

# *Kelly Walsh High School* BAND HANDBOOK 2022-2023



*Aiming to develop creativity in each student  
while helping to foster an understanding of their role in and contribution to their community  
and culture.*

**Director: Mr. Brent Rose**  
**Assistant Directors: Mrs. Sarah Hanson & Mr. Michael Broyles**

***Kelly Walsh High School Phone:*** 307-253-2000  
***Instrumental Room #113***

***School Emails:*** [brent\\_rose@natronaschools.org](mailto:brent_rose@natronaschools.org), [sarah\\_hanson@natronaschools.org](mailto:sarah_hanson@natronaschools.org),  
[michael\\_broyles@natronaschools.org](mailto:michael_broyles@natronaschools.org)

***Band Email:*** [kellywalshband@gmail.com](mailto:kellywalshband@gmail.com)

***Website:*** <http://www.kellywalshband.com>

Mr. Michael Britt, Principal



# *Welcome!*

Welcome to the Kelly Walsh High School Band!! We are going to have a musical and exciting year at KWHS. We are beyond thrilled to be directing the KW Bands and we are looking forward to learning with you and making some fantastic memories.

The purpose of this handbook is to outline the guidelines and expectations for making this year a success for all involved and to serve as a guide and resource for students and parents. Both students and their parents should take the time to read this handbook. Please use it to mark your family calendar and keep this booklet in a safe place for reference for the entire school year. Upon completion, the contract that was passed out to your student during class should be signed and returned to school showing your understanding of these guidelines and expectations.

Your child's participation in our band program is beneficial in many ways. Instrumental music students are engaged daily in a highly creative performing art that stimulates growth in areas of the human brain that no other discipline can. This growth effortlessly transfers into your student's academic life and sets them ahead of their peers. In addition, our music students will develop traits such as teamwork, responsibility, dedication, self-discipline, social skills, confidence, leadership and dependability. Membership in our band program will give all a sense of accomplishment as well as pride and respect as the students develop musical and personal skills that will enrich their lives.

Only when every member of the band puts forth a 100% effort can a band attain its goals in musical achievement and service to school and community. You are embarking on a lifetime of musical enjoyment. The harder you work the more you will get out of your experience. Together we can make this the best year ever!

When we think about the band as an organization this year, I want you to consider the old saying "*The Law of the Jungle*":

*Now, here is the Law of the Jungle, and it's as true and as blue as the sky.  
And those who obey it shall prosper, but those who deny it shall die.*

*As the serpent who slithers the tree-trunk, the law runneth forward and back,  
**The strength of the pack is each wolf, but the strength of each wolf is the pack.***

GO TROJANS!

Sincerely,

Mr. Brent A. Rose

Mrs. Sarah Hanson

Mr. Michael Broyles



## CLASSROOM RULES (Norms)

---

### We will...

1. Practice the 3 “R’s”. Respect for Self. Respect for Others. Reasonability for your actions.
2. Look for personal growth rather than comparing ourselves to others
3. Be Great!
4. Choose a positive attitude
5. Apologize with conviction.
6. Leave our “outside baggage” at the door
7. Be proactive... not reactive
8. Don’t blame or justify... Take responsibility instead of blaming or justifying
9. No use of cell phones or chew gum
10. See every loss or win as an opportunity to learn

### Consequences (Progressive)

1. Verbal warning
2. Name on “board”: *Student and director talk after class to solve the problem.*
3. Check next to name (parents called, loss of privilege): *Parents called, and students receive consequences to the wrong behavior(s) or action(s).*
4. Removal from class and referral to principal (principal and parents involved; severe consequences put into place by principal and teacher)

**Severe clause: Teacher reserves the right to send the student directly to the principal's office without steps 1-4 and parents will be called immediately.**

## DAILY EXPECTATIONS

---

1. Personal belongings should remain in your locker or by the door. Please do not bring your backpacks to your seat with you, there simply isn’t room. Leave your case in or by your locker and bring your instrument, pencil, instrument supplies, and music to your assigned seat.
2. **Be on time.** *Early is on time, on time is late.* Music students should be in the room, ready to go by the tardy bell. Your job is to get into your space with all you need as quickly and quietly as possible. We will warm-up as a group in order to minimize the noise and confusion, and we will be able to start faster.
  - **Use the bathroom and get a drink before coming to class (bring a water bottle)**
  - You must be in your seat, quiet, and working on the warm-up when each class period begins.
  - Tardies will be handled according to KWHS Policy.
    - 1<sup>st</sup> & 2<sup>nd</sup> Tardy - Verbal warning & marked in Infinite Campus (IC) by Teacher
    - 3<sup>rd</sup> & 4<sup>th</sup> <sup>nd</sup> Tardy - Verbal warning, marked in IC, documented contact to parent, and lunch detention assigned by the teacher
    - 5<sup>th</sup> Tardy - Marked in Infinite Campus and office referral. One day ISS.
  - Students must have a pass from a teacher or the office in order for it to be excused.
3. Please deposit any gum, candy, sunflower seeds, etc. in the wastebasket as you enter the room. ONLY WATER will be allowed during class. No sugary drinks, rockstars, etc.
4. Good Posture is essential for proper breath support and sound production. For your safety, keep all four legs of your chair on the floor.
5. Listen respectfully at all times. especially when the teacher is talking or working with another section. If you listen at all times, the techniques covered will not need to be repeated.



6. At the end of rehearsal, please return all music and equipment to their places, so that the room is ready for other classes that meet the rest of the day.
7. **Entrance.** Enter the building ONLY from the KWHS pool entrance. We will now have a single point of entry. The exterior door will be locked at 8:25. You will have to buzz into the main office to enter. The garage/back door will be locked at all times. NEVER open a door to let band students in any door unless instructed to by Mr. Rose, Mr. Broyles, or Mrs. Hanson.
8. **Cell Phones.** Cell phones should be left in your band locker at all times when running indoor rehearsals. There will be no exceptions to this rule. Students will receive one cell phone warning before getting an office referral.

## **PASS PROCEDURE**

---

Students needing to leave the room must have permission from the teacher and must use the hall pass signed by the teacher. Students should return to class with the pass signed by another teacher or the office. If students are leaving for the day, they should leave their pass with the office. If a student needs to use the restroom, they should take the restroom pass and return it when they are finished. Only one student may use the restroom at a time. If a student asks to see the nurse they will be given a NCSD Nurses Pass which should be filled out, signed by the teacher, and presented to the office. **Students traveling in the hall during class should be expeditious in their travel.**

## **CARE OF FACILITIES**

---

- Only Water in a clear bottle with a lid.
- No food, gum, or candy.
- All trash in wastebaskets.
- Folders, binders and pencils should be kept in the assigned areas
- Only touch the equipment assigned to you or your belongings.
- Percussionists are required to clean up and put away all equipment used during the day.
- Treat music stands/chairs/walls with respect.
- Students will only write on the dry-erase board with permission.
- *Sheet music, folders, and books checked out to the student are the responsibility of said student until they are checked back in at the end of the year. Any damage or loss will be the responsibility of the individual student.*
- All students are required to have a pencil at all times.

## **CONCERT PERFORMANCE**

---

Performances are a very important part of the music curriculum. Everyone's participation is critical for a successful concert. Please mark your family calendars with the dates that have been set so far. Attendance at each student's ensemble concert is **mandatory**. Periodically, the schedule may change and updates will be communicated. Concerts are considered to have three parts: warm-up, performance, and listening. The concert begins for the student at the warm-up. A general report time will be given for all students. Punctuality is essential. **In order to assess proper concert etiquette as part of the Wyoming Fine & Performing Arts standards, we request that students stay and listen to the entire concert.** A concert concludes when the last group performs and directors have given permission for students to be dismissed. Marching band performances are required unless prior permission is given by the band director.

### Excused Absence



Absences will be excused at the discretion of the director. Absence due to personal illness requiring medical attention, death in the family, or other extenuating circumstances (approved by director) may be considered for excused status. If you have an unavoidable conflict with a concert date, you must notify the director ***in writing at least 2 weeks in advance*** in order to have the opportunity to make up the missing points. Students must set up a scheduled time to make up the points.

Unexcused Absence

Students with an unexcused absence from any required band or activity will receive a zero in the grade book until they complete the makeup assignment as specified by the director. Students must set up a scheduled time to make up points. Communication with the director in advance is the best way to avoid an unexcused absence.

**CONCERT UNIFORM** *To perform our best we must look our best.*

In order to receive a grade and perform, students must be in uniform. Concert Performance attire for the gentleman includes white button up dress shirt, black suit coat, black tie or bowtie, black slacks, black Dress Shoes, and black Socks. For the ladies we would like black formal attire that include full black dresses with black blouses, black gowns, formal black pants if appropriate for your instrument.

| Boys                       | Girls   |
|----------------------------|---|
| <b>Black Dress Shoes</b>   | Black Closed-Toe Dress Shoes  |
| <b>Black socks</b>         | Black socks or pantyhose  |
| <b>Black dress pants</b>   | Black dress pants ( <i>past the knees when sitting in a chair</i> ) |
| <b>White dress shirt</b>   | Black blouse ( <i>modest neckline</i> )                             |
| <b>Black Suit with Tie</b> | All black gown ( <i>WELL past knees when sitting in a chair</i> )   |

**MARCHING UNIFORM** *To perform our best we must look our best.*

All students will be assigned a Marching Band Uniform free of charge. Marching Band Uniforms will be worn at all marching band performances at home and on the road. The Uniform is to be worn in its entirety and zipped up at all times. All uniform parts are the responsibility of the student and additional pieces will result in a fine. Students will be asked to purchase additional uniform parts when necessary. KW Band shirts will be worn under the marching band uniform at all times.

| Marching Uniform            |   |
|-----------------------------|---|
| <b>Black Marching Shoes</b> | Only approved marching shoes will be allowed                |
| <b>Black socks</b>          | Black calf length socks with no logo                        |
| <b>Black Bibbers</b>        | Bibbers length should be adjusted for the performer         |
| <b>KW Band Jacket</b>       | Members get two jackets with gauntlets to match the new one |
| <b>Marching Band Hat</b>    | Shako and storage box for safe keeping along with green cap |

**INSTRUMENT**

Instruments will be checked-out to students who need them in band class. In some cases, there may be a fee involved. Each student checking out an instrument is under a usage contract based on the handbook signature page. Any abnormal damage will result in a repair fine. All instruments will be stored in music lockers in the band room. Students **MUST** use the school provided lock.



## **MUSIC**

---

**Technique Books:** Each student will be checked out a technique book. Students should only use PENCIL to mark the book. All students should treat their technique book with extreme care. Any damage beyond “normal wear and tear” will result in a fine.

### **Concert Music:**

The band music provided to each student in his/her folder should be treated as his or her most prized possession. The music should be placed carefully in a band folder. Students should only use PENCIL to mark their music. If a student destroys or loses his or her music, he or she will be asked to replace the missing music.

## **MATERIAL LIST**

---

All required supplies will be provided by NCSD. However, if any students would like their own materials, please see the list below.

### **Method Books**

**Habits of a Successful Musician** by Scott Rush & Rich Moon

**Sounds Innovations Ensemble Development** by Peter Boonshaft & Chris Bernotas

### **INSTRUMENT SPECIFIC MATERIALS**

**FLUTE:** cleaning rod, cleaning cloth, key oil

**CLARINET:** cleaning swab, cork grease, key oil, VANDOREN reeds (Strength 2.5 or above), reed guard, mouthpiece cover

**SAXOPHONE:** cleaning swab, cork grease, key oil neck plug, VANDOREN reeds (Strength 2.5 or above), reed guard, mouthpiece cover

**BRASS: All Brass** - tuning slide grease or oil, cleaning snake, mouthpiece brush, cleaning cloth

**Trumpets, Euphoniums, Tubas** – valve oil - preferably Blue Juice; **French Horns** – rotary oil;

**Trombones** – 1 bottle of Slide-O-Mix and a spray bottle of water, Slide grease

**PERCUSSION:** black stick bag - we will be adding mallets throughout the year

### **INSTRUMENT STORAGE AND IDENTIFICATION**

Every student must have a nametag with his or her phone number fastened to the outside of his/her instrument case. Also, be sure to keep a record of the serial number of the instrument in the event it is stolen or lost. If you need a KW band tag, see a director.

School combination locks are provided for every band locker, and are **required to be locked at all times** when the student is not in the music hall. Because the locks are custom-made, there is a \$10 fee for any lock that is damaged or lost.



## **GRADING**

Grading in a performing class is not based upon talent but mostly on dependability and participation. The following is a breakdown of how each student will be graded in band

### **Quarter Grades**

- **50% Rehearsal Skills**
- **50% Tests/Quizzes/Assignments**

### **Semester Grades**

- **40% 1<sup>st</sup> Quarter Grade**
- **40% 2<sup>nd</sup> Quarter Grade**
- **20% Final Assignment/test TBD**

## **PERFORMANCE TESTS**

---

“Show and Tell” quizzes will be used to periodically check for student understanding of concepts addressed and taught during the rehearsal. These assessments may be done in a large group, small ensembles, or individual format. The point of these grades are to track progress not to embarrass or scare students. Performance Tests take place once a quarter and are an extended review of material covered up to that point. *Playing Tests & quizzes must take place in class unless the director gives previous consent before the class period of the test.*

## **ABSENCES & MAKEUP ASSIGNMENTS**

---

Absences happen; you leave for trips, you leave for sports, you leave for doctor’s appointments. Unless your absence is excused, you are truant. Missing class means that your grade will be impacted because you’ll miss work. If you are absent without excuse for three consecutive days (documented through the front office), your parents will be contacted. If you continue to be absent, your parents will be contacted by the principals and consequences will be given as deemed appropriate.

It is the students’ responsibility to approach the teacher and submit make-up work. If a student fails to approach the teacher or, if given make-up work, fails to meet previously agreed upon time-lines, that student will receive a “m” for Missing in the gradebook until the work is turned in.

You are responsible for practicing your music outside of class time. Once a section has been covered in class, you should spend enough time on it at home to be able to perform it reasonably well at the next rehearsal. Each student is given 5 rehearsal skills points for each week of school and these points count towards the student’s final grade. When a student loses participation points, (i.e. forgetting music, instrument, or acting poorly) that student is required to return a practice sheet in order to regain those points. The sheet must state WHAT and HOW LONG the student practiced and must be signed by the parent. Regular practice is the only way we can guarantee that every rehearsal will be an improvement over the last one. Every note in a band must eventually be correct, and as a part of the team, you must take responsibility for your share of the notes. Remember, there is always room for improvement, by even the most advanced musician.

## **ELIGIBILITY**

---

According to the Wyoming High School Activities Association (WHSAA) Guidelines as well as KWHS Policy, students must be academically eligible in order to participate in sanctioned activities. We will perform eligibility checks periodically and ineligible students will be notified immediately for an



opportunity to resolve the situation. In order to be eligible, you must be passing ALL of your classes. Any F in any class for consecutive weeks will result in loss of eligibility for participation.

## **JAZZ BAND**

---

The Jazz Band is a great opportunity for high achieving music students. Students interested in jazz bands must register for the ZERO hour Jazz Band Class from 6:45-7:30am. Registered students will audition for placement in the appropriate jazz band. Jazz Band I and Jazz Band II will meet concurrently on the same days once auditions are complete. Students must be concurrently enrolled in both a school day large ensemble in order to participate in jazz band.

## **PRIVATE LESSONS**

---

Private Lessons are not required. However, they are highly recommended and will greatly assist a student. Private instruction can:

1. Give the student an opportunity to learn from a specialist on his/her instrument.
2. Allow a gifted student to move at a pace comfortable to his/her needs.
3. Help a less motivated child to practice and put forth more effort.
4. Offer opportunities on a musical instrument that are not available in the classroom.
5. Help meet individual needs.
6. Make a huge difference in performance ability.

Please see Mr. Rose, Mrs. Hanson or Mr. Broyles for a list of private teachers if interested.

## **MUSIC OFFICERS/LEADERSHIP TEAM**

---

All music members are invited to sign up to be a part of the leadership team. We would like to build a leadership program within the band that includes drum majors, section leaders, band officers, and the music director. Auditions for drum major and section leaders will be held each spring.

## **KW BAND PARENTS ORGANIZATION**

---

We do have band parent volunteers who assist the students and director with various tasks. Some areas of need are fundraising, feeding the band, field trip chaperone, concert assistance, and other tasks. If you are interested, please email a director as some jobs require parents to be fingerprinted. Thank you for your help ahead of time!

## **TRI-M NATIONAL MUSIC HONOR SOCIETY**

---

The KW Music Department will be creating a Tri-M Music Honor Society this year. A Tri-M® Music Honor Society chapter offers students, grades 9 through 12, the chance to perform, places them in leadership positions, and gives them the opportunity to serve the community. It highlights the school's music program, helps students grow in innumerable ways, and brightens their college applications. Applications will be distributed in the fall.

## **REMIND & Social Media**

---

A majority of information with parents and students will be communicated through Infinite Campus and Email. Other ways of communication include the Remind App. In order to sign up, please see the information below. We also are on Facebook: Kelly Walsh Band and on Instagram: @kellywalshband. Follow us to stay up to date with what is happening in the band!



Text the following codes to 81010.

| Class                      | Code      |
|----------------------------|-----------|
| <b>Concert Band</b>        | @kwtrojan |
| <b>Jazz 1</b>              | @kwjazz1  |
| <b>Jazz 2</b>              | @kwjazz2  |
| <b>Jazz 3</b>              | @kwjazz3  |
| <b>Percussion/Drumline</b> | @kwdrum   |
| <b>Band parents</b>        | @kwbandp  |

Throughout the year, events and opportunities will be shared with the community using social media. We use an OPT OUT Image Sharing Policy. Please contact one of the directors if you have any issues with your student's picture being shared in emails, brochures, or if you do not want your student's photo to be shared by the band.

### **IMPORTANT FORMS (ACTIVITY OFFICE)**

---

This year, we are being asked to complete three important forms by the school district. It is important to complete each step. If you have any questions, please ask Mr. Rose or Mrs. Hanson.

#### To Do List:

- Sports Physicals
  - Students may not participate in tryouts or practice without a physical on file in the activities office
  - All students **MUST** have insurance coverage to participate in any activities. For info on purchasing School Accident Insurance please go to or call the Activities Office or find info online at [www.ncsdathletics.com](http://www.ncsdathletics.com)
- District Handbook-Code of Conduct
  - Accessed through Infinite Campus Parent Portal
- Activity Consent Form
  - Also found on Infinite Campus Parent Portal



## KW Music Letter Award

Students in the KW Band are eligible to earn a BAND LETTER. The letter is an award signify the hard work and dedication that sets the top musicians in any high school band program apart from the others. The letter is equal to that of a Varsity Sports Letter, although the Band has their own music letter that can either be displayed or used on a Varsity Letter Jacket. Below are the letter award qualifications.

### Kelly Walsh High School Band Letter Qualification

To receive a letter in Band you must receive at least 100 points. (you receive a letter the 1<sup>st</sup> year and a chevron each year after that). A bar is every 25 points past the 100 points in an individual year. Total of one letter and four bars possible each year.

|   |              |
|---|--------------|
| Participation in Major Ensemble<br>(i.e. Concert Band/Percussion Ensemble)            | (50)_____    |
| Participation in 2 <sup>nd</sup> Ensemble   | (25-50)_____ |
| Drum Major or Section Leader  | (15)_____    |
| Participate in All-District Honor Band  | (10)_____    |
| Audition for All-State Band   | (5)_____     |
| Audition for National Honor Ensemble<br>(5 points per ensemble)                       | (5-15)_____  |
| Participation in All-State Honor Ensemble   | (15)_____    |
| Participation in National Honor Ensemble<br>(i.e. All-NW, All-National, All-American) | (15)_____    |
| Participation in All-State Marching Band/or<br>Wyo Ambassadors or Europe              | (10)_____    |
| Perform a Solo at District Festival:  |              |
| I – Superior Rating   | (10)_____    |
| II- Excellent Rating  | (8)_____     |
| III – Good Rating   | (4)_____     |
| Perform a small ensemble at District Festival:  |              |
| I – Superior Rating   | (8)_____     |
| II- Excellent Rating  | (5)_____     |
| III – Good Rating   | (2)_____     |
| Perform in the Pit Orchestra  | (15)_____    |
| Participate in half the pep band games  | (15)_____    |
| Take Private Lessons  | (10)_____    |
| Play in college ensemble/municipal band   | (10)_____    |
| Play in summer band (last summer)   | (10)_____    |
| Volunteer Musician (i.e. church/anthem/etc)   | (5)_____     |
| Total Points Earned   | Total _____  |



## HANDBOOK SIGNATURE PAGE

---

Please read, sign, and return to Mr. Rose or Mrs. Hanson by **Friday, September 10**

Students,

I have read the Kelly Walsh High School Handbook and I understand the requirements for being a Band member of this quality organization. I realize it takes full cooperation and dedication (100% from me) to help make our band reach its potential. I also realize that my failure to follow policies and directions could result in disciplinary action.

As a member of the Kelly Walsh High School Band, I acknowledge the following as responsibilities I must fulfill if I wish to remain a member.

I will:

- Be punctual and prepared for rehearsals
- Rehearse with a purpose and consistently
- Demonstrate my best on performance assignments and tests
- Attend all concerts, clinics, rehearsals, and contests
- Treat my peers and teachers with respect, and maintain appropriate conduct
- Maintain my grades for eligibility and self-achievement
- Have a high standard for improvement in class and on my own
- Treat all NCSD Instruments, Music and Equipment with Respect

NOTE: Student Signature will be submitted digitally using the following link  
[Student Handbook Signature Link](#)

Parents,

- I have read the Kelly Walsh High School Handbook, and I want to support it and my child.
- I agree to help my child establish a regular habit of practice.
- I have received a copy of the Kelly Walsh Music Department Calendar for the current school year, and I understand the importance of my child's attendance at all scheduled events.
- I give KWHS band permission to share my student's photo via social media

**OR**

- I do not give KWHS band permission to share my student's photo via social media.

By signing below, I also acknowledge that if my student uses an NCSD Instrument, it is entrusted to me upon the following conditions: (1) I agree that if the instrument is damaged due to any cause except wear and tear from careful use, I promise to pay the amount of such damages. (2) I further agree that no person other than myself will be allowed to use or handle the instrument without consent of the director. (3) I agree to surrender the above instrument and accessories immediately upon the request of the director or proper school officials.

NOTE: Parent Signature will be submitted digitally using the following link  
[Parent Handbook Signature Link](#)

