

# Waukee High School Band Manual

2006 – 2007

The Waukee High School Band is an organization of students and staff who pride themselves on excellence – excellence in our personal performance, our section's performance, our band's performance, and the way we represent ourselves and our school. Excellence is a choice that people make, just as mediocrity is a choice. Excellence is not a gift that you are born with, but something that you strive for out of the conviction that reaching your maximum potential is what life is all about. We know that the road to excellence is not always going to be an easy one, but if we work together, then excellence is an attainable goal. This handbook outlines our policies that are necessary to achieve the goals that we have set for ourselves – to always perform as winners, and to work together to be truly excellent in everything that we do. Excellent bands differ not in what they do but in how they do it.

This manual is provided to give band students and their parents basic information and encouragement as you become a part of the Waukee Band experience.



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## June Rehearsals

June rehearsals are Tuesday & Thursday evenings, 7 pm – 8:15 pm in the High School Band Room. (See schedule for dates) All 9-12 band members are required to attend these rehearsals. The focus of our June rehearsals will be to work on field marching fundamentals and mastery and memorization of the fall music. The goal is to have all marchers comfortable and proficient with our marching technique and to have music memorized before the start of Band Camp. Any concerns about the attendance of these rehearsals should be addressed to Mr. Patterson or Mr. Page.

## Band Camp

Band Camp is held at the High School the first week of August, 8:00 AM – 3:30 PM. (See schedule for dates) **Attendance at Band Camp is mandatory** and offers students the opportunity to work on the contest and home football games marching routines. Marching season could not possibly succeed if it started on the first day of school. Band Camp provides the atmosphere to get the marching season off to a great season and to integrate the freshman into the program, both musically and socially. During this week can be seen great transformation from blob to band! Parents are invited to Parent's Night, which is on Thursday night of Band Camp, to see some of the new drill and meet the directors.

Suggestions for a more comfortable Band Camp:

- Wear good comfortable, sturdy shoes, with socks.
- Do not wear sandals, open-back or open-toe shoes.
- Wear a hat.
- Use sunscreen.
- Be prepared to cover up shoulders, necks & arms if you become sunburned.

During Band Camp the uniforms are refitted for upper-classmen and issued for the incoming freshmen. New band shoes can be ordered from the Band Instructor at this time. Used band shoes are available thru Band Parents for \$5- size availability is limited. Payment for shoes are due when received by student. Used shoes can be exchanged for larger sizes at this time. Black band gloves are purchased from Mr. Patterson, and will be available prior to the 1<sup>st</sup> marching performance.

**Section Leaders** are chosen by the Band Director. Section Leaders must show good leadership skills and have the marching experience and skills to lead their section.

## Marching Band

The Waukee Warrior Regiment will include band members in grades 9 – 12. The Warrior Regiment performs at each home football game and at several Marching Band Festivals in the fall. The Warrior Regiment will also perform in the Homecoming Parade, the Waukee Fall Festival Parade, and any pep rallies. Students are required to purchase a special shirt for the parades, costing approximately \$10.00.

There will be extra practices before school, starting at 7 AM. (Students should be on the field and ready to go at 7:00 AM – NOT walking in the door! ) If it rains on a scheduled morning, practices will be in the band room to work on music. Students should keep old shoes & socks in their band locker ready for outside practices.

For performances, students are expected to report on time as directed by the director, and be dressed and ready to warm up at the designated time. Uniforms will be stored at the school and students are responsible for bringing or storing their own gloves, black shoes and black socks. Behavior expectations, rules and responsibilities of each band member will be covered by the Band Director. Students will be inspected before performances – and they **MUST** be wearing

black socks & black band shoes (or they soon learn about the 'sock box'). Black band gloves are required for most instruments – exceptions being the percussion.

For football games, The Warrior Regiment warms up in the parking lot by the band room and then marches in formation to the football field for the pre-game festivities. The Regiment marches across the street as home and visitor cars are entering the stadium at the same intersection. The Waukee police will be on hand to stop traffic, but to provide additional security and cheer The Regiment as it marches across the street, all parents are invited to form a “tunnel” of support for the band to march through.

The Regiment performance takes place at half time and is the same show used at the fall competitions. Parents are encouraged to watch the show and chart the improvement as the band works hard to perfect the show for contests. Senior Parent Night will be at the last home football game.

After The Regiment is released by the band director, all equipment is to be returned to the band room and uniforms hung in their numbered garment bag. Correct uniform storage will be verified by parent volunteers. Improper uniform care will be reported to the band director, and may affect a student's band grade.

### **Color Guard**

The Color Guard functions as one of the most important visual elements of the marching band show. All squad members undergo training in dance and equipment work. All equipment will be provided by the school. Squad members may be responsible for paying part of the cost of their own uniforms if deemed necessary. Flag members will be required to purchase their own shoes. The members of the Color Guard are selected by audition in the spring for participation in the group the following year. Members of the Color Guard are expected to attend summer camp. The Color Guard squad will host a 'Kiddy Color Guard Camp' to help pay for their flags or other supplies needed for the marching show.

### **Drum Major**

Students wishing to apply for Drum Major must have at least one year's experience in the Marching Band. Auditions are in the spring for participation in the group the following year. Drum Majors are expected to attend a summer band camp to improve leadership and conducting skills. Camp information is available from the Band Director.

## **Concert Band**

For Concert Band season, there will be a 10 – 12 Band and a 9<sup>th</sup> grade band. During this season, there will be some concerts for the 10 – 12 students, and some concerts for the 8 – 9 students (Prairieview). Both bands compete in large group contests in the spring. Consult the current Band Schedule to find performance dates.

The Concert Band wears the marching band uniform less the sash, hat and gloves. Black socks and black band shoes are required.

For performances, students are expected to report on time as directed by the band director and be dressed and ready to warm up at the designated time. Uniforms will be stored at the school and students are responsible for bringing or storing their own black shoes and black socks. Behavior expectations, rules and responsibilities of each band member will be covered by the Band Director. Our 'sock police' will inspect for black socks & shoes before each performance.

There is no admission charge for concerts, but free-will donations are encouraged and a parent is stationed at each entry to hand out programs, sponsored by paying advertisers, and collect donations. At joint instrumental and vocal concerts, the donations are divided equally between the two programs.

## **Extra Curricular Instrumental Groups**

### **Jazz Band**

Waukee currently has two groups - Jazz I and Jazz II. Students from 9 – 12 grades may perform in either group, and are selected by audition. They perform in several Jazz contests and performances from November – March. Rehearsals are usually before school, as scheduled by the Band Directors.

### **“Terror on University” Pep Band**

The Pep Band (includes grades 9 – 12) performs at numerous home basketball games, as scheduled by the Band Instructor. They provide musical entertainment during half time and between games, plus help encourage the crowd to cheer for our Warriors. There will be extra rehearsals before the season starts. There may be an extra charge for a shirt. In the past, our Pep Band has been asked to perform at a Drake Basketball game and at the State Basketball tournament.

Contact the band director for additional information.

## **Rules and Regulations**

Students and parents will need to sign and return the Waukee Community School District Student Good Conduct Policy during Band Camp Week. Also during Band Camp, a Medical Information Form must be signed and returned. These forms MUST be signed and returned before a student is allowed to travel to away performances.

### **Trip Rules**

- All students will abide by the present Waukee Community School District Student Good Conduct Policy found in your student handbook and all other school rules while with the band.
- The dress code for band events is prescribed to be the same as for a regular school day.
- Be on schedule! Be ready at times given by the Band Director.
- No alcohol, drugs or tobacco.
- No gambling.
- Couples – remember you are on a band function, and not on a date!
- Keep track of your things!
- Be sure all equipment and instruments are placed on the trucks or buses.
- School bus rules apply to band trips: stay seated, no yelling, nothing thrown out the windows, be polite to each other, the drivers, and the chaperones.
- Students may not be on the bus without chaperones.
- Stay on the same bus – attendance is taken before we leave an event.
- Keep the bus picked up! Don't throw your garbage on the floor. Close the windows when we get home. Many times we return home late, and nobody wants to stay to clean up a messy bus!
- All students are expected to ride to all band functions with the band. Students not returning with the group may leave only with a parent or guardian. A parent or guardian must sign that they are taking their student with them. School policy states that a note, signed by the parent/guardian should be given to the band instructor by the last school day prior to an activity if a student wishes to ride home with their parent/guardian. A student not returning with the group must make arrangements for someone to be responsible for their equipment and instrument.
- When we are performing at another location, students are not to leave the grounds without permission from their parents and notifying the band director prior to leaving.

# Band Uniform Guidelines

Each High School band student is issued a band uniform, hat or beret, garment bag, and mesh shoe bag at no charge. Students will be responsible for purchasing black band shoes and black gloves. Both can be ordered through the band director. If a used pair of band shoes is available in your size, they may be purchased for \$5.00. Exchanges of used shoes is allowed if you need a different size. **Black socks & black band shoes are always required when in uniform.** Freshmen will be given 1 pair of black socks as a gift from Band Parents at Freshman Orientation. Uniforms are issued or refitted during summer band camp.

Uniforms are very expensive, and students are expected to take care of them. If a uniform part is not turned in, or has an abnormal amount of wear and tear, the student will be charged for replacement costs. Approximate costs are:

Uniform jacket	\$ 250	Uniform hat	\$ 45
Uniform sash	\$ 42	Hatbox	\$ 8
Uniform pant	\$ 150	Plumes	\$ 22 (if mistreated)
Garment bag	\$ 10	Mesh shoe bag	\$ 5

Uniform parts are numbered, and numbers are recorded for each student, so we do know if each student is turning in the correct uniform. Uniforms will stay at the school, and must be checked out with the Band Director if it is needed for pictures or special performances. A checked-out uniform is expected to be turned back in within 1 week.

Any alterations will be handled by uniform volunteers. If a student notices a needed repair or has trouble with the fit of his/her uniform, please contact the Uniform Manager. If a button falls off, please try to retrieve the button and turn it in for repairs.

## Proper Hanging Instructions

- Hang your pants first. Match the creases at the bottom before putting them on the hanger. Hang the bottom hem and top evenly so pants are balanced and won't slip off.
- Hang your jacket over the top of pants. The curve in the hanger should be at the back of the jacket. The jacket should be zipped. The sash should be snapped at the side.
- Put the uniform into the garment bag and zip it up.
- The mesh shoe bag strings go around the hanger and always hang outside the garment bag. Keep your band shoes, black socks, and black gloves in your mesh shoe bag.
- Hang on rack in your assigned spot.
- Uniform hats are stored in the plastic hatboxes, and are placed in the top rack on your cart.

Racks will be checked by parent volunteers. If it is found a student does not hang their uniform properly, their name will be noted, and next time that student will be required to wait until their uniform bag is personally checked. Since this will take longer, it is advised to do it right the first time! Continued improper uniform hanging & care will result in a student's name being reported to the band director, and will be reflected in a student's grade.

## Proper Uniform Attire

**Black socks, black band shoes, and black band gloves are required!**

There is no eating or drinking while in uniform.

If a student has trouble with the fit of their uniform, please see the Uniform Manager!

## **HAT**

- The brim of the hat is level at the eyebrows.
- The chin strap goes under the chin.
- Hat plumes are placed on the hats before each performance, and removed afterwards, by uniform volunteers. Plumes are only to be touched by gloved hands.
- Long hair needs to be tied/pinned under hat. Hair should not be touching collars.
- No hair ornaments should be worn.

## **UNIFORM JACKET**

- The jacket sleeves should touch the wrist area of the gloves when the instrument is up. Jacket should be large enough to move comfortably when doing marching routines, and playing instrument.
- A shirt WITH SLEEVES (T-shirt, sweatshirt, long-sleeved shirt) should always be worn under the jacket. Sleeveless tops, tank tops, or going shirtless is not permitted. This is to prevent under arm stains on the coat. Shirts need to have a rounded collar so they do not show above the jacket collar. A black shirt is preferable to prevent showing at neck or sleeve.

## **UNIFORM PANT**

- Pants should just touch the top of your black band shoes. They should not drag on the ground. Pants need to be loose enough in the crotch to be able to sit comfortably. The length can be adjusted with the suspenders, however, once the pants are fitted by uniform volunteers, please do not readjust them. If they are not comfortable, please consult with the Uniform Manager.
- Jeans, or pants that are too baggy, are not allowed under uniforms. Pants worn under the uniform cannot show at the bottom.

## **Student Attire on Performance Days**

- No jewelry or hair ornaments should be worn.
- No unnatural hair colors allowed.
- Visible, pierced jewelry is not acceptable.
- No gum chewing while in uniform.
- A student should come to a performance prepared to change into uniform in a public place. A T-shirt and shorts/boxers should be worn under student's clothing, and is also worn under the uniform. Many times at contests there is not a changing room!
- Dress for the weather! During warm weather, wear T-shirts & shorts under uniforms. (Bring a water bottle on contest days) During cold weather, wear long underwear or knit pants, sweatshirts and/or long sleeved shirts underneath. Wind suits are lightweight, yet do an excellent job of blocking the wind. Double thickness of socks help keep toes warm. On coldest of nights, bring warm outerwear & a blanket!

## **General Guidelines on Performance Days**

- Keep track of your possessions. Put your street clothes in your garment bags when you are in uniform.
- Put your name on your instrument case.
- After a performance, put your instrument away before changing to prevent any damage to it. Remember that horseplay can result in damage to instrument, equipment, and uniform.
- Remember to eat and drink plenty of water before performances. Students who faint or get light-headed usually have not eaten something that day.

## **Summer Camp Funds**

The Band Parent Organization will help with the cost of a summer band camp or color guard camp. Each student that attends either camp will be reimbursed for 25% of the camp fee, up to \$50. More than one camp may be attended, but a maximum of \$50 per summer will be paid. The student needs to submit a copy of their registration form, copy of check or copy of receipt to show the cost and their attendance at the camp and must be submitted to the Band Director before the first day of school. This does not include summer band lessons.

## **Band Trips**

The band takes a trip every other year during Spring Break

Past trips have been to :

Chicago (2000)

Dallas, San Antonio (2002)

Nashville, Atlanta, Savannah (2004)

Dallas, San Antonio, Corpus Cristi (2006)

## **Band Trip Accounts**

In the year when a band trip is scheduled, a separate account will be set up for each student to help defray the cost of the trip. Students and/or parents participating in fund raising activities indicated as "Trip Fundraisers" will have funds posted to the individual students account. The students will be allowed to earn as much money as they want, but any money earned by a student over the cost of the trip (as set by the Band Parent's Organization) will revert to the General Fund of the Band Parent's Organization.

## **OVERNIGHT BAND TRIP RULES AND REGULATIONS**

If you cannot abide by the following rules, please do not sign the form and do not attend the trip.

1. No student is to use or have in his/her possession any alcohol, drugs or tobacco while on this trip. Possession includes luggage and personal belongings. No student is to be in a tavern or bar while on this trip. Any student that violates these rules will be sent home at the first opportunity at the expense of the student and his/her parents.

If drugs or alcohol are found in a room, and it cannot be determined whom it belongs to, the entire room will be sent home at the expense of those students and parents. Students need to be responsible for each other's behavior.

Please note that students may also be sent home if they participate in any other behavior deemed inappropriate by the chaperones.

2. Chaperones have the right to check rooms, baggage or personal belongings at anytime during the trip if there is a reason to believe that a student may possess alcohol, drugs or tobacco or that a student is conducting him/herself in an inappropriate manner.
3. Tobacco will not be allowed.
4. No gambling at any time. No playing for money or articles of clothing.
5. No boys or girls are to be in the same rooms occupied by the opposite sex unless the door is left open. This should never occur after curfew.
6. No student is to leave the motel/hotel at night unless accompanied by a chaperone.
7. No student will be allowed to remain at the motel/hotel while the rest of the group is attending a function unless one of the chaperones remains with him/her.
8. Students are not to leave their rooms after bed check in the evening. Be in your room by the announced curfew time and stay there.
9. All students will attend all tours and functions. Punctuality is a must.
10. An adult will check all luggage and personal belongings prior to departure. Liability will be centered on the parents.
11. All students will abide by the present Waukee Community School District Student Good Conduct Policy found in your handbook and all other school rules while on the trip.
12. If a student is found guilty of shoplifting on the trip, his/her fine will be paid but he/she will be sent home at the first opportunity at his/her parents' expense. The fine money will be paid on return.

13. Students are expected to show respect for people and property at all times while on the trip.
14. Any damages incurred will be the responsibility of the student causing the damages. If responsibility can not be determined the damages will be divided among students involved. Liability will be centered on the parents.



Students are strongly discouraged from going on the trip if they have any doubts about obeying any of the rules stated here or any of the rules that they may encounter on the bus, on tours, or in motels/hotels. Please read this carefully and take it as seriously as it is intended.

I have read the Band Trip Rules and Regulations that I will be required to follow while on the band trip. I have had an opportunity to ask any questions that I may have in regards to these rules. I understand the behavior that is expected of me, and I agree to follow these rules. I understand that if I fail to follow these rules that I will be sent home at the first opportunity at my family's expense.

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

\_\_\_\_\_  
Date

I have read the Band Trip Rules and Regulations that my child will be required to follow while on the band trip. I understand that if my child disobeys these rules he/she may be sent home at the first opportunity by the quickest method possible. I agree to pay and/or reimburse the school for all expenses.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

State of Iowa  
County of \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_  
Date

By \_\_\_\_\_  
\_\_\_\_\_

Name(s) of Person(s)

\_\_\_\_\_  
Signature of Notary Public

Stamp/Seal

# Waukee Band Parent Organization

The purpose of the Band Parent organization is to appraise parents of the workings and functions of the band and to assist and promote the band and its activities. As a result the key functions of the group becomes communications, chaperones, fundraising, uniforms, equipment & set-up crew/pit. The group provides financial support for the bands at all grade levels at Waukee Schools. In the past we have helped to purchase uniforms, equipment, travel expenses, special clinics and trainings, help with band camp fees, scholarships, and help with whatever the group feels is affordable and enhances the band.

Band Parent Meetings are held the first Thursday of each month during the school year in the High School Instrumental Room at 7:00 PM. You are encouraged to get involved – meet other parents and supporters – voice your opinion – and above all, contribute to making your child's experience in the Instrumental program a highlight of his/her High School years.

The Waukee Band Parent Organization is looking forward to another exciting year of growth and success for our performing groups. By being a parent of a band student in the Waukee School District, you are automatically a member of this organization that has a reputation for providing strong support for all of the band programs throughout the year. It is our goal that all students in the Waukee Instrumental Program develop a lifelong appreciation for the value of music in their lives.

## FUNDRAISERS

The Band Parents Organization and students have been extremely active in the past few years raising money for uniforms and band expenses, equipment & instrument needs.

Past years fundraisers have included:

- Advertising in program booklet
- Hy-Vee coupon books
- 'Friends of Waukee Bands' Donations
- Waukee Ice Cream Social
- Community donations
- Concessions stand
- Merchandise items "Warrior World"
- Hy-Vee Inventory (4 times per year) & special projects
- Entertainment Company Staffing
- US Senior Open Golf Tournament
- Cleaning Sec Taylor stadium
- Door Hanging Campaigns (School Bond, Hickory Tech, etc.)
- Younker's Community Days
- Move Merle Hay Younkers to new store
- Kum 'n Go Coupon Books

In addition, the Band Parents do host some paid performances, including Jazz Ensemble, Percussion Concert, and our all school Jazz Bands Concert (Midwinter's).

Major fundraising efforts already planned for next year:

- Advertising in program booklets
- 'Friends of Waukee Bands' Donations
- Wake With the Band
- Waukee Marching Invitational and State Marching Contest held at Waukee
- Waukee Ice Cream Social in June
- Concessions stand at band contests held at Waukee High School
- Merchandise items "Warrior World"
- Younkers Community Days

If you know of additional fund-raising projects that could be done by the Band/Band Parents, please talk to our Finance Committee Chairs. (See list in back of this manual) We are a non-profit organization, and do qualify for employer-matching funds programs.

Because of our growing enrollment, Waukee High School Bands made the jump to 4A competition in the fall of 2004. The Instrumental Music Program is growing as the school district grows, and more instruments and equipment are needed in all the bands. The Band Parents help with some of these extra needs.

The future growth and success of the entire Waukee Instrumental Music Program can only be ensured by continued efforts to raise funds above and beyond what is provided by the school district. As you help with our fundraisers, participate in the activities and watch the bands and color guard perform and compete, you will have an opportunity to get acquainted with the students, the director and staff, and other parents. There will be many lasting memories for you and your student from your involvement with the Waukee Band Parent Organization.

## **Volunteers Needed!**

### **Band Camp**

Volunteer Assistance needed to:

- Help with opening day preparation
- Provide refreshments (cookies & kool-aid)
- Serve refreshments, water, help directors
- Provide refreshments and hospitality for Parent's Night
- Fitting of uniforms, hemming pants, assigning garment bags to carts
- Obtain prizes for students who have exceptional performance/attitude at camp

### **Marching Band**

Equipment Manager: Doug Meyer & Ron Eastman

Uniform Manager: Linda Meyer & ?

Volunteer Assistance Needed to:

- Assist in preparing The Regiment for performance (Help with clothing, hair, emergency safety pins, etc.)
- Put on plumes before and take off plumes after performances.
- Check uniforms in and verify storage after the performance
- Provide treats and water for home games and festival competitions
- "Tunnel" for home football games
- Chaperones for competitions
- Pit Crew
- Being a "roadie" – helping move equipment when the band "goes on the road"
- Assist at the End of Season "Tailgate" party

## **Concert Band**

Equipment Manager: Doug Meyer & Ron Eastman

Uniform Manager: Linda Meyer & ?

Volunteer Assistance Needed to:

- Assist in preparing the Concert Band for performance (Help with uniforms, shoe & sock check, emergency safety pins, etc.)
- Check uniforms in and verify storage after the performance
- Assist in moving and setting up all the equipment needed for the performance
- Hand out programs and collect donations

## **Band Contests held at Waukee**

Volunteer Assistance Needed for:

- Stage Managers & Announcers
- Concessions
- Score Tabulations
- Door Keeper & money

## **State Marching Contest & Waukee Marching Invitational**

These two contests are held on the same day at Waukee Stadium at the end of October. These are big events, and special committees chairs are established for all the planning needed to host these contests. Many volunteers are needed, and when the time gets near there will be e-mails sent and notices on the band web site with listed jobs and times to volunteer.

## **Warrior World**

Warrior World is the Band Parent's 'store' where we sell Waukee merchandise. It is used as a fund-raiser. A stand will be found at home football games, home basketball games, and at many of the concerts held at the auditorium. If volunteers are available, we try to have the stand open before school one or two mornings a week. If you could help run Warrior World for an event or on a school day morning, please contact one of the Warrior World Managers (found under committee chairs on the next page).

## **How to Keep Informed of Band Activities**

The Waukee Bands have their own website at [www.waukeebands.org](http://www.waukeebands.org). Information for upcoming events will be posted on the website. If you wish to receive e-mailed announcements, go to the website and follow directions on how to subscribe to the e-mail list.

There is a list of committee chairpersons on the next page. When help is needed for an event, or donations for food, water, etc. are needed, e-mails are sent to our band e-mail list. Please respond to these e-mails, and be willing to volunteer your time or give donations. Together we work to support our students in the Waukee band program.