

West Broward High School

Performance Ensemble Handbook

Band Director
Josh Bishop



Revised Edition for 2024-2025

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Contact Information

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Preface

As a member of the West Broward Performance Ensemble (WBPE), you are expected to set a very high standard for yourself and for the program. The success of YOUR program requires that YOU be 100% dedicated and committed to doing YOUR part in reaching the TEAM goal. The benefits of the TEAM success are immeasurable in the development of our students as well rounded musicians, citizens and teammates.

It is the philosophy of the WBPE that "The process is the product..." This places the emphasis on the idea that the way we do ONE thing is the way we do EVERYTHING, and that the JOURNEY is ultimately where the learning, development and growth of each individual occurs. Members of the WBPE develop character, integrity, mental toughness, social connection, physical strength and emotional depth as well as a strong sense of confidence on their instrument or equipment.

This handbook contains guidelines, regulations, and information to ensure the success of YOUR band. Please take the time to CAREFULLY READ through all of the material in this handbook to gain a strong understanding of the philosophy, rules, and expectations of YOU as a member of the WBPE. If you have a strong grasp of how the program works before you begin, the result will be the optimum level of individual experience. The term "Band" in this handbook refers to ALL wind, percussion, and color guard. We collectively make up the West Broward Band Program.

Basic Rules

- 1. Be at the right place at the right time!**
- 2. Give 100% all the time with your best EFFORT and ATTITUDE.**
- 3. Treat others as you would like to be treated.**
- 4. Practice at home. What you do at home will affect what happens in rehearsals**

Overview of Expectations

- Attend all rehearsals and performances - the minimum expectation is 100% attendance. Don't Miss Rehearsal.
- Be ON TIME for all classes, rehearsals, and performances. Be the first, never the last, to arrive
- BE PREPARED- Have all of the items you need ready ahead of time for every rehearsal and performance. Have all music and choreography practiced and mastered in ADVANCE.
- Keep all instruments and equipment in performance ready condition
- Keep up with any and all assignments assigned - manage your time wisely
- Always have proper rehearsal attire on for practice
- Keep the band room and any areas used by the WBPE neat and clean. Throw trash away properly, store instrument and music in assigned places. If you use something PUT IT BACK.
- Turn work into fun. Enjoy rehearsing and be flexible. Hot, cold, rainy, we still need to improve. The adventure is just as important as the results.
- Try to learn something new every day.
- Be the RULE and not the EXCEPTION. - "If everyone was doing what YOU were doing, how successful would the program be?"
- Feel free to at first fail. Failure is one step to success, analyze it and make a plan to improve and succeed the next time.
- Be humble in your success and maintain CLASS in every situation. Win, lose, or draw we ALWAYS HANDLE OURSELVES WITH DIGNITY AND PRIDE.
- Early is on time, on time is late, and late is unthinkable.

General Band Rules and Policies

- Students will adhere to the "Code of Student Conduct" mandated by the Broward County School Board. Members of the West Broward Performance Ensemble are expected to represent their band, school, community, and state with PRIDE at all times. Those who fail to adhere to this value will be suspended or removed from the program.
- Any instrument or equipment not belonging to or specifically assigned to you, is strictly off limits. **If it is not yours, DO NOT TOUCH IT.**
- There is no gum, food, or drink (other than water) permitted in the band room at any time.
- No gum, food or drink (other than water) is allowed any time the ensemble proper is "in uniform", including concert band. Unless you are notified otherwise by the Directors.
- Public displays of affection (PDA) are inappropriate and are not allowed while on "band time." Conduct yourselves with class.
- During the regular school day, the band room is used for scheduled classes, rehearsals, sectionals, and pre-arranged help sessions only. This area is off limits during lunch unless you are notified otherwise. **For security reasons, non-band/guard/orchestra/tech students are NOT allowed in the band room.**
- Band members are not permitted to leave a rehearsal or performance until the entire ensemble is dismissed.
- Members are required to load/unload equipment and help with the truck when necessary.
- Keep your locker locked at all times. YOU are **responsible** for your **equipment**. During rehearsal, empty cases should be stowed in lockers.
- Loss of lock \$5, Loss of Combination \$1 - Don't waste money, be responsible!
- Keep lockers free of garbage and food. We spend a lot of time in the band room and unwanted visitors (roaches/rats/insects) are unwelcome guests!

Attendance

Attendance at all rehearsals and performances, etc. is REQUIRED. It is vitally important that the band functions as a total unit. Anytime a member is absent it diminishes the effort by all other members. **The minimum expectation for attendance is 100%.** As a performance-based interdependent activity, the band works as a finely trained team and it is essential that every member be present for ALL functions which include *rehearsals, concerts, competitions, football games, parades, and out of town trips*. Any member who is absent makes the band less effective and has an adverse effect on the morale of the group. **Any student who is absent, whether excused or unexcused, will not be awarded points of that activity as outlined in the grading rubrics (On Canvas).** All band events can be found on the public calendar: wbpeb.org. It is expected that parents and students are aware of the calendar and make arrangements around all band activities. Performance takes precedence over practice concerning another school activity. If an outside function appears to be a "rained-out", always report to the Band Room for indoor rehearsal. (We do live in south Florida) Rarely is a rehearsal ever called off because of rain. If the band performs or rehearses, **everyone** is to be there **every time!** Conflicts with other activities (i.e. sport practice, MAO event, etc.) are to be resolved as far IN ADVANCE as possible, as outlined below.

Procedure for Tardy

TARDINESS causes delays in time schedules and is discourteous, irritating and disruptive to your fellow Performance Ensemble members who have to wait for you. All tardies are **UNEXCUSED** unless excused by the Director from ADVANCE NOTICE with a valid reason. The procedure for tardies is the same as that for absences. For every 3 tardies, grade will be lowered according to the rubric for that project.

Students displaying a repeat pattern of tardiness to rehearsals, performances and events will have their grades lowered, and as a consequence may be placed on alternate status. Remember - "Early is on time, on time is late, and late is unthinkable!"

Absence Form

The absence form is a document to state an excused absence. (On Canvas/File). Forms should be completed and turned in a minimum of 2 weeks in advance of any excused absence. The absence form can be found on charms. It is the responsibility of the student and parent to make sure that this form is filled out properly and turned in on time

Absence Procedures and Policies

Naturally, sickness and other hardships make it necessary to miss on a rare occasion. In such a case, the

PARENT must:

Notify the Director(s) as far IN ADVANCE as possible by E-MAIL (joshua.bishop@browardschools.com) with the date and reason for absence. Note: Due to A days and B days I may not have them in class.

Fill out and turn in the ABSENCE EXCUSAL FORM with any other necessary documentation. (i.e. doctors note, admittance slip, etc.)

STUDENT must:

Contact (call, text, Facebook, Etc.) his/her captain or co-captain of communications as a courtesy to let his or her fellow band members know he or she will be missing from practice.

Consequences for Absences

After following the procedure above, the absence will fall into one of three categories:

1. PERMITTED - Advance notice was given at least 10 school days (Reason: Religious holiday or WBHS-Sanctioned activity). Student does not lose credit for the activity/event. **NOTE: A permitted absence will not be granted on a day in which the performance ensemble gives a public performance. Permitted absences are given at the discretion of the Director(s) on a case by case basis.**
2. EXCUSED - Advance notice was given via ABSENCE FORM when applicable. Reason: Severe illness or family emergency/once in a lifetime event. **(Project Grade lowered according to rubric; Make up assignment is allowed.)**
3. UNEXCUSED - Advance notice was not given; any absence which is not PERMITTED or EXCUSED. **(Student will lose points for activity/event and will NOT be granted permission for make up assignment.)**

Rehearsals and performances are the same as exams in other classes. We cannot divert teaching time from those who have been in attendance in order to mainstream a student who has not been in attendance. Since there is no way to "make up" these events, missing a rehearsal or performance is equivalent to not taking an exam and receiving a zero as a grade. However, ANY outside rehearsals or performance missed for an acceptable reason must be made up by completing an assignment approved by the Directors. **FAILURE TO MAKE UP AN ABSENCE WILL RESULT IN LOWERING OF THE BAND PROJECT GRADE.**

Excused vs. Unexcused

EXCUSED ABSENCE	UNEXCUSED ABSENCE
Wedding	Dentist, orthodontist, routine MD appointment
Funeral	Concert or Sports Event (Non-WB related)
Significant Illness (with documentation)	College Visit
Pre-Arranged WB sanctioned event with Director Approval (Example: Playing on WB varsity game)	Birthday or Family Event
Religious holiday	Driver's Ed/Driving test
SAT/ACT*** <i>Excused for seniors only on morning of first Saturday of November. Must bring in admittance sheet for excusal.</i>	Homework (you must learn to manage your time wisely)
	Work

Unexcused: Last minute notification for an otherwise excused event (i.e. 1 week notice for a wedding)

Solutions to Unacceptable Excuses

EXCUSE	SOLUTION
"Had to work"	Make arrangements with your employer early.
"Had Homework"	Attendance is required! This is a co-curricular graded class! Time management is vital to your success!
"Couldn't get a ride"	Be responsible. Carpool with other students by contacting your captains.
"Had an appointment"	DO NOT schedule appoints during band time. This is your grade, and your teammates are counting on you!
"Didn't know about..."	Be responsible you have been given advance notice!
"I'm going out of town"	Clear your schedule in advance. Being on a team is a commitment. Calendars are made available in May.

Remember, excuses, even really good ones, will NOT produce a good band.

MEMBERSHIP and PARTICIPATION

The term "band" refers to the entire ensemble which includes winds, percussion and color guard. To be a member of the West Broward Performance Ensemble, students must be enrolled in one of the band, orchestra, or color guard classes. West Broward High School has adopted the policy that no student be allowed to participate within the band program(s) without being enrolled in a band/guard class during the school day. Band, orchestra and color guard are co-curricular courses and require additional rehearsals and performances after school hours. Even students who dual enrolled can still participate in the class. Dual Enrolled are still WB students.

Participation in the program is a full year commitment. The year is divided into 3 distinct seasons. All members (winds, percussion, color guard) participate in marching band from June – November. Beginning in December, the focus is on concert literature and indoor guard. The 4th quarter is devoted to the spring Mosaic festival, which showcases skills gained throughout the year. There are also several extracurricular ensembles available to students during the school year. Once the school year begins, schedule changes out of a band or color guard class are difficult. Should a conflict between band, another school activity, sport, or community activity develop, the student should schedule a conference with the Director and their guidance director. Enrollment in Band includes concert and marching band.

Enrollment in color guard class includes marching/winter guard. Separate fees may be required as outlined earlier in this handbook.

THE WEST BROWARD PERFORMANCE ENSEMBLES

Band Class (I-IV)

Band class provides students with instruction in the development and progression of technical skills on wind and percussion instruments. Students are placed in the appropriate band class for their skill level by the directors. Membership in band class is open to all interested students. Participation in band class requires summer camp attendance, fair share band fees and includes marching band. Students enrolled in concert band class will be required to attend all rehearsals and performances scheduled for the calendar school year.

Honors Band (V-VI)

Honors credit is offered to wind and percussion students during their junior and senior year. Students must follow the honors curriculum to receive honors credit. The honors curriculum includes playing a solo (Grade 4+ for V, Grade 5+ for VI), Auditioning for All County Band, Participating in 10 volunteer hours (guard show, ushering concerts, etc.) More details can be given by the Director(s).

Concert Band

An intermediate level class for instrumentalists, students with prior musical experience, and those seeking to expand their knowledge of music fundamentals. This class will play grade 3-4+ level music as per the standards of the Florida Bandmasters Association.

THE WEST BROWARD PERFORMANCE ENSEMBLES (Cont'd)

Wind Ensemble

An advanced level class for instrumentalists, students with extensive musical experience, and those expanding into collegiate level knowledge of music fundamentals. This class will play grade 5+ level music as per the standards of the Florida Bandmasters Association. Wind Ensemble is the elite performance ensemble chosen through audition in the summer. Members are required to participate in the spring college festival evaluation (may be an overnight trip), solo & ensemble and all scheduled concerts. Additional mandatory rehearsals for wind ensemble are held after school and on some Saturdays. Students are encouraged to audition for All State & All County Honors Bands to gain the most of their advanced talents.

Marching Band - West Broward High School "Performance Ensemble"

Marching band is the required first quarter curriculum for all band, percussion and color guard students. Students enrolled in Band I - VI and Color Guard I - IV are automatically in Marching Band. Summer camp participation is required for marching band members. The group rehearses after school and some weekends during marching season (June – early Nov). The Marching Band performs at football games and parades, as well as local, regional, and national field show competitions.

Marching Band Alternate Status

Any students placed on alternate status must attend all rehearsals, performances and events for the performance ensemble. These students are expected to play in the stands at football games and in warmup or on another assignment as defined by the Directors. Alternate students will shadow a spot in the show and function as an understudy in the event a spot needs to be filled.

Color Guard (I-IV)

color guard is a performance group open to all interested students. Members perform dance routines at school events and utilize dance and flags, rifles & sabers to add visual interest to the marching show. Students in the color guard class are required to participate in Marching Band and winter indoor guard for the performing arts credit.

String Orchestra

Orchestra provides students with instruction in the development and progression of technical skills on string instruments. Membership in orchestra is open to all interested students. Participation in orchestra requires after school and Saturday rehearsals as indicated in the course syllabus.

Academic Performance Ensemble Courses Offered at West Broward High School

Music Theory - Beginning course to learn theoretical music fundamentals.

AP Music Theory - Advanced placement course for College Level Music Theory.

Tech - Music technology 1 is a course for beginning students to learn light and sound. Music technology 2, 3, and 4 is for advanced students to continue applying skills learned in Tech 1.

EXTRACURRICULAR ENSEMBLES

There are several extracurricular activities open to Performance Ensemble members. Members must be current with all fair share fees in order to participate in extracurricular ensembles.

Jazz Band

Membership is open to interested Performance Ensemble students with Director approval. There is a fee associated with participation in jazz band. Students in the Jazz Band will learn fundamentals of jazz technique and play music ranging from jazz standards to funk. The Jazz Band will perform various events through the community and in concert.

Winter Guard

Winter guard is a dynamic blend of dance and weaponry performed as a choreographed routine before a panel of judges. West Broward has two winter guards: "A" Guard and "World" Guard. The "A" Guard is open to all students. The "World" guard team is chosen by audition in the fall. Members compete in the South Florida Winter guard Circuit (SFWGA) and WGI Winter guard International). An informational meeting is held in the fall for students/parents. Fees are required for participation in Winter guard which can be offset through fundraising provided.

Winter (Indoor) Percussion

Winter Percussion combines marching and percussion in an indoor venue before a panel of judges. The Winter Percussion ensemble is selected through audition in November. Students must be enrolled in a band class to participate in winter percussion. The group performs in the Florida Federation of Color guards Circuit (FFCC) from January through April. Additional fees are required to be in this ensemble.

Concert Performance Opportunities and Honor Bands

There are many other opportunities open to the students of the West Broward Band program. Honor bands and regional area ensembles are great ways for students to meet other musicians, learn from new instructors and judges and to further their musical abilities. These opportunities include but are not limited to: All County Band, All County Orchestra, All County Jazz Band, All State Band and Orchestra, Tri State Festival, Festival of winds, Solo & Ensemble, Private Lessons, PRIDE band etc. The directors highly encourage students to broaden their musical horizons by participating in any of the opportunities listed above, so long as they don't directly interfere with Band Class, or any other extra curricular program the students are involved in. Information for these ensembles will be released throughout the year. For more information, contact the band directors.

GRADING

The performance ensemble school calendar breaks up into 3 distinct sections:

- Marching Season - May - November
- Concert Season - November - April
- Mosaic Season - April - May

Grades in all performance ensemble classes are based on a **project grade**. This term refers to the evaluation of a student's grade over a period of time. In this case, there are several smaller parts of the project grade that will make up the overall total grade (i.e. rehearsal attendance, performance attendance, class participation, video assignments, materials and attire, etc.)

Rubrics for the 3 distinct seasons of the school year will be made available on canvas as well as on the teacher websites for the Directors. It is imperative for students and parents to review the rubrics to understand the expectations and guidelines in which a student's grade may be affected. The directors will take class time to go over the rubrics with the students in order to make sure they best understand their responsibilities.

Physical Health Guidelines

Physical Requirements of the Marching Band

Students must be aware of their personal fitness and general health condition. Heart rate increases significantly during this activity, which not only involves marching at various tempos, but performing at the same time.

Diet & Hydration

Students should come to rehearsal well nourished and well hydrated. Dairy products should be avoided prior to rehearsals and performances. Students should bring a 1 gallon jug with water or sports drink to marching rehearsals.

Conditioning

Conditioning will include stretching techniques to help avoid muscle injury and various exercises to improve upper and lower body strength and coordination. Band members will run/walk in timed exercises aimed at increasing stamina and breathing capacity. Students with limited physical strength or other physical considerations will be asked to improve their sense of physical well being through alternate means.

Limitations

Students with physical limitations, especially those involving shoulders, knees and ankles need to discuss these conditions with the Director prior to beginning training. Students will be advised regarding precautions to be taken to avoid injury. In some cases limitations and/or injuries may require that the student be placed on alternate status until the Director feel that the student is able to perform without risking personal injury or the integrity of the program. Note: Any illness/injury should be reported immediately to the Director(s)

OFFICERS

Officers

The Directors select officers in the spring. The criteria for selection includes music/marching ability, service, dedication, loyalty and leadership. The number of officers may vary from year to year. All student leaders will carry out the policies of the band, band directors, school and administration to the best of their abilities. Student leaders cannot give permission to miss a rehearsal or performance, be tardy, or leave early. Student leaders should be positive and work in the best interest of the Performance Ensemble at all times.

May we lead by Example

Officer Standards

- Form constructive and supportive relationships with peers and teacher
- Understand the importance of peer respect at the expense of friendships.
- Listen willingly and actively whenever peers express themselves.
- Become the example of the perfect "music student"
- Create a quality, learning environment by demonstrating an interest in ideas, activities & lives of peers and by fostering productive interaction with fellow students.
- Participate in active learning and decision-making.
- Develop the learning environment into a forum for musical exploration, inquiry and the development of musicianship.
- Set high standards for the behavior and quality of performance by demanding it first from yourself.
- Gain the trust and confidence of peers so that the students will accept and uphold the tenets of the classroom community
- Keep all personal differences out of the band room and rehearsals.
- Allow the teacher to direct his efforts in class to positive interactions and learning.
- Keep the director informed of all situations of the group.
- Become familiar with the specific duties required of the position applied for.
- Be willing to dedicate time after school and outside of rehearsals to complete duties.

Chain of Command:

Band Director
Staff/Instructors
Drum Majors
Captains
Section Leaders

When we circumvent the chain of command for personal gain, it destroys the strength of the team

OFFICER RESPONSIBILITIES AND DUTIES

Drum Majors

The Drum Majors are the commanders of the band and the voice of the Director during band rehearsals and performances. The Drum Majors must demonstrate outstanding attendance and be willing to sacrifice personal time for the band.

Front Podium Drum

The Drum Major will run music warm ups and rehearsals under the supervision of the Staff. In addition, the Senior Drum Major will organize, communicate and take command of all performances (football games, pep rallies, and parades). The Drum Major is responsible for ensuring that rehearsals start on time. They will execute the agenda of the director and staff.

Second Drum Major

The Drum Major will assist in all music warm ups and run rehearsal in the absence of the first Drum Major. They will act as a direct liaison between the band booster organization and students in organizing and facilitating the awards banquet. This officer will attend parent meetings to offer the student opinions and views. The Drum Major will assist in the basic stretch of the group.

Back Field Drum Major

The Drum Major will assist in stretch at marching rehearsals, direct rehearsals and provide backfield directing. They will make sure that all sound equipment is at each rehearsal and performance. They will run the met with proper apps on phone. This officer will collect and log attendance from the Section leaders.

Band Captain

The band captain is the model student. He or she should be exemplary in all responsibilities both on and off the field. The Band captain oversees student leaders and works in harmony with the drum majors and guard captain to make sure systems, processes and rehearsal etiquette are above par at all times.

Captains (Brass, Woodwind, Percussion, Color guard)

This commanding officer is always at the forefront of their section and makes sure that each member's appearance and behavior positively represents WBHS and the WBHS Performance Ensemble. The Captains act as a direct liaison between the students and the Band Director. Captains must lead by example, having a strong sense of professionalism, work ethic, and pride in what they do. They must be positive, fair, and command respect through caring leadership and mentoring of younger band students.

- Captains will take charge of all sections to assure they everyone is accountable.
- During uniform and instrument inspections, Captains will assist their respective Section leaders in recording and reporting violations to the Band Director
- Captains will schedule sectionals and ensemble rehearsals.
- Keeps band room organized

Section Leaders

- Section Leaders will make sure the discipline of their section is positive to the environment.
- Section Leaders will make sure that their section is set in marching/basics block and/or arcs.
- Section Leaders will keep their section up to date in calendar, charms, music etc.
- Takes attendance for section at all rehearsals throughout the marching season.
- Contacts members who are absent from rehearsal.
- Are responsible for ensuring that the section knows music, drill and other required elements. may delegate other members to assist in the task.
- Section Leaders will ensure that members wear the uniform correctly and have all required music and supplies for performances.

Chair position-Communications

- Obtains information, contact numbers and email for all section leaders
- Sends texts/emails to keep members informed of updates and changes
- Deals with correspondence (thank you's etc.)
- Works with Second, Drum Major on awards banquet
- Delegates committee to create a photo//video document of the section for the awards banquet and band
- Archive history

Chair positions-Uniform

- Instructs members on proper care of uniforms
- Reports damaged uniforms to Band Parent
- Collects and inspects all issued uniforms at the end of the season
- Assists parent uniform coordinator with organization and distribution of uniforms
- Creates uniform infraction form
- Maintains uniform room and empties dehumidifier
- Arrives early and leaves late after a performance to ensure that all uniforms are cared for.

Chair positions-Logistics

- Organizes and prepares all venues with necessary equipment, including podium, field markers, Sound System
- Oversees set up and tear down of rehearsal sites
- Delegates set up and tear down duties
- Assigns students to props
- Knows where each rehearsal will be held and checks with Director for rehearsal needs
- Ensures all equipment is put away following rehearsal/performance
- Acts as liaison between parent field crew regarding props
- Acts as role model and assists Captain as requested
- Mentors sectional players

Band Director and Staff Offices

The band office is the business office of the WBHS Band Directors. Students are not to be in the office without the permission of the Directors. Lab pianos & class computers are not to be used by students without the permission of the directors. The copier is for MUSIC ONLY; not homework or personal projects. Knock before entering, wait to be acknowledged, then enter once instructed to do so. After you have received whatever feedback you are seeking, close the door on your way out. If you borrow anything, RETURN IT.

Band Staff

Paid professionals, technical assistants, and guest artists are a vital part of the band program. Without their help, the WBHS Band would not be able to achieve the standard to which we aspire. They must have the respect of all students and parents. Staff members are chosen by the Band Director and are directly responsible to him. Students and parents should give these staff members the same respect they would give any member of the WBHS faculty. Should a question for a staff member arise, be it for parent concern or any other reason, the Parent should contact the Band Directors.

FEES & FUNDRAISING

The band program is funded primarily by the members. The West Broward Performance Ensemble Booster (WBPEB) raises funds for the general fund to pay for expenses not covered by the band fees (approximately \$200/student). Additionally, WBPEB provides fundraising activities to allow each family the **opportunity** to raise money to cover individual fees. Many students raise the entire cost of the program through fundraisers. Credits earned through fundraising may be applied toward fees and trips. Fundraising credits may not be used to purchase clothing or equipment. Parents experiencing financial hardship will need to speak with the band director. No one will be denied participation because of financial hardship *as long as steps are being taken to fulfill the obligations*. HOWEVER, if band fees are not paid as scheduled, a student may be removed from the marching line and placed on alternate status until the outstanding balance is brought current. Such payment arrangements include, but are not limited to a firm commitment to staff the concession stand at the Amerant Bank Arena (Florida Panthers Arena). Any student officer who does not have their band fees current may be removed from their leadership position at the Band Director' sole discretion.

Parents will be asked to support Band Parent fundraisers throughout the year. Many of the fundraisers involve hosting other schools at events held at West Broward. Credits earned from fundraisers may be carried over from year to year but are not transferable from student to student with the exception of siblings. Fundraising credits have no monetary value. Credits remaining in a student's account at the end of four years or when a student leaves the program will revert to the General Fund.

Fair share fees may be paid in full during the month of June or in the installments listed below. Although the payment dates correspond to band camp dates, this is **not** a per camp fee.

June July August September October

There are no mandatory fundraisers and no second semester fees for Performance Ensemble members. There will be fees for any extracurricular activities. Students who have not paid the previous year's obligations will not be eligible for a spot in the show. The show deposit must be paid before a student is admitted to band camp. Students who fail to pay band fees on time will be placed on alternate status and will not be eligible to participate in trips and competitions until fees are up to date.

Checks should be made payable to WBPEB (West Broward Performance Ensemble Booster) and placed in the band room safe. Please do not combine fees with payment for items purchased.

FEES & FUNDRAISING (Cont'd)

Please note:

Band fees are non refundable. Fees are not pro-rated for weeks missed. Leaving the program does not absolve you of fee obligations. Outstanding balances will be forwarded to the bookkeeper.

ADDITIONAL EXPENSES

New band members are required to purchase the following items. These items will be available for purchase in August. (Prices will be announced) wbpeb.org

- Poncho
- Gloves
- Band duffel (includes name embroidery)
- WBHS undershirt
- Drillmaster marching shoes (students will be sized at camp)

Percussion stick fee (TBA) will be administered so all students have the same sticks or mallets

Brass/ Woodwinds will purchase their own reeds, cork grease, valve oil, mouthpieces etc.

Color Guard members will need the following items for camp: (Prices will be announced)

- Flag bag
- Gloves
- White electrical tape
- Poncho
- Guard duffel includes name embroidery
- Show shoes
- Rifles may be purchased from the band store wbpeb.org
- Sabers may be rented (with director approval) for \$20 for the school year

Uniforms

Uniformity is a key component to making our organization look great. Students are expected to take great pride in how they look and how they represent themselves as ambassadors of West Broward. Throughout the 3 seasons of the school year, different costumes or dress codes are required when in performance or anything where the performance ensemble and West Broward are represented. Students should always look presentable and professional when participating in band functions.

Marching Band “A” Uniform

Marching Uniform (fitted and created specifically for your son/daughter). Students supply Drillmaster marching shoes, black socks, black gloves and under armor). Students may be asked to specifically style hair in order to match theme of the show and look professional (I.E. Long hair in a bun, boys hair slicked back, etc.) Students may also be asked to remove or cover up distracting jewelry. There is no eating or drinking anything but WATER when in “A” uniform. Uniform and instrument inspections will be held prior to each performance. The Band Officers will be responsible for Inspection and will report directly to the Band Director who will determine whether the student will be allowed to perform. If a student is not allowed to perform, he/she will receive no credit for that performance.

Students must be in the auditorium in full uniform with ALL required items at the time announced.

- Full uniform (bibbers, jacket,)
- Solid black shorts and WBHS undershirt
- Super Drillmaster marching shoes, long black socks
- WBHS Performance Ensemble duffel bag with required items
- Battery Drumsticks freshly taped

Sunglasses, visible jewelry, rings, earrings, hats and other accessories may not be worn when in “A” uniform. Earrings must be removed prior to inspection. Long hair (male & female) must be pulled away from the face & secured in a high bun. Use product to control “wisps” You must pass inspection in order to perform. Food is NEVER allowed in band/guard bags!

“B” Uniform

Show Shirt tucked in (or other assigned top specific to that event), black dickies, black socks and marching shoes.

Concert Band

Male: black shirt, tie and pants. remember black socks and shoes. Females: Long black dress . Students are responsible for black shoes.

Uniforms (Cont'd)

Parade

Costume provided. Students supply shoes, gloves, undergarments, makeup and accessories as selected by the instructors. Students may asked to style hair / makeup to match show theme.

Competition

Costume provided. Will vary each year based on show design. Students supply shoes, gloves, undergarments, makeup and accessories as selected by the instructors. Students may asked to style hair / makeup to match show theme.

Winter Guard

Costume provided. The costume will vary each year and will be based on show concept and design. Students supply shoes, gloves, undergarments makeup and accessories as selected by the instructors. Students may asked to style hair / makeup to match show theme.

Winter Percussion

Costume provided. The costume will vary each year and will be based on show concept and design. Students supply shoes, gloves, undergarments and accessories as selected by the instructors

TRAVEL

The Performance Ensemble travels frequently during the year. The Broward County Rules of Student Conduct are in effect for all band functions.

In the event of an overnight trip, an itinerary will be distributed to all students and parents. The Band Director reserves the right to dismiss and send home any student (at parent's expense) who disobeys the rules and whose general conduct and attitude toward the trip and its participants is determined to be detrimental to the rest of the group.

Travel Expectations

- Students are responsible for knowing bus assignment, room captain and chaperone. This information will be posted in the band room prior to the trip.
- Use of alcoholic beverages and non-prescription drugs will not be tolerated. Administrative action will occur with removal from the band program Anyone found grossly misbehaving will be sent home. It is the parents' responsibilities to pick up misbehaving students.
- Student bags are subject to search for contraband by WBHS administration, or the Band Directors at any time while traveling.
- Students are responsible for all meals when on band trips. There may be times when we have arranged a group meal. In this case, the cost of the meal will be collected on the bus.
- Students are expected to exhibit exemplary behavior at all times.
- Students will be assigned an individual chaperone on overnight trips.
- Students must follow the Broward County School Board rules regarding medication. Inhalers should be given to Designated Band Parent during performances so they will be readily available if needed.
- Upon arrival at the hotel, students will remain on the bus until check-in has been completed.
- Room keys will be distributed to the room captain and 1 other student.
- Instruments may not be played in the rooms or on the bus.
- Parents and students are responsible for any property damage
- Before leaving the bus, you will be given information regarding the next day's schedule. Make sure you allow enough time. You may have to wait on line for breakfast or wait for a 2nd elevator. We may not be the only band staying at the hotel.
- You are responsible for getting up on time. Do not rely on your chaperone to wake you. Use the room alarm, cell phone alarm or request a wake up call.
- Members are not allowed in any other room after lights out
- Students may NEVER be in a room of the opposite sex.
- Parents (other than chaperones) are not allowed in student rooms. Students are not allowed in parent rooms
- Courtesy is expected in the dining area
- Be respectful of other hotel guests. Keep noise to a minimum in the hallways especially late at night and early in the morning
- Lights out will be announced every night when we arrive at the hotel. Lights out means that all students must be in their rooms for the evening. If you have a

- problem or need anything after this time, you must call your chaperone.
- Room doors should be locked at all times
 - No one is to leave the hotel premises without permission from the Director
 - The following minimum standards are required for room check: All garbage in garbage cans/bags (your chaperone will have additional garbage bags) All wet/used towels in tub. All bedding ON the bed All furniture in its proper place
 - Students may not check out of their room until a room check has been completed.
 - Always stay in groups of at least 3 when not with a chaperone. Do not leave anyone behind.
 - Students are expected to travel to and from events with the group. There may be situations in which this rule is waived. Prior approval is needed for a student to leave the group with a parent. Please provide a written request as much in advance of the event as possible. At the time the student leaves the group, both the student and parent must sign out with the director/manager.

NOTE: If a rule is broken, a consequence will result! In most instances, the consequence will be constant accompaniment by a chaperone.

Football Stadium Rules

- Band/guard members must ride the bus to and from football games
- Students must remain in assigned seat in the stands
- Students may not buy food or eat in the stadium (exception – senior night)
- Students may be excused to use the restroom during the third quarter only and must be accompanied by a chaperone. Other emergencies must be excused by the director or manager – a chaperone must accompany.
- Doodling, drumming, playing or twirling is not allowed when the band is not playing
- Only staff and chaperones (no parents) are allowed in the band section. Alumni may join the band at the Homecoming game.
- Members will play only as a group when in the stands. Individual sections may work up brief musical selections with the approval of the Director.
- Remember that the band is present to support the WB football team and cheerleaders.
- The band will enter the stadium as directed by the Drum Major to a drum cadence
- Members will remain in the stands until dismissed by the Director or Drum major.

BAND BOOSTERS

WEST BROWARD PERFORMANCE ENSEMBLE BOOSTER (WBPEB)

The West Broward High School Band Parent Association is a not-for-profit organization whose purpose is to support the Band Director and the Performance Ensembles of West Broward High School. WBPEB is run by a Board of Directors. Elections are held annually at the April meeting. Please refer to the by-laws for the various Board member areas of responsibility.

BAND BOOSTERS MEETINGS

WBPEB meetings are held monthly. These meetings provide the best opportunity to stay informed of upcoming events, to be involved in decision-making, and to ask questions. Meeting dates and times are posted on Remind. Involved parents are essential to the West Broward band program. There are many things parents can do:

- Attend monthly booster meetings
- Volunteer for parent committees. There are many different tasks; everyone can find a niche that suits their expertise (chaperones, uniforms, transportation, equipment, props, sewing, meals, fundraising and publicity are a few of the many possibilities.)
- Be supportive of the band program and your child's participation
- Arrange for private lessons for your child
- Show interest and support by attending performances
- Encourage your child to practice at home

COMMITTEES

Committees operate all activities and fundraisers. This allows all parents to become involved and avoids placing the burden on just a few. In addition to the elected board members, volunteers are needed for the following positions:

Uniform Chairperson

The Uniform chairperson is responsible for uniform distribution, alteration, cleaning and repair of marching and concert uniforms. Students are fitted for marching uniforms during the August camp and concert uniforms in November. During marching season, the uniform committee must be at the school one half hour prior to inspection to distribute uniforms. The committee remains until all uniforms are returned following performances.

Field Crew Coordinator-Marching Season

The Field Crew coordinator is responsible for getting all necessary pit instruments, podiums, and show equipment & props to and from and on and off the field for every performance. For some performances, only a limited number of non-performing people are permitted on the field. Therefore the number of people used in the Field Crew is limited. Anyone is welcome to volunteer his/her time and expertise to help prepare for a performance but must understand the limitations we are forced to abide by when it comes to going on the field. The Field Crew Coordinator or designee is responsible for truck maintenance and repair and prop construction committee.

Floor Crew Coordinator-Winter Guard

The Floor Crew Coordinator for the winter season has the same responsibilities as the Field Crew coordinator during Winter guard season.

Floor Crew Coordinator-Winter Percussion

The Floor Crew Coordinator for the winter season has the same responsibilities as the Field Crew coordinator during Winter Percussion season.

Web page Director

The Web page director is responsible for obtaining information from the board and band director and posting it on the Web site.

Band Operations Coordinator

This person works closely with the Manager to plan and organize band camp, competitions & travel.

Guard Operations Coordinator

This person works closely with the Manager to plan and organize guard events and travel.

Head Chaperones

Head chaperones are needed for marching, winter guard and concert season. The head chaperones are responsible for coordinating all necessary chaperones and supplies for all band events. Chaperones provide water and basic first aid. They also deal with uniform emergencies and just about anything else that comes along. Most chaperones begin by chaperoning football games. An orientation is held in the fall. Chaperones may be required to wear something which is sold by the boosters. Every attempt is made by the head chaperones to contact all parents who have indicated an interest in chaperoning.

Volunteer Hour Coordinator

The volunteer hour coordinator is responsible for seeing that the online volunteer forms are filled out by each member at the beginning of the school year. These forms are required by the school board prior to volunteering/chaperoning. In addition, the coordinator compiles and submits all volunteer hours to the Broward County volunteer coordinator. Each committee chairperson is responsible for submitting all volunteer hours accrued. SFWGA Show Coordinator

Each year, the WBPEB hosts a Winter guard/Percussion/Winds show in February. This is an all day, campus wide event with performing groups from 50-75 south Florida high schools. All students and most parents work at least one shift to make this a successful event.

CHAPERONE GUIDELINES

General Guidelines

The primary role of the chaperone is to ensure student safety. A "head chaperone" is assigned for each event. The head chaperone receives the trip itinerary from the band manager and makes assignments based on that information. A brief meeting is held before departure to convey the necessary information to individual chaperones. On overnight trips, chaperones are responsible for helping a small group of assigned students. In order to chaperone, parents must register on line at getinvolvedineducation.com. Chaperones on overnight trips must have Level 2 Clearance through the school district. The following guidelines have been established to facilitate moving a large group in an efficient and safe manner. We ask that all chaperones comply with these guidelines, which have proven to work well for this group. Chaperones are required to pay for their own flight, hotel and food on trips.

- The medical bag and medical forms are to be carried by the head chaperone or designee at all times. All chaperones should be aware of who has these items in case of an emergency.
- Consumption of alcoholic beverages by any chaperone at any band event is strictly forbidden. Chaperones are never "off-duty" during a band trip.
- At competitions and performances, the instructors need to be focused on the upcoming performance. Please avoid conversations/questions during this time. Questions should be directed to the head chaperone or band manager.
- Discipline is not the responsibility of the chaperone. Please refer any "issues" to the head chaperone or band manager.
- Chaperones are responsible for ensuring that the schedule is adhered to and should be at the assigned meeting place 10 minutes before the student report time.
- Except in unique circumstances, chaperones will not be assigned their own student to chaperone.
- Students will be assigned a bus and room and are not allowed to switch. Please do not ask.
- Attendance must be taken before the bus moves and after every stop at which

- anyone gets off
- The band will always move as a group. Chaperones should walk on each side of the band until the band enters the performing area, and then drop behind the band. No one should “break ranks” (cut through the band) except in emergencies. Spectators and students must wait for the band to pass.

Football Games

Chaperones should report at the time designated by the head chaperone.

- Verify that attendance has been taken by the bus captain. Communicate absences to the manager. It is important that we depart on time.
- Fill water coolers and load on truck. At the game, place coolers in the stands to refill student water bottles as needed.
- Upon arrival at the game, find and mark the band seating area. A chaperon should be stationed at each corner to prevent non-band members from entering the band seating area. This includes parents and alumni. Band members must remain within this area at all times.
- Students are not allowed to go to the concession stands and are not allowed to eat in uniform. EXCEPTION: Senior Night-seniors are allowed to visit the concession stand during 3rd quarter and purchase food.
- Chaperones may not eat in the stands
- During the third quarter, officers may leave the stands to meet & greet officers of the opposing band
- Upon returning to WB, turn in the bus number and bus form

Travel/Competitions

In addition to the general guidelines, please follow the following duties for extended/overnight trips:

- Verify that attendance has been taken by the bus captain. Communicate absences to the manager. It is important that we depart on time.
- Load cases of water for warm up and post performance on the truck or bus. The guard, band and percussion warm up in separate areas. Chaperones should attend each of these warm up areas for first aid and water.
- Upon arrival at the competition site, restrooms should be located immediately and communicated to all chaperones and staff. We will usually proceed as a group to the restroom area upon arrival. After check in, the band manager will communicate the schedule to the chaperones. At this time, decisions regarding water can be made.
- Prior to each stop, chaperones will receive instructions from the Director, manager or head chaperone. These instructions should be communicated to students before they leave the bus.
- You will be assigned a specific group of students to supervise on overnight trips. Please meet each student prior to departure. Make sure students know how to reach you at all times.
- When we arrive at the hotel, please wait on the bus with students until you receive specific instructions from the head chaperone/band manager. Do not have students unload luggage until we know where our rooms are located. Students will then enter the hotel when called.
- One chaperone per bus should remain outside until all students are inside the hotel.
- Chaperones should always knock prior to entering student rooms.
- Lights out time will be announced on the bus. Lights out means that students are not allowed out of the room for any reason other than an emergency. After lights out, students must call the chaperone if they need anything.
- Chaperones must follow the Broward County School Board rules regarding medication for students. All prescription medications must be in the original container with the dosage specified on the label.
- Chaperones may not dispense over the counter medications to students.
- Chaperones/parents may not bring special treats for individual students. We are a group and anything special must be done for all. If you have anything you would like to plan in this regard, please contact the head chaperone.
- Upon return to the school, chaperones should check the bus for cleanliness, damage and forgotten items. On long trips, chaperones should pass out trash bags for collection as we near our destination. Chaperones are not responsible for cleaning the bus.



WEST BROWARD HIGH SCHOOL
Home of the Bobcats

Please read, sign as indicated, and upload to Canvas

I have read the “ Band handbook ” and understand it’s content.

Student Name (Print): _____

Student Signature: _____

Date: _____

Parent Name (Print): _____

Parent Signature: _____

Date: _____

Note to parents/guardian:

Band is a subject that even though they have played in middle school, it is quite different at the high-school level. This fact makes it more challenging and time consuming which requires a new level of time management. Occasionally, I will need to contact you regarding your child’s progress. Please advise me of the preferred method of contact, and note any special concerns, if applicable.

Concerns:
