



**MAGNOLIA WEST  
BAND**

**Student & Parent  
Handbook 2024 – 2025**

# Preface

This handbook has been written for the Magnolia West High School Band Members, Color Guard Members, and their Parents. The purpose of a Band & Guard Handbook is to provide information and guidelines that students and parents will find helpful in making the high school band & guard experience successful and meaningful. Students and parents will be responsible for becoming familiar with all guidelines and policies outlined in this handbook and will be expected to follow them.

This handbook is not intended to be all inclusive with every possible situation covered or every question answered; however, a thorough knowledge of these materials is essential to the smooth operation and success of the band. Although not anticipated, this handbook may be updated or amended at any time. Because this group is made up of individuals, any deviations or exceptions to the policies and procedures laid out in this handbook will be made on a case by case basis.

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## MWHS Band Mission Statement

*“All Students are welcomed into a positive, encouraging environment where every student is a valued member of our program. Students and Directors express their love of music and visual performing arts while working to achieve success at the highest level. We **STAND** together to be the embodiment of Mustang Spirit, we **STRIVE** together to be the best version of ourselves every day, and we will **SUCCEED** at shining a positive light on our program, our school, and our community.”*

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### Magnolia West High School Band Directors

Andrew Hicks - Director of Bands

Kayla Ogden - Associate Director of Bands

Jordan Masters - Assistant Band Director, Percussion Director

Jared Littleton - Color Guard Director

### Magnolia West High School Administration

Jason Morley - MWHS Principal

Robert “Bob” Medina - MISD Director of Fine Arts

*This handbook has been reviewed and approved by the MWHS Principal and the Director of Fine Arts.*

# Section I:

## General Rules & Guidelines

1. Attendance at all rehearsals and performances is mandatory. All members are required to be at every rehearsal and performance or be subject to: losing a competitive spot in the marching or winter production, losing a chair placement in a performance ensemble, or ensemble reassignment.
2. Be on time for all Band & Guard functions. Remember - to be early is to be on time!
3. Communicate with a Director ASAP about potential conflicts with a Band or Guard event.
4. Respect the property of the school, Directors, and other members.
5. Students will keep their hands to themselves at all times.
6. Students will respect others and behave in a professional manner at all times.
7. Profanity or offensive language will not be tolerated.
8. No food or drinks (*except water*) are allowed in the band hall , ensemble room, or guard room unless otherwise indicated by a Director.
9. KEEP OUR FACILITIES NEAT AND CLEAN.
10. No student is to hold, play, or otherwise operate/handle another person's instrument or equipment at any time, unless to assist with moving equipment to and from rehearsals and gear loading.
11. Cell phones are not to be used at any time during a rehearsal or performance unless otherwise instructed by a Director for use of a tuner app or UDB App (marching band).
12. Students will not engage in any behavior that will keep a Director or staff member from teaching or interfere with the learning of another student.
13. Pay attention, read the announcement board, and follow all directions given by student leaders, teachers, admin, and Directors.
14. Students may not enter the Director's office or library workroom any time without permission.
15. Payment of Fair Share Fees & other dues is expected from all participating members and their families. Our organization, along with our Booster Club, will happily work with any member or family that needs assistance with fees & dues.
16. **Free & Reduced Lunch** - Members who qualify for free or reduced lunch also qualify for reduced fees & dues. Please contact a Director for more details.

# Section II:

## **Making the Commitment**

### **1. Dedication**

A quality Band & Guard program is built upon the consistent attendance of every member at all rehearsals and performances. Each member must make the commitment of time and dedication to the program. Success comes from consistent and dedicated practice and ensemble rehearsals. Other members are counting on YOU to be present and work hard.

### **2. Other School Activities**

Band is a busy activity with after-school rehearsals year-round. For students involved in other school activities, we will accommodate in every way possible to make sure you are able to participate fully in Band & Guard and other activities! Students and parents will be expected to share time with Band & Guard rehearsals and athletic practices and/or other school activities. We will always strive to construct a rehearsal and performance schedule that allows ample involvement in activities outside of Band & Guard. The Directors will visit with the sponsors of the other activities to find out what schedule of sharing is best for everyone involved. No student will be made to choose one over the other.

### **3. Communication**

The faculty and administration work together to ensure that students are able to participate in all school-sponsored activities. Please make us aware of any potential conflicts in a timely manner so the best possible solution to any conflict can be worked out for everyone. The best way to communicate with a Director is through email or our 'Band' reminder app!

### **4. Enrollment Requirements**

#### Year-round Course

Band is considered a full-year course and students who participate during the first semester must also participate during the second. Students will not be allowed to enroll in band for only one semester per year. Any exceptions to this policy must be approved by the band Director and school admin.

#### Color Guard

Color Guard is also a year-round activity. Students will be involved with the marching band show along with winter guard activities. Students must be enrolled in a color guard class for both Fall and Spring semesters.

#### Rejoining Band or Guard

Any student who chooses not to participate in band during a school year or who is dismissed from the band program by the Director for disciplinary reasons may only rejoin band if approved by the Director of Bands.

#### P.E. Credit

Band students receive one half of a P.E. credit for each fall semester of marching band participation. Color Guard students will receive a full P.E. credit for the fall participation along with a full year of fine arts credit with spring participation.

# Section III:

## Attendance Policy

The Band program is dependent upon ALL of its members in order to be successful. It is therefore vitally important that every student understand, respect, and follow the following guidelines:

### 1. Excused vs Unexcused Absences

Work schedules, doctor appointments, family trips, and other non-school sponsored activities must not interfere with the rehearsal and performance schedule that is provided and updated on the Magnolia West Band website. Any of the above mentioned examples would be considered an **unexcused absence**.

- ☒ Unexcused absences may result in the assignment of make-up work or loss of placement in the band or show production. Continued unexcused absences may result in dismissal from the band program entirely.
- ☒ Students that miss a rehearsal with an unexcused absence may potentially be suspended from participation in a band or guard related event at the discretion of the Directors.
- ☒ **Unexcused absences:**
  - Work shifts - it is ILLEGAL for any job or company to demand a student miss a school event to cover a work shift.
  - Transportation issues (*Students and Parents MUST find a ride to and from band rehearsals and events*) – “I don’t have a ride” is NOT a valid excuse to miss a rehearsal or event.
  - Babysitting siblings
  - Family Vacation/Trips
  - Doctor’s Office Appointment (*Use the band calendar and schedule around practices*)
  - Visits to the Clinic. (*A trip to the medical clinic is NOT a Doctor’s Office appointment and can be done at a different time that does not interfere with a band event*)
  - Club sports or non-school related extracurricular activities
- ☒ **Excused absences:**
  - Severe illness (doctor's note & parent communication required)
    - Emails and notes from home do not constitute an official note from a Doctor.
  - Immediate family emergency/death in Immediate Family (parent communication needed)
    - Family visits, family get-togethers, birthdays, and weddings do not constitute family emergencies.
  - Participation in other school-related activities that have been planned in advance with the Directors (communication beforehand is required)

**Any exceptions will be handled on a case-by-case basis. If a Student/Parent chooses to keep a student home due to not feeling well without a doctor’s note, they risk losing a competitive spot in the marching production at the discretion of the Directors.**

## 2. **Absence Communication**

Please communicate about any absence or potential absence. Any known or expected absence must be emailed by a parent to a Director at least 24 hours prior to the absence. Students and parents are also encouraged to utilize the Band App to send a message to the Directors. Last minute communications will not count as excusable absence communication.

## 3. **Time Management**

Students and Parents who are involved in other school activities **must** plan ahead responsibly.

Proactive, advance planning is essential and must take place:

- ☐ To completely avoid the occurrence of any type of conflict
- ☐ To favorably resolve the presence of a legitimate and justifiable conflict for the benefit of all parties involved.

## 4. **Vacations/Work Schedules**

Our Band & Guard calendar is made well in advance and readily available 24/7 online. Plan family vacations, visits, and other activities around the Band & Guard calendar. Ask to receive a complete schedule from all of your activities so that you will have the maximum amount of time to work out potential schedule conflicts. Any student that needs a printed band schedule to show an employer can get one from us at ANY TIME! Remember, it is illegal for your job to schedule a work shift when you have a school event.

## 5. **Extra-Curricular Activities**

School-related extracurricular activities will be shared experiences with band and color guard. We will do our best to communicate with coaches and sponsors of other activities to work out beneficial time-sharing schedules for our students. It is also each member and their family's responsibility to know the schedules and make appropriate time-sharing decisions. At no time will any non-school related extracurricular activity interfere with a band/color guard rehearsal or event. If a member chooses to participate in a community sports/club/extracurricular event instead of being at a band/color guard commitment, they risk losing their spot in the competitive show or forfeit an ensemble placement.

## **Attendance Accountability Statement**

All Band & Guard members will be held to the same standard regarding attendance and participation. Students with consistent or chronic attendance issues due to tardiness or unexcused absences will be subject to losing competitive marching spots, being suspended from band or guard activities, and be eligible for removal from the band program at the discretion of the Directors. This policy has the full support of the MWHS Principal and the MISD Director of Fine Arts.

# Section IV:

## **Disciplinary Procedures**

Discipline is extremely important and good conduct is expected from every student member. Treating others with respect, maintaining positive relationships with other Band & Guard members, and conducting yourself in a professional manner helps build a culture of **Trust, Respect, and Success**. Remember to conduct yourselves as professional Mustang Band & Guard Members at all times and in all locations. Be respectful and courteous to other members, your Directors, parents, teachers, coaches, and administrators and you will have a positive and successful experience in our program!

### **1. Potential Discipline Actions**

Any failure to follow the rules set forth in this handbook will result in disciplinary action. Any action that violates program expectations may result in a:

- Verbal Warning
- Director/Student Meeting
- Parent Contact (phone call or email)
- Student placed on a Probationary Member Contract
- Formal Parent Conference (possibly with administrator)
- Formal re-evaluation of continued band participation\*

*\*Progression through this sequence is at the discretion of the Directors.*

### **2. MISD Code of Conduct Compliance**

- All policies set forth in the MISD adopted code of conduct including discipline management and illegal substances will be in effect and each member of the MWSB Band and Guard will be held accountable to these policies, procedures, ethics, and standards.
- Band & Guard members who violate the MISD code of conduct or school rules shall be subject to disciplinary action. Disciplinary options include, but are not limited to, suspension from participation, removal from the band program, or removal to an alternative education program.
- All district and campus-level rules and expectations regarding conduct, dress code, and other expectations apply in our program and while traveling.

### **3. Band & Guard Member Title IX Compliance**

- All Band & Guard members will be able to participate in a safe and welcoming environment and will receive equitable and fair instruction and treatment.
- Any unwanted physical touching or contact with another member will not be tolerated.
- Lude, offensive, vulgar, or profane language or actions towards any of our members will not be tolerated. **This includes encounters or words said in person *or* via electronic communication and social media.**
- Any student found to be in violation of this compliance will be immediately eligible for termination from the band or guard program and also subject to appropriate legal ramifications for their behavior.

# Section V:

## Grading & UIL Eligibility

Grades will be determined using the following criteria and coincide with MWHS grading policy:

### Daily Grades (40%):

- Participation in class & Preparedness
- Instruments, binders, tuners, and supplies used in class daily
- Inspections (instruments, music, band binders, pencils, reeds, valve oil, and other supplies)
- Attendance and participation at all rehearsals at the scheduled time

### Major Grades (60%):

- Attendance at performances and other band and guard events
- Playing tests, recorded tests, or written tests
- Memorization of marching band music/work at scheduled pass-off dates and times
- Punctuality to rehearsals and event report times

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## UIL Academic Eligibility

Texas law requires that students maintain passing grades (70 or above in grade level courses, 60 or above in AP, DC, or IB courses) in all classes to participate in UIL or other extra-curricular activities. A failing grade in any class on a Report Card (End of the first 6-week grading period in fall semester, then the end of 1st through 5th 9-week grading periods thereafter) will result in a student being ineligible to participate in a competitive UIL activity (Marching Band/Winter Guard/Solo & Ensemble/Region or Area Audition).

A student member cannot be an asset to the organization if they are ineligible to participate. To avoid any conflicts and questions about eligibility, **PASS YOUR CLASSES!** Do your work required and turn it in on time, take advantage of tutorials when offered, and put forth honest and genuine effort in class.

**Students with Academic Eligibility issues and bad grades will be eligible for reassignment in the Mustang Band or removed completely.**



# Section VI:

## Instruments, Equipment, & Supplies

### 1. Instrument & Equipment Expectations

#### School-owned Instruments and Equipment

- Students who will play school-owned instruments will be assigned those instruments by a band Director. Use of a district instrument or piece of gear is a privilege, not a right, and may be withdrawn at the discretion of the Director.
- Students will be expected to treat all instruments and equipment with care and respect.
- Students and Parents need to immediately communicate with a Director should an instrument or piece of equipment get damaged or go missing.
- Students and parents will be expected to pay for damages to an instrument or piece of equipment outside of what would be considered normal wear and tear.
- Any student utilizing a district-owned instrument or piece of equipment will be required to pay an annual Instrument-Use Fee to help with repair, cleaning, and maintenance costs (See Section X).

#### Personal Instruments

- Students not assigned to play school instruments are expected to supply their own instrument through private means. This may include buying, renting, or borrowing an instrument. The owner is responsible for keeping serial numbers on file.
- Students and parents should keep their personal instrument's information on file and share that information with the Directors (Make/Model/Serial Number)
- It is highly recommended that students and parents get their personally owned instruments covered under a separate insurance policy!

#### Instrument Repairs

- All instruments are to be kept in good playing order. Do not attempt to make repairs yourself. If repairs are needed, a band Director will assist in assessing the type and amount of repair needed. Do not take any instrument to a repair shop prior to consulting with a Director. Please communicate any needed repairs as soon as possible.

#### Forgotten Instruments or Equipment

- Students should bring their instrument or equipment to class every day and to all performances.
- Students that forget their instrument or equipment for a rehearsal may be assigned other work or tasks to make up for their daily participation and readiness grade.

## 2. Supply Expectations & Readiness

- Students should have all necessary supplies with them in class and at rehearsals every day. Basic instrument supplies such as reeds and valve oil will be provided by the school. Students are responsible for making sure they have all the required instrumental supplies every day.
- All band students will have their binder, music, and pencils for every rehearsal.
- All marching band students will need their smart phones charged for grid rehearsals (UDB App subscription provided by district/fees).
- All band members need the following equipment for **Marching Band Rehearsals** in addition to their instruments and binders:
  - Marching gloves (Brass only)
  - Flip Folder & Lyre
  - Black Hand Towel
  - Hip Pouch
  - BERPS (Brass only)
  - Breathing Tube (Brass and Woodwinds)
  - Sticks/Mallets/Bags (Percussion)
  - Hat/Sunglasses
  - Water jug (filled)
  - Smartphone w/UDB App (students without smartphones will receive paper copies of drill)

## 3. Lockers & Locks

### Locker Assignments

- Students will be assigned a locker to secure their instrument and other personal items throughout the year.
- Students are responsible for securing and protecting the instrument and other items stored in the locker from theft or damage with a school-provided combination padlock.
- Students and their parents/guardians are responsible for the repair or replacement of any instrument or school owned-equipment if stolen or damaged due to a locker being unsecured.
- Students are not to change lockers or occupy another individual's locker without Director permission.
- All lockers and locker contents are subject to inspection at any time.
- Lockers are expected to be kept clean and tidy at all times by the students. Failure to do so will result in the loss of locker privileges or assignment of facilities cleaning.
- Food items, food trash, and other trash is NOT allowed in an instrument locker. Keeping food in lockers is unsanitary and increases the chances of pests and insects in the band hall.
- The instrument locker is not a clothes hamper – Take dirty clothes home and wash them!

## Locks

- Each student will be provided with a combination padlock from the school.
- Students should keep their padlock combination information stored on their phone and with their parents.
- Students may not use a personal padlock or any other locking mechanism for their school-issued locker.
- Students and Parents will be responsible for helping replace any lost or missing locks.

## 4. Letter Jackets

### Letter Jacket Point System

Magnolia West High School Band & Guard Members may earn a letter jacket by meeting the following criteria:

- Earn 7 total points from any combination of the following:
  - 1 point for each semester in band or guard starting fall of freshman year
  - 1 additional point for being in the Wind Ensemble (Varsity concert ensemble) in the Spring
  - 1 point for participation in Varsity Winter Guard
  - 1 point for earning a seat in the All-Region Band
  - 1 point for qualifying for Area at region auditions
  - 1 point for earning a 1<sup>st</sup> Division on a UIL Solo/Ensemble
  - Points may also be awarded on a case-by-case basis by a Director
- The following **Automatically** qualifies a student for a letter jacket:
  - Earning a spot and serving as a Mustang Band & Guard **Drum Major** or **Guard Captain**
  - Earning a seat in the TMEA All-State Band
  - Earning a 1<sup>st</sup> Division rating on a Class 1 Solo or Ensemble at the State Solo & Ensemble Contest
  - Participation in any State-Advancing performance ensemble (UIL Marching Band/TCGC Winter Guard/Concert Band/Jazz Ensemble/Etc.)
  - A Letter Jacket may be awarded on a case-by-cases basis by a Director at any time

### Letter Jacket Behavior and Attendance Expectations

Students who meet the above requirements must also be in good standing as a member of the Band & Guard program. This includes but is not limited to the following:

- Abide by all rules and policies as stated in the MWHS Handbook and MWHS Band Handbook.
- Maintain consistent passing grades & UIL eligibility
- Attend all band rehearsals and performances with no unexcused absences
- Student has not had consistent behavior issues or received OSS or DAEP reassignment
- All Fees & Dues are paid in full by the date to order the letter jacket

*Earning a letter jacket is a privilege and should be a symbol of excellence and hard work in the Band Program.*

*The Directors reserve the option to deny a letter jacket to any student on a case-by-case basis.*

# Section VII:

## Uniforms, Appearance, & Hygiene Standards

### 1. Performance Uniforms

#### **Marching Uniform**

Football games/Marching Contests/Parades

- Marching Jacket
- Uniform Undershirt
- Black bibber pants
- Gloves (if applicable)
- Black Marching Band Shoes
- Full Length Black Socks (No other colors or logos visible)
- Hat and/or Plume
- No visible jewelry
- Nails must be neutral color and reasonable length
- Long Hair must be completely inside the uniform hat while performing (Hair up under the marching hat will all sideburns/whisps/whiskers/fly-aways pinned or slicked down with product)
- Members with short hair are encouraged to have clean and tidy haircuts or styles so their hair doesn't cover their ears or touch the uniform collar while in the marching band uniform
- Any clothing worn under the uniform must not be bulky or stick out from beneath the uniform
- Uniform is to be worn completely at all times (all zippers closed) unless otherwise instructed by a Director.
- Guard uniforms will be worn as the Color Guard Director prescribes per each contest. Guard members should always be in the same uniform at all times.
- Students will be required to abide by school dress code in all areas including hair color, hygiene, and neatness of appearance

#### **Casual Performance Uniform**

Pep Rallies/Send-offs/Hot parades (at discretion of Directors and MWHS Admin)

- Band shirt (to be assigned beforehand) or show shirt
- Jeans (no holes or tears) – *or* – black band shorts. black compression shorts are required underneath shorts
- Athletic shoes for marching (no flip flops, crocs, sandals, boots, etc.)
- Students will be required to abide by school dress code in all areas including hair color, hygiene, and neatness of appearance.

## **Formal Concert Attire**

All band students will dress in formal concert attire (aka “**Concert Black**”) for indoor band concerts and Spring UIL Assessment.

- **Ladies’ Concert Black:**

- All-black outfit that fits properly and does not hinder their ability to perform on their instrument.
- Black slacks or pants (no yoga pants, jeans, or leggings)
- Black dresses, long skirts, or gowns are permitted as long as legs, ankles, and feet are covered with leggings or other undergarments.
- Any dress or gown worn **MUST** go down past the knees while seated.
- **No skirts**
- Black  $\frac{3}{4}$  minimum sleeve top of their choosing (top must go up as far as the top of the collarbone)
- Black flats (no high-heels or open-toed shoes on stage)
- Long black socks or leggings/hose
- At no point in the concert should any ankles or toes be visible to the audience.

- **Gentlemen’s Concert Black:**

- Black long-sleeve button down dress shirt (all buttons and accents must be black)
  - Black tie *-or-* black undershirt underneath (no white shirts visible)
  - Black trousers or slacks (no jeans)
  - Black belt (shirts must be tucked into pants)
  - Black dress shoes
  - Long black socks (no white or logos visible on socks while performing)
  - Black jacket and tie optional
- Students will be expected to wear clothing items that are free of wrinkles, tears, or rips in them.
  - Jewelry will be worn under uniforms at all times.
  - All earrings, necklaces, and bracelets will need to be approved before worn on stage.
  - Students will be required to abide by school dress code in all areas including hair color, hygiene, and neatness of appearance.

## **2. Uniform Care and Cleaning**

- Each band member is responsible for taking care of the uniforms (marching, color guard, or concert attire) by properly hanging the uniform and storing them correctly.
- Uniform bags are provided by the booster club and should remain unzipped after each use so uniforms can air out as much as possible.
- Uniform cleaning will be taken care of by the booster club, however, students and parents may take home their issued uniforms to wash as long as they follow the cleaning guidelines inside the uniform jacket and on the uniform tags.
- Dye-free and Scent-free detergent is required if washing uniforms at home.
- The uniforms are the property of the MWSHS Band and must be returned at the conclusion of each performance, unless otherwise stated by the band Directors.
- Students are not to switch uniforms without permission from the uniform officer and/or Director.

### **3. General Hygiene and Appearance Standards**

#### **Hygiene Expectations**

Band and Color Guard can be very demanding at times and requires lots of physical exertion and effort. In order to keep everyone safe and healthy, all students and parents will be expected to follow our hygiene standards to ensure everyone has a positive and healthy experience in the program.

- Students need to maintain personal hygiene discipline and cleanliness at all times. Students who fail to meet these standards will be sent home or picked up by a parent or guardian.
- Students will be expected to wash their rehearsal clothes, gloves, and other band clothes regularly.
- Students that fail to have clean and properly functioning gear will be asked to go home or be picked up.
- Students will be expected to show up to band rehearsals and events freshly bathed and wearing deodorant or other deodorant/antiperspirant substitution.
- All individualized hygiene needs should be readily available for all students. Keep extra deodorant and hygiene supplies in a bag in your locker as needed.
- Continued failure to maintain hygiene standards will result in removal from the program at the discretion of the Directors.
- In short - ***please take care of yourself!***

#### **Appearance Expectations**

- All MISD and Magnolia West HS regulations about grooming and clothing standards will be applicable for all band students at any band event or trip.
- Students must follow campus and district expectations regarding piercings and jewelry at all times
- Students must have natural colored hair in accordance with campus and district policy.
- In addition to required campus-level and district-level appearance standards, band and guard members must also:
  - Ensure that uniforms are worn properly at all times
  - Performance Hair is done prior to all performances during marching season
  - Remove distracting accessories and/or jewelry prior to performances
- Any situations that arise that require a deviation from normal expectations must be communicated to a Director ASAP
- Exceptions, alterations to expectations, or situational exemptions will be made at the discretion of the Directors.
- The Directors reserve the option to bench or remove an individual that fails to meet appearance expectations for any performance at any time.
- Members that consistently fail to meet appearance standards may be removed from the program at the discretion of the Directors.

# **Section VIII:**

## **Marching Band**

Marching Band is the most watched, most publicized, and most traveled part of our Band & Guard program. More community members will see us at our home football games than at all other events we do for the year combined. It is important that our marching band be a shining example for Magnolia ISD Fine Arts and Magnolia West High School.

### **1. Summer Band**

Marching band starts before the school year begins because the Band Program is expected to compete and support fall sports as soon as the fall semester is underway. In order to be well trained, well outfitted, and well prepared for the school year, the band starts in summer alongside cheer, dance, and football.

Summer band rehearsals will begin each year in the first part of June immediately following the school year, then resume again in late July through early August.

Specific dates will be available before the previous school year is completed and will be available on our website. Use the band calendar to plan vacations and trips and remember to plan ahead! Stay informed and up-to-date on the calendar at [magnoliawestband.org](http://magnoliawestband.org)

### **2. Band Camp**

Full Band Camp is the single most important set of days and rehearsals for the entire program. The majority of rehearsal hours, procedures, expectations, fundamentals, and music for the ENTIRE YEAR will be taught in Band Camp. Students will participate in leadership training, section-specific training, section masterclasses, region music audition training, football game procedures training, bus procedures training, uniform care and expectations training, and learn and memorize fundamentals and marching production music.

### **3. Late Arrivals/New Students**

Magnolia is a fast-growing community and Magnolia ISD is receiving new students regularly! As we receive new members and move-ins, we will do our best to get them acclimated to the Band Program as soon as possible. If these new members - or any late members - miss band camp, we will do our best to incorporate them into the marching band production as much as possible, but full competitive involvement cannot be guaranteed.

**Failure to attend summer band rehearsals may result in loss of competitive spot in the UIL marching show and/or removal from the program entirely**

## 4. Marching Band Performance Procedures

### Home Football Games

- Dismissal Bell – on dismissal bell, students will report to the band hall and/or practice grid for rehearsal.
  - Students **ARE NOT** allowed to leave school grounds for any reason. This is for the safety of all students.
  - All game essential equipment will be taken to the stadium (front ensemble, stadium hardware, ladders, etc.)
- Rehearsal – Students will rehearse either in the band hall or on the grid to prepare for the game. Students will need to be in their assigned practice uniform before rehearsal begins!
- Dinner – After rehearsal, students will return to the band hall and eat dinner. This meal will be provided by the Magnolia West Band Boosters.
  - After dinner, students will change into uniforms and prepare for the game/contest.
  - Students will need to make sure that all necessary items are at school that day. No one will be allowed to leave.
  - Students may have any missing items delivered to them at the auditorium parking lot doors.
- Inspection – Prior to each performance, each section will be checked for flip folders and uniform parts including black gloves, hat, clean shoes, full-length black socks, and water jug. Instruments should be in proper working order and polished. Infractions may result in a reduction in grade for the event or the removal of the student from the event entirely.
- Stadium Entry – Entry into the stadium will be as a group. Do not play instruments until instructed to do so by a Director.
- Hatboxes – Hatboxes shall contain your hat, gloves, and music. DO NOT put food in your hat box.
- Water Jugs – Students may also utilize the pouches on their water jugs to help carry items needed during the game.
- Restroom Breaks – Use the restroom prior to departing for each event. Restroom breaks can occur once we are situated in the stands. All students will have a buddy with them at all times when leaving the stands. Section leaders will keep track and only allow up to two students from one section to go to the restroom at any time unless otherwise instructed by a Director.

### Away Football Games and Contests

- Dismissal Bell – on dismissal bell, students will report to the band hall and/or practice grid for rehearsal or call time.
  - Students **ARE NOT** allowed to leave school grounds for any reason. This is for the safety of all students.
  - All game essential equipment will be taken to the stadium (front ensemble, stadium hardware, ladders, etc.)
- Call Time – If there is an early departure and not enough time for rehearsal, a designated call time to the band hall before dinner will be announced prior to the game day.
- Call Time (Contest-only Days) – On a marching competition show day, student members will report at the designated time on the contest day itinerary shared that week. Students are expected to be ready for rehearsal at the designated time.



- Rehearsal – Students will rehearse either in the band hall or on the grid to prepare for the game. Students will need to be in their assigned practice uniform before rehearsal begins!
- Loading – Section leaders must make sure all horns, equipment, etc. are ready for loading. Each section leader is responsible for communicating with the Loading Crew Officer about their section’s equipment loading. All loading will be done prior to Inspection.
- Mealtime – Students will return to the band hall and eat. This meal will be provided by the Magnolia West Band Boosters. On contest days, this may be a light snack before we leave or a goodie bag.
  - After mealtime, students will change into uniforms and prepare for the game.
  - Students will need to make sure that all necessary items are at school that day. No one will be allowed to leave.
  - Students may have any missing items delivered to them at the auditorium parking lot doors.
- Inspection – Prior to each performance, each section will be checked for flip folders and uniform parts including black gloves, hat, clean shoes, full-length black socks, and water jug. Instruments should be in proper working order and polished. Infractions may result in a reduction in grade for the event or the removal of the student from the event entirely.
- Buses – *(see Student Travel/Bus Guidelines)*
- Departure Times – Departure times mean that is the time when the wheels on the bus begin moving towards our destination and does not mean that is the time to board the bus.
- Unloading – Students are to remain on the bus until instructions are given by a Director. Loading crew and percussionists will immediately begin unloading equipment. It is each student’s responsibility to quickly gather their belongings and meet with their sections. Percussion will bring stadium hardware and equipment to set up in the stadium.
- Stadium Entry – Entry into the stadium will be as a group. Do not play instruments until instructed to do so by a Director.
- Hatboxes – Hatboxes shall contain your hat, gloves, and music. DO NOT put food in your hat box.
- Water Jugs – Students may also utilize the pouches on their water jugs to help carry items needed during the game.
- Restroom Breaks – Use the restroom prior to departing for each event. Restroom breaks can occur once we are situated in the stands. All students will have a buddy with them at all times when leaving the stands. Section leaders will keep track and only allow up to two students from one section to go to the restroom at any time unless otherwise instructed by a Director.

### **Stadium Rules**

- The band is placed in the stands in a manner that appears neat and organized, stay in your assigned space!
- Be ready to play stand tunes on short notice.
- No one is allowed to leave the band area without a Director’s approval.
- Band members are not allowed to have food in the stands or go to the concession stand for food or drinks during the game. **Parents will not bring students food, candy, or sodas in the stands at any time.**
- No one but band personnel is allowed in the band section. Alumni or special guests are sometimes exceptions, but only by permission of a Director.
- Face painting, unnatural hair color, decorated instruments or anything not related to the uniformity of the group will not be allowed at games or any public performances without permission from a Director.

## Post-Performance Return to MWHS

- Take care of any trash in your area.
- Instruments should be cleared out, wiped down, and put in cases before loading.
- Make sure your equipment is loaded properly.
- Take care of using the restroom BEFORE boarding the bus.
- You must ride the same bus home that you rode to the event.
- Everyone is responsible for getting their equipment back into proper storage in the band hall.
- Students will leave uniforms hung properly and garment bags open before dismissal.
- The Band & Guard will dismiss together upon arrival and completion of gear unloading, storing, and uniforms hung properly on garment racks.
- Arrival times will be posted ahead of time, and it is the student's responsibility to secure transportation home from the school within 30 minutes of arrival time. Students and Parents that are consistently late in pickup after dismissals may be marked ineligible for participation in a future event at the discretion of the Directors.

## JV Members

- Our competitive marching band intentionally marches fewer spots than we have students for, and that is common practice in competitive marching band programs across Texas and the country.
- Much like a varsity football team, there are only a certain amount of spots available for starters, and other players play different positions and roles – some of them even coming off of the bench in support. This competition is good for our students, as it increases the effort in practice every day and incentivizes the students that demonstrate the highest levels of achievement. The competition for competitive show spots helps us all improve together as a band.
- During every rehearsal, the Directors will constantly evaluate each student's ability level and progress. Students that do not earn a competitive spot in the field show are provided with other opportunities to fill important roles in the competition production.
- Anyone designated as a JV member for the marching show will continue to perform with the band for all other functions, including pep rallies, football games, parades, etc. and can even be utilized on the competitive field to help move and/or stage props or other items on the field.
- Students who continually fail to follow band rules, who fail to give their best effort during practice, or who miss rehearsals or performances for unexcused reasons may also be placed on the JV line.
- All members of the band must attend all rehearsals and performances whether or not they are in a competitive spot or in a JV spot.
- Some of our best members, even past drum majors, have started their marching band careers as members of the JV line. Students who begin the season in the JV line are encouraged to continue to work hard and attempt to earn or even take a competitive spot away from another student.
- JV Members help to fill spots that become available to a Varsity Member becoming academically ineligible, injured, or if they are removed from the program. Moral of the story - *Keep working hard!*

# **Section IX:**

## **Student Travel**

### **1. General Policies**

- Conduct – school sponsored trips are extensions of the school day with school policies and expectations in effect for the duration of the trip.
- Dress – All Band & Guard members will dress properly on all out-of-town trips. School dress code is in effect on school trips of any kind. If students are traveling in uniform, they must all be the same in accordance with the uniform guidelines.
- General Etiquette – Band & Guard members represent Magnolia West High School and should conduct themselves like professionals at all times. It is important that all Magnolia West High School Band & Guard members display good etiquette and conduct themselves as excellent representatives of MISD at all times.
- Competitions – the MWHS Band & Guard will always sit together as a group while watching other groups perform. At no time will negative comments about other ensembles, bands, or schools be allowed or tolerated.
- Rules – It is very important that all rules are followed. Your failure to follow all rules will jeopardize the opportunity for future trips to occur.

### **2. Event Travel Policies**

- All band members are expected to travel with the band to Band & Guard events unless a plan is in place for sharing
- Students are not to ride with parents, family members, or others to or from full band events such as football games, UIL marching and/or concert competitions as a matter of convenience.
- Students may be excused to leave with a parent/guardian after a band event under the following conditions:
  - The parent/guardian must be present and sign the student out after the event
  - A student wishing to leave with non-parent/guardian adults must have written permission from the parent/guardian allowing this to happen before the event.
  - Students are only allowed to leave with an adult. Leaving with an older sibling or family friend is not allowed.
- School-approved parent chaperones and school officials are the only non-band personnel allowed to ride on the bus with band members to events. All chaperones must be approved by the Director of Bands.
- Medications – Students taking prescription medications on any school-approved travel must follow district and campus-based policies regarding medicine and student travel.

### **3. Bus Guidelines**

- Students will be released to the bus by groups. Use the restroom before boarding. Once on the bus, each student must sit and remain in their assigned seat.
- Students will always remain seated while a bus is in motion or whenever asked by a chaperone, driver, or Director.
- Students are not allowed to sit with members of the opposite sex on any bus ride. This policy extends to any known couples or students that are dating, regardless of sex or gender. Any situational change to this rule will be at the discretion of the Directors.
- Students on each bus will be expected to gather their belongings and clean up after themselves upon departure from the bus.
- Refrain from extending your head or body outside of the bus.
- Please do not sit on the back of the seats or climb over seats at any time.
- Only water jugs and plastic bottles with twist tops will be allowed.
- Instruments should not be played on the bus.
- Personal headphone use is acceptable – external speakers or audible music is unacceptable.
- Students will always remain on the bus at all stops until dismissed by a Director.
- Loud, boisterous talking, screaming, etc., is not tolerated. Foul language will not be tolerated at any time.
- Any student can be removed from a bus or reassigned to another bus at any time if deemed necessary by a Director, chaperone, or driver.
- Upon returning from a bus trip and/or performance, the band members may be dismissed as a group once it is determined by the Director that all equipment and uniforms have been stored properly and that the buses are clear of any trash and/or personal items.

### **4. Chaperones**

- All Chaperones must complete a district volunteer form via the district website.
- All Chaperones that ride on Magnolia ISD transportation must be approved by the district before the date of the event.
- Chaperones should be prepared to help the Directors as they need it on trips and help with roll call/attendance. Students will be expected to adhere to all instructions received from approved chaperones.
- Chaperones will not allow special privileges for individuals or groups without consulting with the Directors.

### **5. Overnight Trips & Hotels**

- Specific information about hotels and overnight travel will be provided in any trip agreement prior to an overnight event.
- All students and parents will sign overnight travel agreements before being able to attend any overnight trip.
- All students and parents participating in an overnight trip will be required to attend a mandatory pre-trip meeting as determined by the Director of Bands.

# Section X:

## Payments and Financial Obligations

### 1. Band Fees & Financial Transparency

Running a world class 5A Band & Guard program takes a lot of planning, dedication from members, and a lot of financial resources. Each Mustang Band & Guard student will be asked to pay fair share fees and other supply fees as members of the Band program. Being upfront about fees and how those fees are allocated is very important to any successful organization. A great deal of planning and thought has been put into how much gear is required for participation and how much everything will cost.

#### Band Fair Share Fee and other Equipment Fees:

|  |                             |                                       |  |
|--|-----------------------------|---------------------------------------|--|
| <b>FAIR SHARE FEE*</b>   |                             | <b>1st Student @ \$375 = \$</b> _____ |  |
| FAIR SHARE FEE <i>(If applicable - Each member needs a Registration Form)</i>  |                             | 2nd Student @ \$338 = \$              |  |
| FAIR SHARE FEE <i>(If applicable - Each member needs a Registration Form)</i>  |                             | 3rd Student @ \$300 = \$              |  |
| <b>BAND MEMBER UNIFORM FEE*</b>  |                             | <b>1 @ \$65= \$</b> _____             |  |
| <b>PRACTICE GLOVES*</b> <i>(All Woodwind and Brass Members need 2 new pair of practice gloves each year, percussion students do not need)</i>  |                             |                                       |  |
| <b>Circle Size:</b>  | Small / Medium / Large / XL | <b>2 @ \$6 each = \$</b> _____        |  |
| <b>MARCHING SHOES*</b> <i>(Required by all Band Members - recommend a new pair each year)</i>  |                             | <b>1 @ \$45 = \$</b> _____            |  |
| Men's Sizes: 3 – 16, half sizes up to 10½, widths 11-16  |                             | Size: _____                           |  |
| Women's Sizes: 5 – 18, half sizes up to 12½, widths 13-18  |                             | Size: _____                           |  |
| <b>SHOW SHIRT*</b> <i>(Required - please circle desired standard-fit T-shirt size. This item is included in the Fair Share Fee)</i>  |                             |                                       |  |
| Standard Adult Sizes: Small / Medium / Large / XL / 2X / 3X / 4X   |                             |                                       |  |
| <b>PRACTICE APPAREL &amp; WARM WEATHER GEAR*</b>   |                             | <b>1 @ \$75= \$</b> _____             |  |
| <i>(2 pair of Practice Shorts - 9", 7", or Jogger length, 2 Practice drift Shirts (Maroon/Gold), Black Uniform Compression Shirt)</i>  |                             |                                       |  |
| <b>Practice Shorts x 2</b> <i>(Circle desired size - Select 1 size bigger than your normal size for jogger shorts!)</i>  |                             |                                       |  |
| <b>Length:</b> 9" <i>(Length just past the knees for most)</i> / 7" <i>(Standard Length just above the knee)</i> / Jogger <i>(short running shorts)</i>  |                             |                                       |  |
| <i>All students MUST provide and wear black compression shorts under band shorts and marching band uniform at all times. You should have at least two pair of black compression shorts clean and available every week. Brands do not matter as long as they are ALL Black.</i> |                             |                                       |  |
| <b>Shorts Size:</b> Small / Medium / Large / XL / 2X / 3X / 4X   |                             |                                       |  |
| <b>Practice Shirts x 2 &amp; Black Compression Shirt</b> <i>(Circle desired size - All are the same standard adult sizes)</i>  |                             |                                       |  |
| <b>Size:</b> Small / Medium / Large / XL / 2X / 3X / 4X  |                             |                                       |  |
| <b>PERSONALIZED PERFORMANCE HIP POUCH*</b>   |                             | <b>1 @ \$25 = \$</b> _____            |  |
| Hip Pouch comes with Band Logo and personalized with Member's Name. Double check the spelling of your name as you want to see it! Nicknames may be used as a substitute for student names but MUST be approved by a Director   |                             |                                       |  |
| <b>Name</b> _____  |                             |                                       |  |
| <b>OFFICIAL WATER JUG*</b> <i>(Standard 1/2 gallon size to fit pouch)</i>  |                             | <b>1 @ \$5 = \$</b> _____             |  |
| <b>WATER JUG POUCH*</b> <i>(Personalized sleeve with pouch and carry sling)</i>  |                             | <b>1 @ \$20 = \$</b> _____            |  |
| <b>Name</b> <i>(Use First Name and Last Initial only - ex: "Daniel M.")</i> : _____  |                             |                                       |  |
| <b>Section:</b> _____  |                             |                                       |  |

**Notes about Band Fees:**

- Fair share and supply fee **Payments can be made to Magnolia West Band Booster Club**
- Returning members with shoes and water jug & sleeves in good condition do not need to re-purchase new items unless desired.
- Fees will be collected in installments as follows:
  - 1st Payment Deposit (\$100) due at Registration on 4/30/24
  - 2nd Payment Installment (\$200) due **6/1/2024**
  - 3rd Payment Installment (\$200) due **7/5/2024**
  - Remaining Balance due **8/2/2024**
- Families may pay the full amount of their collective fees at any time.
- Families may agree to alternative payment schedules with the boosters as needed on a case-by-case basis.
- District-Owned Instrument Use Fee is a required equipment fee from MISD and payment for that fee should be made to the **Magnolia West HS Band**. That fee is due by the end of the 1st Semester.

**Guard Fair Share Fee and other Equipment Fees:**

|  |   | Office Use                            |
|--|---|---------------------------------------|
| <b>FAIR SHARE FEE</b>  |   | <b>1st Student @ \$375 = \$ _____</b> |
| FAIR SHARE FEE (if applicable)                                   |   | 2nd Student @ \$338 = \$ _____        |
| FAIR SHARE FEE (if applicable)                                   |   | 3rd Student @ \$300 = \$ _____        |
| <b>GUARD MEMBER UNIFORM RENTAL FEE</b>                           | <b>REQUIRED</b>                                 | <b>1 @ \$75 = \$ _____</b>            |
| <b>GUARD GLOVES - BLACK</b>                                      | <b>REQUIRED</b>                                 | <b>1 @ \$18 = \$ _____</b>            |
| Sizes - XSmall, Small, Medium, Large, XLarge                     |   | Size: _____                           |
| <b>GUARD SHOES - BLACK</b>                                       | <b>REQUIRED</b>                                 | <b>1 @ \$35 = \$ _____</b>            |
| Women's Sizes: 5 – 18, half sizes round up                       |   | Size: _____                           |
| <b>SHOW SHIRT</b>  | <b>REQUIRED</b>                                 |                                       |
| Adult Sizes Small, Medium, Large, XLarge, 2X, 3X                 |   | Size: _____                           |
| <b>PRACTICE APPAREL</b> (One pair of shorts, two practice tanks) | <b>REQUIRED</b>                                 | <b>1 @ \$48= \$ _____</b>             |
| <b>PRACTICE SHORTS</b>   |   | Size: _____                           |
| Small, Medium, Large, X-Large, 2X, 3X                            |   |                                       |
| <b>PRACTICE TANKS x2</b>   |   | Size: _____                           |
| Small, Medium, Large, X-Large, 2X, 3X                            |   |                                       |
| <b>GUARD BAG</b> Please check the spelling of your name          | <b>REQUIRED NEW MEMBERS ONLY-Vets if needed</b> |                                       |
| Name _____   |   | <b>1 @ \$45 = \$ _____</b>            |
| <b>OFFICIAL WATER JUG</b>  | <b>REQUIRED NEW MEMBERS ONLY-Vets if needed</b> | <b>1 @ \$6 = \$ _____</b>             |
| <b>WATER JUG POUCH</b> Name/Instrument _____                     |   | <b>1 @ \$20 = \$ _____</b>            |

**Notes about Guard Fees:**

- Fees will be collected in installments as follows:
  - 1st Payment Deposit (\$100) due at Registration **5/21/2023**
  - 2nd Payment Installment (\$200) due **6/1/2024**
  - 3rd Payment Installment (\$200) due **7/5/2024**
  - Remaining Balance due **8/2/2024**
- Families may pay the full amount of their collective fees at any time.
- Families may agree to alternative payment schedules with the boosters as needed on a case-by-case basis.

## 2. **General Finance and Payment Guidelines**

- Percussion & Guard Members that participate in Indoor Percussion or Winter Guard will incur additional fees for the winter season. All regular band and guard fees must be paid in full prior to the start of the additional winter activity.
- All In-Person payments need to be clearly marked in an envelope and placed in the drop box in the band hall (black box outside booster closet)
- Payment receipts can be provided upon request. Receipts of payments made with credit cards or through other electronic means will be emailed.
- Payments made online or with a credit card will incur a credit card processing fee per transaction.
- Fundraisers are a way for students to earn the money needed for trips and festivals to avoid additional out-of-pocket expenses. Students are responsible for any products or event tickets that they sell and will be financially responsible for any lost money, tickers, or products.
- Any questions on how to pay online please contact the booster club – [mwhsbandboosterclub@gmail.com](mailto:mwhsbandboosterclub@gmail.com)
- **NO student will ever be denied the opportunity to fully participate in Band or Color Guard for financial reasons. Payment plans, student sponsorships, and fundraisers are in place to assist those in need.**

(End of Section)

# **Section XI:**

## **Parent Involvement & Volunteering**

Parent communication and involvement in this program is vital to its continued success. The many far reaching objectives of the program, including musical excellence, lifetime love of music, worthwhile extracurricular endeavors, and development of character traits that will enable all students to be successful people throughout life, are ones that cannot be realized without the cooperation of each student's parents or guardians.

We would like to extend you an invitation to become involved with the Magnolia West Band Booster Club. Membership is automatic if you have a child in Band or Guard, and there is no membership fee. Attending meetings gives each person an opportunity to get better acquainted with other parents and to become familiar with the operations of the organization and the various services it performs for the benefit of your child. Equally important – it gives us a chance to meet and talk with you!

### **Volunteer Opportunities Include but are not limited to:**

- Setting up & distribution of student meals and snacks for games and contests
- Chaperoning for events (bus chaperones, etc.)
- Fundraising opportunities
- Obtaining sponsorships for students and business/corporate Sponsors
- Prop assembly & construction
- Field equipment moving for games and contests
- First aid (*where are my Nurse parents at?*)
- Halftime announcing
- Various committees and event groups
- Event coordination and decorating
- *Any other things you can help with!*

Any Parent or Family Member that is willing to help out, volunteer, or has solid ideas on ways to help out our Band & Guard students, please reach out to the Directors or our Booster Board:

- Band Booster Club contact – [\*\*mwhsbandboosterclub@gmail.com\*\*](mailto:mwhsbandboosterclub@gmail.com)



# Communication & Contact

The yearly activities of the Magnolia West High School Band are typically communicated to students and parents through the following media:

- Band App Messages – This is our primary communication for reminders and updates direct to your phone
- Website & Google Calendar - [magnoliawestband.org](http://magnoliawestband.org)
- Group Emails (check your spam folders)
- Social Media
- Band Hall Postings on bulletin boards

Students and parents can expect written & electronic communication from Directors throughout the course of the school year. Generally, this is handed out in preparation of major events such as concerts, football games, and contests. We will also send out regular WEEK AT A GLANCE (WAG) emails to update everyone on events, changes to events, or any other updates throughout the year.

By reading this handbook both you and your student can get a good understanding of what is expected of them and what they can expect from us. We always want the line of communication to be open should you have any questions or concerns. Please keep in mind that email and messages through the Band App are the best way to communicate with us. Please feel free to visit our rehearsals at any time and I encourage you to see the band perform whenever possible. You will be amazed at what this outstanding group of young students can achieve!

**Andrew Hicks**

Director of Bands  
Magnolia West High School  
[jhicks@magnoliaisd.org](mailto:jhicks@magnoliaisd.org)

**Kayla Ogden**

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**Jordan Masters**

Percussion Director  
Magnolia West High School  
[jmasters@magnoliaisd.org](mailto:jmasters@magnoliaisd.org)

**Jared Littleton**

Color Guard Director  
Magnolia West High School  
[jlittleton@magnoliaisd.org](mailto:jlittleton@magnoliaisd.org)

Parents wishing to discuss their child's grades or course expectations should set up a conference by contacting us in advance so that we can schedule a meeting with you.

