Personal Information icon and the Finances icon. For all other information, check the website.

If you have problems accessing your account, please email Mr. Bloss at daniel.bloss@kellerisd.net

Remind

We had great success utilizing the Remind text message service. These are one-way short, informative texts that come from the teachers and are a great way to get messages quickly to the students. Parents are welcome to join.

(To join, TEXT your class code to 81010)

Remind Group	Class Code
Keller Marching Band (all students)	@indianband
Wind Ensemble	@khsbandwe
Symphonic Band	@khsbandsb
Concert Band 1	@khsbandc1
Concert Band 2	@khsbandc2
Concert Band 3	@khsbandc3
Percussion	@khsperc

Ensembles and Performing Groups

Our year is broken up into two main “seasons”, marching season and concert season. Marching season runs from the first week of August through the first week of November and encompasses the high school football season and the competitive marching band season. Concert season officially begins when marching season ends, but there is substantial overlap as we begin to prepare for concert season activities during the second half of marching season. **All members of the Keller High School Band program will participate in both the marching and concert band portions of the year and will be enrolled in a band class year round.**

Marching Band

The Keller Marching Band is composed of the Varsity Band, JV Band, Colorguard, and Drumline. All of these groups will perform at all football games, pep rallies, and parades. Additionally, the Varsity Band (including members of the Colorguard and Drumline) will perform at several competitions throughout the season.

The **Colorguard** is a visual ensemble that adds to the pageantry and dynamic of the on-field performance of the marching band. These students earn membership in this group by participating in an audition process in the previous spring semester. They receive special training to develop the skills that they use to enhance the marching program. Membership in this group is open to both students enrolled in band and the general student population.

The **Drumline** is the collective group of percussionists who make-up the battery and front ensemble (or pit) which add pulse, impact, and effect to the performances of the marching band. For marching season, these students participate in either the Varsity or JV drumlines. Membership in the drumline is open to percussion students who are enrolled in year-round band classes.

Classes Offered

All members of the Keller High School Band will also participate in a band class during the day. Placement in each ensemble is by audition and is solely at the discretion of the band directors.

Wind Ensemble: The most advanced performing ensemble at KHS. This band performs the highest level literature and is comprised mostly of upperclassmen. This band competes at the Varsity level in the UIL Concert and Sight Reading Contest. Members of this ensemble are required to participate in all steps of the All-State audition process, spring semester sectionals and extended class time, concerts, contests, solo and ensemble contest and additional festivals or recording sessions. Wind Ensemble students will also perform at graduation.

Symphonic Band: The second performing ensemble at KHS. In this ensemble, students perform masterworks that are geared toward preparing them to handle the literature demands of the Wind Ensemble. This band is comprised mostly of upperclassmen, with a few advanced younger students. This ensemble performs at the Non-Varsity level in the UIL Concert and Sight Reading Contest. Members of this ensemble are required to participate in all steps of the All-State audition process, spring semester sectionals and extended class time, concerts, contests and solo and ensemble contest. Symphonic Band students may be asked to perform at graduation.

Concert Band I: The third performing ensemble at KHS. This ensemble is generally comprised of students in all grades. The primary goals of this class include expanding and perfecting all fundamental aspects of ensemble and individual playing as well as allowing the students to gain greater confidence by playing music that is comprised of multiple moving parts. This ensemble performs at the Sub-Non-Varsity level in the UIL Concert and Sight Reading Contest. Ensemble Members of this ensemble are required to participate in all steps of the All-State audition process, spring semester sectionals, extended class time, concerts, contests and solo and ensemble contest.

Concert Band II: The fourth performing ensemble at KHS. This ensemble is generally comprised of students in all grades with the majority of them being freshmen and sophomores. The curriculum in this class is designed to provide a firm fundamental foundation for tone, technique and ensemble skills. Music performed will challenge students on their listening and matching skills, as well as introduce and perfect new styles while increasing range demands. Students in this ensemble may be required to participate in extra night rehearsals, sectionals, concerts and contests. They are strongly encouraged to work to increase their individual skills by participating in all steps of the All-State audition process and solo and ensemble contest.

Concert Band III: This fifth performing ensemble is comprised primarily of freshman and sophomore students, with an emphasis on fundamental techniques for playing their instruments. Music performed will be geared toward establishing a foundation for individual and ensemble skills. Students in this ensemble are strongly encouraged to take private lessons to advance their playing ability. This ensemble will participate in extra rehearsals (outside the school day) and concerts.

Percussion: Percussion student will be placed in one of two class periods in which they learn all aspects of percussion playing through technique master classes as well as percussion ensemble pieces. Additionally, percussion students may be placed in one of the five band classes listed above. In the fall, percussion students are required to participate in all drumline rehearsals, contests and extra performances. In the spring, these students will have extra rehearsals in conjunction with the Percussion Bash, a concert designed to showcase their skills. Students that place in the top three bands are required to participate in all aspects of the All-State audition process. Students in Concert II and III are strongly encouraged to participate in the All-Region audition as well. All percussionists are encouraged to participate in the solo and ensemble contest.

Colorguard: Overseen by the band directors, this class is taught by a talented team of contract instructors. In the fall, members perform with the marching band. At the conclusion of the marching season, they audition for placement in one of three competitive Winterguards which practice both during and after school and compete in local and national level contests. Instrumentalists are eligible to participate in colorguard as well.

Applied Music: This class is an individually-paced performance class that supplements students' primary band class. The curriculum of this class is structured so that musicians have an additional block of time to practice, mentor, passoff as well as perform on their instrument. Students in this class must also be enrolled in a band or percussion class.

Class Schedule

Please read the attached schedule closely, noting start and end times that extend past the regular school day. Do not schedule appointments during rehearsals.

KHS Band Schedule 2015-2016		
Period	A	B
1st - 8:00-9:20	Symphonic Band	
2nd - 9:26-11:02	Wind Ensemble	Wind Ensemble
3rd - 11:08-12:38	Concert Band 2/Concert Band 3	Applied Music
4th - 1:19-2:49	Percussion 1	Percussion 2
5th - 2:55-4:15	Concert Band 1/Color Guard	

- Symphonic Band will start at 8:00am instead of 8:30am for the duration of the school year.
- Concert Band 1 will end at 3:45pm until Thanksgiving, but will extend to 4:20pm from November 26 to the end of the school year.
- Wind Ensemble is double-blocked and will meet on both A days and B days.

Additional Ensembles

Jazz Band: Students can participate in Jazz Band in the Spring. This ensemble meets after school only, and students must be concurrently enrolled in a band class that meets during the school day. Jazz Band auditions will take place after marching season.

Private Lessons

The single most important factor in the development of a truly outstanding band program is the development of the individual players. Private lessons are the most valuable tool we can offer our students to aid in their progression through the program. **All students are strongly encouraged to take private lessons.**

There are many opportunities in the area for student musicians to study privately with professional teachers. We prefer that students study with director-approved teachers and avoid lessons at music stores, churches, etc. where values and standards may differ. We have at least one private teacher on each instrument who can teach either during the school day or outside of school hours. Lessons are \$19 per 30 minute lesson, once a week. Information on how to enroll will be distributed during the first week of classes. A limited number of scholarships are available for those in need. Please talk to your band director to obtain the appropriate forms.

GENERAL INFO, GUIDELINES, and POLICIES

Grading

Students receive grades in three different categories: major performances, class performance objectives, and participation. The major performance category includes all marching band and concert performances throughout the year. Objective sheets contain specific skills that the students are required to perform for a band director, staff member or student teacher. Objectives will have specific due dates. Students will have the opportunity to pass off objectives in class. However, if the standard is not met in the first attempt, the student will need to schedule a time with their director to complete the requirement. Objective grades are pass/fail. Multiple opportunities are available for passing off objectives. The last type of grade is the participation grade which can include, supply checks, dot book checks, theory worksheets, vocabulary tests and other pertinent written assignments.

General Rules/Behavior Expectations

There are several different sets of rules and expectations for the different scenarios that apply to the KHS Band. In general, all KISD and Keller High School regulations and the Code of Conduct will apply at all KHS Band events from the classroom to out-of-state travel. In addition:

1. All KHS Band students should demonstrate the highest level of integrity and good citizenship at all times (in or out of uniform).
2. KHS Band students will treat all adults and authority figures with respect at all times.
3. KHS Band students will represent the band program, Keller High School, and the community with pride and dignity at all events, public or private.
4. KHS Band students will serve the program and the school when called upon and support the spirit of community within the program.

Attendance Policy

All students in the KHS Band are required to participate in the JV or Varsity marching band as well as a concert band/colorguard/percussion class and must attend all required rehearsals and performances for each group in order to maintain membership in the band program. All rehearsals and performances are listed on the band calendar posted at www.indianband.org. Performances include but are not limited to football games, marching contests, parades, pep rallies, the annual March-a-thon, KHS Band Preview Night as well as concerts and concert band, percussion and colorguard contests.

Students and parents are responsible for checking the calendar and scheduling work, medical, dental, and other appointments, as well as trips, at times that do not conflict with scheduled rehearsals or performances. **It is not acceptable for students to miss a rehearsal or performance for non-emergency medical, dental, orthodontic or other appointments. College visits, blood drives, work, club meetings, tutorials, church, other non-school related activities and transportation problems will not be considered excused absences or tardies.**

Teachers are required to provide before- and after-school tutorials. Ask your sponsor about alternate club meeting times. Private lessons, and conflicts with other UIL activities (choir, football, volleyball, etc.) will be evaluated on an individual basis and allowances may be made for missing a portion of a rehearsal for these reasons.

Any student who does not comply with the band rehearsal and performance requirements may receive a lower grade or be reassigned or removed from the program at the directors' discretion.

Varsity Marching Band Attendance Policy: In order to retain a spot in the Varsity Marching Band, a student cannot miss more than one rehearsal each month, excused or unexcused. This includes all after-school, evening or morning marching rehearsals. Students who leave practice earlier than the designated end of rehearsal will also be counted absent. If you attend school that day, you are expected to come to marching rehearsal.

Procedure for reporting an absence

If a student is ill and unable to attend practice, they should notify the director of their band class **prior to** the start of practice. Upon returning to school, they will need to produce a doctor's note that can be kept on file as documentation of the absence.

In the event of a family emergency, we ask that the student email the director of their band class as soon as possible.

In these cases, if proper communication and documentation procedures are followed, the absences will be excused. Students need to make every effort to learn any material that they missed as soon as possible so that they do not fall behind.

Because band is a team activity, unexcused absences will not be tolerated. After the first unexcused absence a student will be given a verbal warning and they will be placed on probationary status. After the second unexcused absence the directors will have a conference with the student and parents if necessary and reevaluate the student's status within the band program. Students that attempt to deceive the directors regarding the nature of their absence will be referred to their Assistant Principal for disciplinary action.

All-State Audition Commitment

Students in the Wind Ensemble, Symphonic Band and Concert Band I are required to learn the All-State Music and audition for a place in one of the bands as part of their curriculum. Concert II and Concert III students are highly encouraged to enlist in this audition process as well. By auditioning for All-State, students are committing to participating in the following events:

1. Mock All-Region Auditions
2. All-Region Auditions (Phase I and Phase II, when applicable for your instrument)
3. 9th Grade All-Region Auditions (for all 9th graders who do not earn a place in the high school Region Band)
4. All-Area Auditions (for students who advance to the Area level)
5. All-Region Band Clinic/Concert (required for all students who earn a place in the ensemble)
6. All-State Band Clinic/Concert (a very special event for students who earn a place in the All-State Band)

Specific dates for each of these events are available on the online calendar. School Bus Transportation is provided for most of these events.

SAT/ACT

Every effort is made to ensure that a student can be academically competitive while fully contributing to the band program. However, many of the band's major contests exist on SAT and ACT testing dates. For the convenience of parents and students, the band calendar found at www.indianband.org, contains recommended ACT and SAT testing dates that do not conflict with band events. Students and parents are expected to consult this guide when selecting their testing dates.

In the event that a student is testing on the morning following a football game, they are given the opportunity to leave with their parents AFTER half time. The procedure is outlined below.

1. A parent must notify the student's band director via email or writing 24 hours prior to the start of the game.
2. The student will perform all of their regular game duties, including half time in its entirety.
3. Upon returning to the stands after half time, the student and parent must check out in person with a band director (McGahey, Heath, Bloss, Chapple). **Students are not allowed to leave with another student's parents.**

Eligibility

According to the UIL rules that govern all UIL activities in the state of Texas, students must be passing all classes with a 70 or higher at the UIL designated checkpoints throughout the year in order to participate in performance events (usually every three weeks). **It is the student and parent's responsibility to consult Home Access Center, progress reports, and their other teachers to ensure that the student remains passing.** Students that lose eligibility will not be allowed to participate in ticketed performances (such as football games and the Spring Benefit Dinner/Concert), contests (including All-Region Band, Solo and Ensemble, and Marching/Concert Band Contests), any trips taken in the fall or spring, or various other performances. **Ineligible students must attend all rehearsals and are still eligible to participate in non-ticketed concerts, such as the Winter and Midwinter Concerts.** In the event that a student becomes ineligible, a band director will inform them of their expected performance involvement. Any student who becomes ineligible may be reassigned to another class during the fall or spring semesters at the discretion of the band director. For your convenience, the grading checkpoints are noted on the band calendar found at www.indianband.org.

Policies for Facilities and Equipment

1. There is to be no food, gum, candy, or drinks (other than water) in the bandhall at any time unless specific permission is given by a director or teacher.
2. Do not abuse or misuse any KHS Band equipment including, but not limited to: instruments, chairs, stands, risers, podiums, tuners, lockers, etc. Any student found doing so may be required to purchase replacement equipment or pay to repair the equipment at the directors' discretion.
3. Instruments are to be kept in their cases (closed correctly) in the correct locker at all times when not in use or at home. **Do not leave instruments or cases sitting out in anywhere in the band hall at any time.**

4. When possible, each student will be issued a bandhall locker. This is for storage of the following, and only the following: instrument (in case), music (in correct binder or folder), flip folder (marching season only), dot book (marching season only), current day's rehearsal clothes/shoes (marching season only, must be removed after rehearsal, not allowed to stay overnight), water jug for that day's rehearsal (marching season only, must be removed after rehearsal, not allowed to stay overnight), items needed for performance or other event later that same day (blue bags, concert tux, etc). School books, jackets, etc. may only be in the locker during the student's band class, rehearsal or sectional and must be completely removed after class or the sectional is dismissed. **Any items not listed above will be confiscated and disposed of properly, without additional warning. This may result in losing locker privileges.**
5. All students are required to provide locks for their lockers and they must bring the combination to a band director prior to putting the lock on the locker. If at any time a lock is found that does not have a combination on file, it will be cut off and discarded. The KHS Band is not responsible for any lost or stolen items. Do not leave valuables unattended, and lock your locker every time you open it.
6. Lockers are to be kept neat and clean at all times. Any student who abuses the privilege of having a band locker will have that privilege revoked and will not be allowed to store any belongings in the bandhall.
7. Instruments are to be kept clean and in correct working order at all times. Failure to do so by a student using a school-owned instrument may result in a fine and/or loss of the privilege of using the instrument. Failure to take proper care of a school-owned instrument (handling, storage, etc.) may also result in fines and/or loss of use of the instrument.
8. Non-percussionists should never touch, play, or move any percussion equipment without specifically being told to do so by a director or percussion section leader.
9. Do not play on or handle another student's instrument unless specifically asked to do so by a director.
10. Practice rooms are for practicing, pass-offs, and private lessons or help sessions only. Priority is given to those students and teachers having private lessons. Do not create unnecessary noise or disturbance in the practice rooms or practice room hallways at any time.
11. Only band students are allowed in the bandhall. Do not bring people who are not in band in with you, and if you see someone who shouldn't be here, politely ask them to leave or to see a director.

12. We have limited space for the many ensembles and groups who rehearse throughout the day. Facilities are being used before, after, and during every period of the school day. Students are expected to be respectful of the rehearsals being conducted and avoid interruption. In the event a student must enter the band hall during a rehearsal they are not a part of, they need to have a Director/Attendance Office pass, be attending a lesson, or placing/retrieving approved locker items at the beginning or end of school.
13. The directors' offices are private. Do not enter unless asked to do so by a director. Always knock on the door and wait to be waved in before entering.
14. Only percussion and guard students are allowed to enter their respective rooms. These areas are for their storage and practice. Any other student who enters either room without permission will have their storage privileges revoked.
15. It is each band student's responsibility to maintain our facilities. Take pride in our space; clean-up after yourselves (and others if necessary); and don't wait to be asked to help.

School-Owned Instruments

Students who play the following instruments will have one or both of their instruments (concert and marching) provided for them by the school: oboe, bassoon, bass clarinet, tenor saxophone, bari saxophone, French horn, euphonium, tuba, and percussion.

These instruments can be rented from the school for the fee of \$100.00 per year. This fee covers both the marching and concert horns if applicable and is due at the beginning of the school year or upon issuance of the instrument. Students using school-owned instruments will also sign and return the Instrument Usage Agreement showing that they understand and agree to abide by the policies for school instrument usage.

Though issued to individual students, these instruments remain the property of Keller High School and the Keller ISD. **No student or parent will take any action on a school-owned instrument without the express permission of a KHS band director.** This includes repair, maintenance, modification, replacement of parts, etc. Any student or parent not satisfied with the brand, quality, age, etc. of the instrument issued to them may waive their right to rent a school horn and provide their own instrument for usage. No previously paid instrument rental fees will be refunded in that situation. Any student found misusing, abusing, or failing to maintain and care for the instrument properly may receive a fine and/or have their use of the instrument revoked. Instrument rental fees are non-refundable.

Fees, Expenses, and General Supplies

Each student will be required to pay/purchase the following except where indicated as optional or only required for specific groups, etc. The fees are due at band registration and periodically throughout the year. Families that are experiencing financial difficulties should consult a band director to discuss payment options. Colorguard and Drumline students will be responsible for additional items or fees not included below.

1. **Participation Fee (\$400.00) - required yearly.** Additional siblings are \$250 each. The participation fee helps to cover the cost of drill, music, and show designers, specialized instructors, clinicians, and masterclass teachers throughout the year. It also provides for the repair or replacement of old equipment and the purchase of new. This fee also includes 2 band shirts that we wear at performances and a drink fee. We purchase water with the drink fee for the many performances we have during the school year.
2. **Marching Shoes (\$40.00) - required.** Each student (except for color guard members) must have our black, standard issue marching shoes. These are part of the marching uniform and can be worn for multiple years. Only new students and those returning members needing to replace theirs need to order and pay for marching shoes.
3. **Gloves (\$8.00) - required yearly.** Each woodwind and brass player must have our white, standard issue marching gloves as part of their uniform. Each student will receive two pair for \$8.00. Replacement gloves will be available at a \$5 each throughout the season while supplies last.
4. **Uniform Cleaning Fee (\$30.00) - required yearly.** All students (except color guard members) will pay this fee to provide for the cleaning of their marching uniform throughout the season.
5. **Carry Bag (\$25.00) - optional.** These personalized, embroidered bags can be used by students to bring marching clothes to school, or as a carry-on bag for longer trips. We do not take these bags on short bus rides or into the stands at any games.
6. **Region Fee (\$12.00) – required for members of the Wind Ensemble, Symphonic Band, and Concert Band 1.** This fee is determined by TMEA and is the first step of three in auditioning for the All State Bands. Students enrolled in Concert Band 2 and 3 are encouraged to participate. Paid in the fall.

7. **Solo and Ensemble Fee (\$10.00 entry, \$40.00 for a KHS supplied accompanist) – required for members of the Wind Ensemble, Symphonic Band and Concert Band I.** Concert II and III members are strongly encouraged to participate. Paid in the spring.
8. **Black Socks - required.** Each student (except for colorguard members) will be required to wear solid, dark black socks with their marching uniform. Socks must come to mid-calf or knee. No designs or shades of gray or any color besides black will be permitted. Socks must be completely opaque when worn (no skin shows through). We recommend the cheap, nylon socks as they maintain their color after washing where cotton will fade and be unacceptable.
9. **Flip Folder and Lyre - required.** Each student (except for color guard members and members of the front ensemble) must have a standard music flip folder with at least 10 pages for marching music storage. These can be purchased at the local music stores for under \$10.00.
10. **Dot Book - required.** Each student (except for members of the front ensemble) must have a correct “dot book” (4x6, 50 sheet, spiral bound index cards worn on a lanyard around the neck, shoulder, or waist).
11. **Standard Instrument Supplies - required.** Each student must have the necessary supplies for his or her instrument at all times. This includes **quality** reeds, mallets, drum sticks, valve oil, flag tape, BLACK neck straps, etc.
12. **Spring Band Trip - optional.** This fee varies depending on the location and itinerary of the trip which changes each year. Students will be given fundraising opportunities to offset the cost of the trip.
13. **Instrument Rental Fee (\$100.00) - required yearly.** This fee is only required for those students who rent an instrument from Keller High School (including percussionists). \$100.00 covers both the marching and concert instrument for the entire school year.
14. **White Tuxedo Shirt (\$20) Black Cummerbund (\$6) and Bow-Tie (\$2 – required.** These items are for male students and are part of their concert season uniform. An order form will be sent home via email in October or November in anticipation of the Winter Concert.
15. **Summer Uniform – required.** All band students must own a pair of school appropriate khaki shorts, brown belt, white socks, and neutral colored tennis shoes as these items make up our summer uniform.

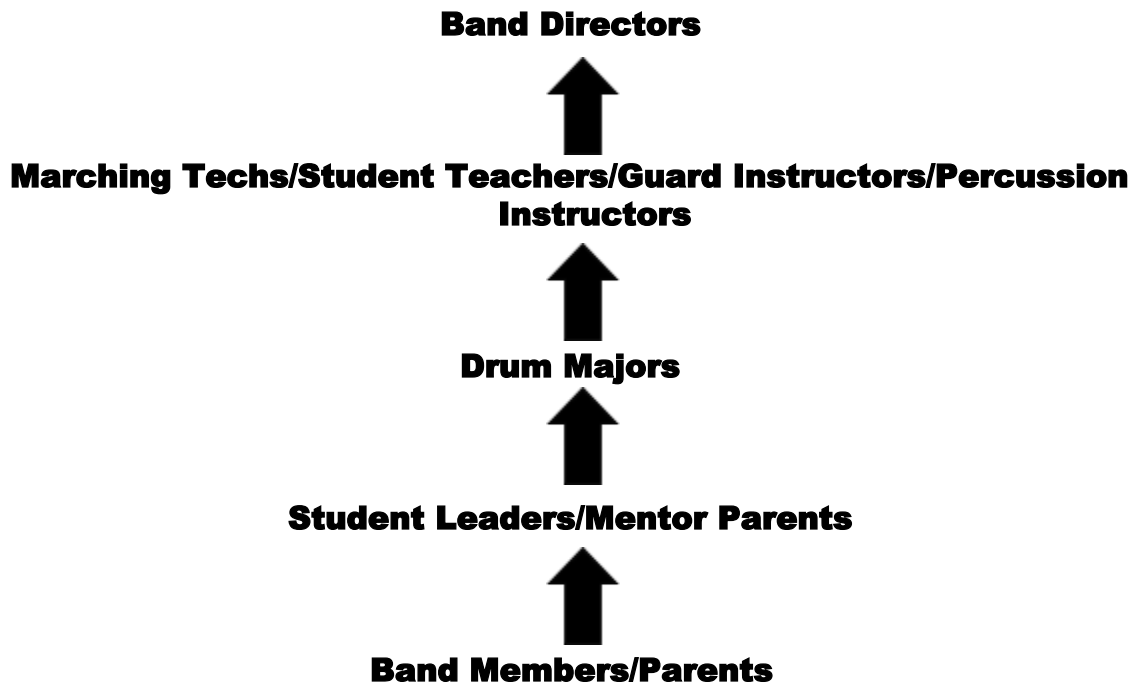
Marching Band INFO, GUIDELINES, and POLICIES

Summer Camps

1. **Summer Band Camp:** A vital part of the Keller High School Band program is Summer Band Camp. This camp is held annually (traditionally the last week of July and the first few weeks of August) before the start of the school instructional calendar. Students must attend the entire Summer Band Camp to be eligible for membership in the Varsity band. Excused absences from the camp are solely at the Directors' discretion. Any student with unexcused absences from summer band camp will automatically join the JV marching band.
2. **Drum Camp:** An integral and necessary part of the Keller High School percussion program is the Summer Drum Camp. This camp is held every year (which is traditionally the 3rd week of July) during the week preceding Band Camp. Although it is not necessary to attend Drum Camp to maintain membership in the KHS band, anyone who misses this camp will automatically be placed in the JV Drumline. All members have the option to challenge into the Varsity Drumline for the Varsity Band Show, but admittance into the Varsity Drumline Show is based solely on the Percussion Director's judgment.
3. **Guard Camp:** The color guard meets on its own during a week-long mandatory summer camp (usually mid-July). During this camp, members learn valuable equipment and movement fundamentals that are vital to their success as performers. Students that miss any instructional time during this week may be assigned to alternate positions by the director for all or portions of the varsity show marching band show.

Chain of Communication

In any large organization, structure is the key to success. The "Chain of Communication" exists to help everyone understand the structure of the administration of the program. It is important for all members and parents to understand the "Chain of Communication" as it is in effect throughout the year. However, due to the incredibly busy schedule and large number of people involved at one time, the "Chain of Communication" is especially important during marching season. Although the directors would be happy to deal with each individual's issues personally, they could not possibly answer the questions of 400 students and their parents each time they should arise. This is especially true on performance or event days. **Students and parents are expected to use this tool whenever possible to convey information, seek clarification on certain topics, or to have questions answered.** Additional resources include the website, signs, white board at the front of the band hall, our Facebook group, Remind 101 texts, and aural announcements. All information is dispersed in multiple ways to maximize understanding.



Rehearsal Policies

1. All students must wear appropriate, light-colored, loose-fitting clothing to rehearsal. Shorts, short-sleeved shirts, socks and tennis shoes are the only acceptable clothing items. Students must also bring a brimmed hat and sunglasses to wear at every rehearsal. No long pants, long sleeves, or heavy clothing will be permitted on the marching field during weather where the high temperature for the day will reach 90 degrees or higher. **Any student not in compliance with dress requirements will not be allowed to participate in rehearsal and will be considered absent or tardy until the problem is corrected (unexcused).**
2. Every student must bring his or her own GALLON SIZE insulated water bottle to each rehearsal (put your name on this!). Frequent water breaks are given as hydration is the key to having a successful marching season in the Texas heat. Students should also drink water frequently throughout the day both before and after rehearsal in order to maintain proper hydration. Eating well and often will also increase the student's ability to cope with the extreme heat.
3. All rehearsals will begin and end at the scheduled times. Any student not completely ready for rehearsal when it begins will be considered tardy. The consequences for lack of supplies or tardiness are explained in the Marching Band Attendance Policy.

4. Students are not permitted to leave early from rehearsal unless specific permission is given by a director.
5. All students are required to have the following supplies at each rehearsal: dot book, pencil, necessary music, drill charts (if applicable), instrument and all related equipment/supplies. **Students who do not have all supplies will not be allowed to participate in rehearsal and will be considered absent or tardy until the problem is corrected (unexcused).**
6. In the event of extreme heat, heavy rain, lightning or other circumstances that may interfere with our normal rehearsal, the directors have many options, and rehearsal will almost always go on. **Never assume that a rehearsal has been cancelled for any reason, especially inclement weather.** ***The KISD policies on heat and lightning will be observed when applicable.
7. All students are expected to demonstrate correct rehearsal etiquette at all times when rehearsing with the KHS Band. Students who consistently talk, fail to pay attention, or disrupt/prevent the learning of other students will not be allowed to participate in rehearsal and will be considered absent (unexcused).
8. Students are not permitted to drive any vehicle to the marching practice field unless specific permission is given by a director.

Performance Day Procedures and Policies

Any appearance of the KHS Band in public constitutes a performance and reflects on Keller High School, KISD, and the community. It is important to remember that the appearance and actions of individual members will directly affect the image of the KHS Band, and all members should strive to project a favorable image at all times.

For any performance, students will be notified of a “call time”, location, uniform requirements, required materials, and an approximate end time. For football games and marching contests, students will be expected to report to the pre-performance rehearsal in the rehearsal uniform (designated band shirt, athletic shorts, black band socks, black marching shoes, correct hair styling and at times, the band shako.) It is the student’s responsibility to plan and manage time correctly in order to be on time to call time (it is recommended that you arrive 15 minutes before call time to ensure that you are ready and counted on time). Students are also responsible for making sure they have the required uniform parts and materials for each performance (or pre-performance rehearsal).

Any student who does not have all of the correct uniform parts or required materials may not be allowed to participate in the performance. Students will be counted absent until problems are corrected and this may negatively affect the student’s grade in their band class or status in the marching band.

A performance is not over until students are released from the bandhall following announcements, etc. Students are not permitted to leave early from performances without specific permission from a director. The request to leave early must be submitted in writing or email from a parent or guardian 24 hours in advance before the call time of a performance and must be approved by a director prior to the event.

Performance Rules

** “Uniform” refers to the full marching band uniform, half uniform (full uniform minus jacket, hat, gloves and gauntlets), the summer uniform (band t-shirt, khaki shorts, tennis shoes, solid brown belt), or any attire that the band wears as a unit.

1. The chain of communication is always in effect.
2. All uniform parts must be worn correctly at all times. Students are not permitted to wear uniform jackets or pants unzipped, pants straps down around their waists, any socks other than solid, dark black, or shoes other than the standard issue black marching shoes. When in the summer uniform, instructions will be given as to whether or not students must tuck in their shirts. Students will be expected to follow these instructions the first time they are given. Students will not wear anything on, over or in addition to the specified uniform unless specific permission to do so is given by a director. This includes hair decorations.
Students who do not wear their uniforms correctly may not be allowed to perform and could have their class grade lowered and band status changed as a result.
3. Conduct while in uniform is to be calm, mature, and appropriate at all times. No profanity, inappropriate behavior, or public displays of affection will be tolerated at any time.
4. There is absolutely no eating, chewing gum, or drinking anything other than water while in uniform unless it is provided by the band as a part of a band function. Do not accept food, drink, etc. from parents or anyone other than designated band personnel during any performance event.
5. No running or horseplay at any time when in uniform.
6. Students’ hair is to be completely off the collar and concealed when wearing the band shako. Ladies will wear their hair in a high bun, using gel and hairspray to eliminate any fly-aways. Hair must be performance ready at call time and will remain in the same position until the students are dismissed at the end of the event.
7. No colored nail polish or visible jewelry is allowed while in uniform.

8. When in a performance situation, students will only play when we play as a group unless otherwise instructed by a director.
9. Students are to remain with the group at all times unless specific permission is given by a director. Bathroom visits, etc. will all be administered and monitored by staff members or student leaders. **No student is to be away from the group at anytime without permission.**
10. Students should always be aware of their surroundings and conduct themselves and their conversations as if everyone around them (including directors, parents, and visiting parents and guests) is listening. Do not engage in conversation or behavior that could negatively impact the image of the Keller High School Band.
11. Only members, staff members, parent chaperones, and invited guests of the KHS Band will be allowed in the stands or with the band at any performance event unless specific permission is given by a director.
12. All students must participate in all aspects of each performance event as directed.
13. Always follow the instructions of any authority figure the first time they are given.

****Students who choose not to follow all of the performance rules may be sent home from the event or asked not to perform. The student's class grade or band status may be lowered as a result.**

Travel Guidelines

The Keller Band is constantly on the move, and it is important that we maintain our high standards and favorable image everywhere we go. All KISD, KHS, and general band rules and guidelines apply when the band travels. In addition:

1. Always wait for instructions from a band director before loading, unloading, moving, or taking any kind of action. Never assume that you know what we are doing. We will always give you the information that you need to know.
2. There will be no food, gum, candy, or drinks other than water at anytime while on a bus (in uniform or out) unless specific permission is given by a band director. Parent chaperones are not permitted to provide candy, etc. to students while on the bus.
3. Students will treat all authority figures with respect at all times. This includes directors, staff members, student leaders, parent chaperones, and bus drivers. Follow directions the first time they are given.

4. Mp3 players, iPods, phones, video players, etc. may only be used on the bus when in route and must only be used with individual headphones that are not audible to anyone but the user. All media must be school appropriate and in compliance with the Student Code of Conduct.
5. Students are to be silent at any time when on a bus in a parking lot. It is vital that the bus drivers are able to communicate to get our large caravan to each location safely. Likewise, students will be silent any time a bus must stop at a railroad crossing.
6. Students are to remain seated (on your “seat”), facing forward at any time when the bus is in motion.

Marching Uniform Guidelines and Policies

The KHS Band is very proud of its marching uniforms, and we expect students to take care of them so that they will last for years to come. Each student who uses a uniform must pay the \$30 cleaning fee and comply with all instructions related to the uniform.

1. Bring all personal uniform pieces to and from school as needed. **Do not leave socks, shoes, t-shirts, shorts, etc. (especially dirty ones) in the bandhall when not in use.**
2. Clean all personal uniform pieces between performances.
3. Hang all pieces of the uniform correctly and store your uniform on the correct rack at all times when not in use.
4. When wearing the uniform, wear all pieces correctly (no pants straps around your waist, jackets unzipped, etc.).
5. Follow uniform crew instructions at all times.
6. Do not attempt to clean, wash, alter, or repair your uniform without permission and instructions from a band director or a “uniform mom”.
7. Do not eat, chew gum, or drink anything other than water while in uniform unless specific permission is given by a director. (See the Performance Rules section for more “don’ts” while in uniform.)
8. Students who damage or lose any part of the uniform may be required to pay for repair or replacement of the part or the whole uniform.

Uniform Part Pricing

Jacket	\$150.00	Pants	\$60.00
Gauntlets	\$35.00	Hat	\$30.00
Hat Box	\$5.00	Garment Bag	\$10.00
Plume	\$20.00	Hanger	\$5.00

Concert Band INFO, GUIDELINES, and POLICIES

Concert Attire

For formal concerts, all KHS Band students will wear proper “concert attire” listed below.

Gentlemen will wear:

Tux Jacket (provided)	Tux Pants (provided)	White Tuxedo Shirt
Black Bow Tie	Black Cummerbund	Solid Black Socks

Solid Black Dress Shoes (marching shoes are acceptable)

Students are responsible for providing the tuxedo shirt, bow tie, cummerbund, socks, and shoes. These items will be available for purchase through the band department, or you may purchase them elsewhere. The tux jacket and pants will be provided by the band, and students will be responsible for caring for the garments properly as well as turning them in professionally dry cleaned at the end of the year. Students who lose or damage any part of the tuxedo may be required to pay to repair or replace the garment.

The cost of the tuxedo parts is as follows:

Jacket \$50.00	Pants \$50.00	Garment Bag \$15.00
Hanger \$5.00	Cleaning Fee (if not cleaned upon return)	\$20.00

Ladies will wear solid black, professional concert attire:

The following items are acceptable and expected:

- Black ankle-length skirt (slit no higher than knee), dress, or pants
- Black blouse or sweater with sleeves (quarter sleeve or more)

- Black pantyhose, knee highs, or trouser socks
- Black **closed-toe** dress shoes

The following are **NOT** acceptable as concert attire:

- Shorts, short skirts, Capri pants, skirts with slits above the knee
- Sleeveless or strapless shirts or tops of any kind
- Bare shoulders, midriffs, legs, or feet
- Patterned clothing or colors other than black
- Excessive sequins, beads, etc.
- Blacks that obviously don't match (avoid velvet if possible)
- Excessive jewelry

Remember, this is a “dress-up” event. Dress as you would for church, a nice wedding, etc. Our image needs to be as professional as that of any major performing group (Ft. Worth Symphony, etc.). If you have questions about the acceptability of any item, please feel free to see a director for approval. Remember...”if in doubt...don't”.

*****Anyone who is not dressed appropriately for any KHS Band concert event will be sent home, and their participation grade will be affected.**

Concert Etiquette

Unfortunately, young people (and adults) in today’s society are seldom exposed to formal concert situations, and most are unaware of the standards of appropriate behavior for such events. Concert etiquette is based on showing respect for the performers and for others in the audience as well. In our efforts to provide our students with a thorough music education, the KHS Band directors insist that all of our students and other audience members observe the following practices (please help educate those people that you invite to our concerts that may not know any better!):

1. Arrive at least five minutes prior to the published start time of the event in order to find your seat.
2. Dress appropriately for the event. Tank tops, cut-off shorts, gym clothes, dirty work clothes, etc. are generally not considered acceptable. Nice school clothes will usually suffice for school events. **HATS OF ANY KIND ARE UNACCEPTABLE IN A FORMAL PERFORMANCE EVENT.**
3. Only enter and leave the performance space between pieces or between bands. **Never enter or leave while a band is performing.**
4. Focus your attention on the performers at all times. Do not talk during any performance or create any distractions (candy wrappers, etc.).

5. Noisy children should be left at home. If you must bring them, sit near the back where you can make a quick escape, and take them out immediately if they become noisy.
6. Applause is welcomed and expected. However, cheering, whistling, etc. are highly inappropriate (remember...you are not at a baseball game or a rock concert).
7. **Cell phones, pagers, etc. must be turned off and not used inside the call time or performance space.**

Letter Jackets

Families of students that qualify to earn a letter jacket are responsible to attend the fitting and to pay for the jacket.

Lettering Guidelines for KISD Bands

A student must earn 10 points in a school year to letter. Points will be awarded for the following:

Wind/Percussion:

- 4 pts. – TMEA Region Band membership
- 3 pts. – TMEA Area Band membership
- 2 pts. – TMEA All State Band membership
- 2 pts. – Participation in Mock All Region
- 2 pts. – TMEA All Region Jazz Band membership
- 4 pts. – First Division on Class One Solo at KISD Solo/Ensemble Contest
- 4 pts. – First Division on Class One Ensemble at KISD Solo/Ensemble Contest

Color Guard:

- 4 pts. – Marching Band Participation
- 4 pts. – WGI/NTCA Winter Guard Participation
- 2 pts. – First Division on Class One Solo at KISD Solo/Ensemble Contest
(Class will be determined by Guard Instructor)
- 2 pts. – First Division on Class One Ensemble at KISD Solo/Ensemble Contest
(Class will be determined by Guard Instructor)

- At the discretion of the campus director and the Director of Fine Arts, each band student that has not received a letter jacket by the end of their 11th grade year, and who has remained a member in good standing every semester of their 9th, 10th and 11th grade years, will be awarded a jacket at the beginning of their senior year.
- All appeals to lettering decisions, and all special circumstances, will be heard and

dealt with on a case-by-case basis by a committee comprised of the Director of Fine Arts, the appropriate campus director, and another committee member appointed at the discretion of the Director of Fine Arts.

- Each campus director will be responsible for ensuring that a student does not receive more than one major award.

Caveat

To eliminate the need for a system of point transfer and archival record keeping, lettering points will not carry over from one year to the next. Each year the student must begin anew in the accumulation of points.