

# Cypress Woods High School

Band & NOVA Color Guard

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Policies & Procedures 2025-2026

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# Staff Contact Information & Responsibilities

## T.J. Peterman

Director of Bands

[terrance.peterman@cfisd.net](mailto:terrance.peterman@cfisd.net)



Wind Ensemble & Concert Winds  
Marching Band Director  
Show Coordination and Design  
Band Curriculum  
Community and Booster Assoc.  
Coordinator  
Finance/Fines & Fees  
Band Logistics and Travel  
Middle School Coordinator

## Gabby Crouch

Assistant Band Director

[gabrielle.crouch@cfisd.net](mailto:gabrielle.crouch@cfisd.net)



Symphonic Winds  
Marching Band Assistant Director  
Gradebook  
UIL Solo & Ensemble  
Band Physicals  
Inventory  
CutTime

## Cinjin Casillas

Assistant Band Director

Percussion Studies

[cinjin.casillas@cfisd.net](mailto:cinjin.casillas@cfisd.net)



Percussion Curriculum  
Concert Percussion  
Marching Percussion  
Spring Percussion Concert

## Sam Belcher

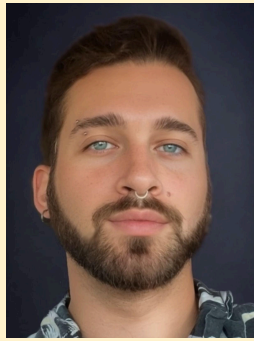
Assistant Band Director

[samuel.belcher@cfisd.net](mailto:samuel.belcher@cfisd.net)



Symphonic Band & Concert Winds  
Marching Band Assistant Director  
Choreographer  
Private Lessons  
Young Artist Contests

Austin Houghton  
NOVA Color Guard Director  
[austin.houghton@cfisd.net](mailto:austin.houghton@cfisd.net)



NOVA Color Guard  
Marching band movement/show  
design  
Winter Guard Director

## Foreword

The Cypress Woods Band & NOVA Color Guard exists to serve the students and provide meaningful experiences through music and arts education. Members will learn skills to become independent performers, leaders, collaborators, and better citizens.

This handbook exists to familiarize each member with general operation and procedures, and outline the standards by which all band members are expected to conduct themselves. It also serves to empower the parent and student to have the necessary information to be successful in the organization. The success of any organization is dependent upon the spirit, pride, leadership, teamwork, dedication, and cooperation of its members. Certain rules, policies, and procedures are necessary so that the overall goals of the group are met, and the welfare of each individual member is best served. By accepting membership in the Cypress Woods High School Band & NOVA Color Guard, you are agreeing to perform to the best of your abilities and work together with the band and color guard staff in making this year's group the finest musical and visual organization that our combined efforts can produce. In order for this to occur, students will need to be responsible, attentive, respectful, and have a positive attitude. The directors will do their best to ensure that every student will be provided the opportunity to be successful, regardless of their ability as an incoming student, returning student, or of their career ambitions following graduation.

The handbook is not intended to be all-inclusive, as every possible situation and question cannot be predicted in advance; however, a thorough knowledge of these materials is essential to the smooth operation and success of the band this year. Upon reviewing this document, both the student and parent or guardian will sign and return the form to a band director.

## Vision

The vision of the Cypress Woods High School Band & NOVA Color Guard program is to *Perform with Purpose* in all we do.

## Goals and Objectives

### *Mental and Physical Discipline*

- Develop powers of concentration

- Memorize music and complete all pass-offs
- Learn techniques of preparation as they relate to group and individual performances
- Develop self and group discipline

#### *Citizenship through Group Endeavor*

- Develop leadership abilities
- Develop responsibility
- Develop ability to cooperate with others and to work as a team member
- Develop diligence
- Develop mutual respect

#### *Physical Conditioning*

- Develop strength, stamina, endurance and coordination

#### *Cultural Growth*

- Provide opportunities to attain knowledge of music history through performance of various types of instrumental literature

#### *Value Judgments*

- Ability to make musical value (as they pertain to a musical setting) judgments through critical listening
- Recognition of quality of sound, pitch, style, tempo, rhythm, blend, balance, phrasing, dynamics, and articulation

#### *Music Theory*

- Know and utilize note values and rest
- Know and utilize keys, key signatures, and scales
- Know and utilize musical terms, signs, and symbols
- Recognize and tune intervals and harmony
- Ear training/listening skills

#### *Proper Instrumental Technique*

- Care of the instrument
- Assume correct posture and playing position
- Develop the embouchure/stick grip/hand position
- Develop characteristic instrumental tone
- Develop proper breathing techniques
- Develop technical instrumental proficiency (fingering, articulation, rudiments, scales, etc.)

#### *Creative Self-Expression*

- Express oneself in every performance experience
- Explore careers

#### *In addition to the State of Texas guidelines, the Cypress Woods High School Band will strive to:*

- Provide any interested student with opportunities for musical knowledge, musical fellowship, and fun through participation in band
- Provide for the mental, physical, social, and emotional development of students
- Instill pride and discipline in each student
- Provide each student with solo and group endeavors to achieve personal goals and satisfaction

- Provide basic psychological needs such as recognition, belonging, self-respect, and a feeling of achievement

## Communication

Parents and students are expected to be proactive in keeping informed. We ask you to update personal information in the student accounts in CutTime. The following communication channels are used by the directors and booster board to distribute information throughout the year.

- CutTime: <https://gocuttime.com/> All students have their own personal portal with access to their account and all information.
- Weekly Announcement Sheet: Sent weekly through CutTime from the booster officers and directors. It can also be found on the band website under "4U".
- Remind
  - Text @cwband212 to the phone number 81010 to join the full band Remind.
  - Additional Remind Classes will be set up once school starts in August.
- Calendar: Accessed through the Website ([www.cywoodsband.org](http://www.cywoodsband.org)) and updated regularly. Students and parents should check it weekly, as well as the day before events.
- Monthly Booster Meeting: Every third Tuesday of the month, unless another date is communicated; everyone is invited to attend booster meetings.
- Boosters: Board members are always happy to assist and answer questions. Board member contact information is found on the band web site at [www.cywoodsband.org](http://www.cywoodsband.org).
- Directors: The directors have an open door policy and are always happy to answer questions when available, however, parent-teacher conferences should be scheduled with some advance notice. The directors encourage positive communication and are willing to discuss any aspect of a student's progress in the program with parents and/or guardians through emails or a scheduled conference via phone or in person. Director email addresses can be found on the band website at <https://www.cywoodsband.org/band-directors>.

## Due Process

All CFISD students are entitled to due process in accordance with CFISD guidelines. Our goal as a staff is to ensure that all students are treated fairly. Please contact a director if you have any concerns regarding your student so that we can work with you to resolve problems. We are here to provide a quality music education for all our students.

## Conduct & Expectations Specific to Program

Band members will observe all policies set forth by Cypress-Fairbanks ISD, in addition to the following, as they pertain to the instrumental music setting:

### *General Expectations:*

- Any behavior, which is not representative of good citizenship, as perceived by the band staff, may result in the student's dismissal from the activity at hand as well as the band program. This also applies to the actions of student leaders in both public and private events.

- Display of profanity, temper, flagrant violation of rules, etc., will not be tolerated. Individual behavior during a band function is a reflection of the group.
- Students will follow directors' instructions.
- Students will be in their assigned rehearsal area ready to work at the set rehearsal time with all equipment, including music, pencil, instrument, and all supplies to rehearsals daily (see detailed supply list for each instrument).
- Students will keep hands, feet, and other objects to themselves.
- Students will not use or play on equipment they do not own without permission from a director.
- Students will not touch, handle, borrow, or use anyone else's instrument, uniform, or personal belongings.
- Students should request permission to speak by raising their hand and waiting to be acknowledged. All rehearsals are expected to be extremely quiet so that time will be utilized wisely and as efficiently as possible.
- When allowed in the band hall, either before or after school, students will not disturb any rehearsal in progress.
- Students will respect the property of others, and return their equipment to its proper storage place when not in use. Students should keep their equipment in the designated storage area, and keep said storage area clean and neat in appearance. Students who demonstrate great difficulty with this may lose the privilege of having a storage area in the band hall.
- Students are not allowed to have food or drinks in the band hall with the exception of water.
- Students will not deface or mark on music stands, chairs, walls, etc. Vandalism may result in immediate removal from the band program.
- Students will not write on the dry-erase board without permission from a director.
- Students will utilize their assigned storage slot/locker for instrument cases during rehearsals. Cases should not be brought into rehearsals unless requested by a director (exceptions: flute, clarinet, oboe).
- Students will be financially responsible for damage they may cause to the property of other students or the school district.
- Activity that is considered deviant, or offensive may also be subject to a disciplinary consequence. Such offensive behavior may, as determined by school staff, result in loss of leadership and/or removal from the band program.

*Removal from the band program may result from frequent violation of these expectations. Additionally, students may be removed immediately from the program for any significant offense at the discretion of the directors.*

#### *Additional Expectations on Trips:*

- Observe and follow all expectations as outlined in the student code of conduct for a regular school day
- Follow the official itinerary
- Treat staff and chaperones with respect at all times
- Dress appropriately as communicated
- Be in full uniform at appropriate times
- Avoid contact with people outside our organization on the trip, if directed
- Observe the curfew

#### *Consequences Related to Trips:*

- Minor infractions may result in restrictions on the trip and/or disciplinary action upon return to campus.



- Major infractions may result in the student being sent home at the parents expense. Parents will be contacted with travel options.
  - Major infractions may include; possession of alcohol, drugs, tobacco, vape supplies. Others include violation of curfew, problems with following the itinerary, disrespect and/or disregard for staff or chaperones.

*Internet and Social Media Guidelines:* The internet is a worldwide, publicly accessible form of communication. Maintaining a higher standard of conduct will ensure that members' websites are appropriate. This includes any post or communication appearing on the internet is public domain, even if it is marked private, or any communication via social media and other forms of messaging platforms. Members are responsible for their personal websites and postings, as well as posting from or on other students' websites and/or platforms such as group chats. The areas of appropriateness will include but are not limited to profane, foul, or disrespectful language (abbreviated or alluding to), pictures, suggestive poses, sexually explicit material, clothing, references to alcohol, drugs, and/or tobacco, and postings (either verbal or photos) that could be interpreted as being negative or threatening towards other CFISD teaching staff or band members, or that demonstrate poor sportsmanship or a disrespectful attitude towards other programs. Any such incident will result in review by the principal (or designee) and may lead to probation or dismissal from the band.

*Section group chats should only contain content (i.e. comments, questions, photographs, and videos) that is focused on the band program or section activities, or consist of positive posts that support individuals and the band program. Anything beyond these parameters is subject to interpretation and intervention by the directors and school administration.*

#### *Consequences Related to Internet and Social Media Violations:*

- Minor violations will result in the member being asked to remove any offensive items from the website(s) and/or social media and messaging platform. They will be asked to give an apology and plan of action to deter this behavior to the principal, directors, and band members. Parents/guardians will be contacted and made aware of the offensive behavior, and suspension from activities and performances may be issued. The severity of the violation and the consequences will be determined by the directors.
- Major violations will result in the member being asked to remove any offensive items from the website(s) and/or social media and messaging platform. Parents/guardians will be contacted and made aware of the offensive behavior, and appropriate discipline will be handled by an assistant principal and may result in removal from the band program in addition to other school and/or district disciplinary placements.

## Travel Guidelines

The band will frequently travel on either school buses or commercial buses. Student conduct is expected to be at the highest level on any trip.

Students must travel to events and return from events on the bus. Any student wishing to arrive or leave with his/her parent or guardian must notify a director via email or hand written note with parent signature, prior to the event; more than 24 hours notice is the expectation. Permission will be granted or denied based on the circumstances of the occasion.



Students must have all necessary forms (Medical/Travel Release) completed and on file with the band office to travel on any trip with the band.

*While on the bus students will:*

- Remain seated at all times
- Sit properly in a forward position
- Keep the bus clear of food, drinks, and debris (at times it may be necessary to eat a pre-game dinner on the bus. Every effort should be made to keep your area clean.)
- Keep all body parts inside the bus
- Use only approved headset playback devices (no boomboxes unless approved by director)
- Remain silent when addressed by the person in charge on the bus; parent or staff
- Refrain from loud, boisterous talking, singing, screaming, whistling, inappropriate jokes, etc. Talk at a normal conversation volume
- No public displays of affection
- Follow the directions of staff, drivers, and chaperones

*Special Note:* Students are reminded that all performances start and conclude at the band hall. As a member of the band and color guard, you are a representative of your school. Always be on your best behavior. If you are in doubt about an action, do not do it! Your conduct at all times should be considered a good reflection on the school, the program, your home, yourself, and the community.

*Chaperones:* Adult chaperones are a great asset for the band program. Students will treat them as an extension of the band staff. Proper respect will be shown to all adults at all times.

*Fall/Spring Trip:* The band will take an out-of-state trip once every four years. Previously the Cypress Woods band has traveled to Orlando, FL. In select years when the band is not going out-of-state, they may travel to an in-state festival such as Dallas, San Antonio, Corpus Christi, or in the greater Houston area. These trips may or may not be overnight.

## Band & NOVA Facility Guidelines

ALL DECORATIVE ITEMS AND MATERIALS MUST BE APPROVED BY A DIRECTOR BEFORE GOING ON THE WALL OR LOCKERS.

*Refreshments* – No gum, food or drinks are allowed in the building except when authorized by the directors.

*Litter* – All trash (paper, broken reeds/drum sticks, etc.) is to be deposited in the wastebaskets provided.

*Vandalism* – Acts of vandalism or the willful misuse of school property will be dealt with severely and appropriately. Every band member is responsible to help the directors monitor the facility and control vandalism, which includes writing or carving on walls, destroying music, damaging music stands, or breaking school property. The copy machine is off limits without permission.

*Practice & Ensemble Rooms* – Are designed for practicing, not social gatherings.

*Offices* – Please knock, and if you are invited in, you may enter. Otherwise, they are off-limits to students. Students may not use a director's phone without permission.

# Uniform Guidelines

Students are expected to follow the listed uniform guidelines. No variations will be allowed.

## *General:*

- Marching band uniforms will be sized before/during summer band camp. All uniforms will be stored at school in the uniform room; never at home unless directed.
- Concert uniforms will be issued in November. Concert uniforms will be stored at school in the uniform room. Boys will be responsible for their own shoes (marching shoes are acceptable) and tuxedo shirt (as prescribed by the uniform team).
- Students will be held financially responsible for the uniform(s) and all components.

## *Issue and Return:*

- Students will pick up uniforms from the storage rack at least 15 minutes prior to the report time for any event.
- Students are responsible for their individual uniform and shako box
- Students not properly hanging the uniform will receive an appropriate community service assignment.

## *Wearing the Uniform:*

- Always wear and treat your uniform with pride. The uniform should be worn as a complete unit at all times when in public. The only exception to this will be when a director instructs you that you may remove your hat or coat. Loading crews may be exempt from wearing the uniform during loading/unloading procedures. *Do not run while in uniform!*
- Cypress Woods Band Practice/Performance Gear (official "show shirt" or other band tee-shirt and shorts) is to be worn under your uniform. The band shirt will be part of pre-performance inspections.
- You must wear approved black band shoes and long black socks.
- Jewelry, hair ribbons, and bright colored nail polish etc. are unacceptable while in uniform. These items hinder the uniform appearance of the band.
- The shako should be worn correctly at all times; ex: not backwards. do not touch the plume.
- Show Hair: Performer hair must look professional at all public events. Hair must not touch the collar of the jacket and must be above the top of the ear or pulled behind it. No visible hair on forehead. Students will use a variety of products such as hair spray or gel to ensure the correct look prior to leaving Cypress Woods High School.
- No consumption of food and drinks other than water while in uniform.

*Alterations and Care:* The Cypress Woods Band Boosters will hire tailors to perform the initial uniform alterations, as needed.

- Keep the collar hooked and the jacket zipped while hanging to retain the shape of the coat.
- Always hang the pants by the crease, careful to avoid wrinkles.
- Label your uniform garment bag and shoes. Uniform crew may label these for you.

*Uniform Costs* - If a uniform part is damaged or lost, the student will be responsible for the replacement costs. All marching uniforms are cleaned at the same time to prevent unequal discoloration and fading. The costs for cleaning are collected from each student each year.

*Additionally, when using custom uniforms, deposits for the following year will not be made until all outstanding fees are taken care of for the current/previous year.*

## District-Owned Instruments

CFISD will provide a limited number of instruments for student use. These instruments include highly expensive instruments such as the bassoon, oboe, tenor saxophone, baritone saxophone, french horn, euphonium, tuba, and general percussion equipment. This equipment is generally purchased by the school district for student use because of its extremely high expense. *Thus, all district owned equipment must be handled with optimum care.* Students failing to take proper care of their school-issued instrument may lose the privilege to use such instruments.

The following is a list of general procedures for district-owned instruments:

- Order of distribution will be done based on chair order. If possible, students who play large instruments and are dependent upon CFISD buses may be issued one instrument for home use and one for school use. This will be at the discretion of the directors and will be based on instrument availability and transportation needs.
- CFISD does not provide insurance for individually owned or district-owned equipment. It is required of all students utilizing district-owned instruments to provide insurance coverage for the instrument that has been issued to them. Students will be held responsible for all district-owned instruments issued to them. This responsibility will include fire, theft, accidental damage, abuse and repairs of damage not incurred through normal use.
- Students and parents must sign an instrument checkout form before the student can use the instrument. This will be issued through CutTime as a digital signature.
- Each instrument will be issued in good playing condition. Each issued instrument will be checked and cleaned prior to issue. Students are expected to maintain their issued instruments accordingly.
- The band member is financially responsible for all equipment and/or materials checked out to him or her.
- All equipment and materials must be kept in their proper storage location when not in use. No instruments are to be left on the floor of the band hall.
- CFISD assumes responsibility for end of year cleaning and maintenance of district-owned instruments. This does not cover removal of dents or other student-responsible repairs.

### *Special Note*

District-owned instruments are not to be treated as "free" instruments. Basic supplies must still be purchased and repairs must still be made just like personally owned instruments. Please strive to treat these instruments as if they were your own. Most district-owned instruments exceed \$4,000 in value. Since the expense of purchasing, leasing or renting is waived, students using district-owned instruments are encouraged to participate in the private lesson program.

# Daily Supplies

The following list is what each student should plan to bring to the appropriate rehearsal and/or performance. Other items may be added at the discretion of the directors.

## *Band:*

- All issued music (In a binder with protective sheets for marching and concert band)
- Pencil
- Instrument
- All supplies relative to their instrument (breathing tube and valve oil for brass)
- All marching related equipment (during marching season)
- Ultimate Drill Book (UDB)/lanyard/coordinate sheet/phone
- Flip Folder and Lyre
- Water
- Appropriate attire for rehearsal
- Other marching equipment as needed (could vary from year to year)
- Metronome and tuner should be part of every band member's tools for home practice
- Clip-on tuner (provided for school instruction)
- Black hand towel (to place mutes on and collect water when emptying instruments)

## *Color Guard:*

- All required equipment for class, rehearsal, or performance
- Appropriate attire for rehearsal
- Water

The following list for each instrument consists of preferred or highly recommended supplies and equipment. Any deviance from this list should be approved by a director. Private lesson teachers may make recommendations that stray from this list after consulting with a Cypress Woods band director.

## *Flutes*

- Tuning and cleaning rods
- Cleaning cloth
- Key oil
- Approved type instrument (see CFISD list)
- Screwdriver Set

## *Clarinets*

- Four good playable reeds. Vandoren Blue Box, V12, and Rue Lepic are the approved reeds.
- Reed guard (plastic, with rubber bands to hold reed in the guard are preferred)
- Ligature (Vandoren M/O Ligatures or Bonade - Inverted strongly recommended)
- Proper mouthpiece with cap (Vandoren BD2/BD5/5RV Lyre/M15/M30/M13 Lyre as individually approved by director)
- Key oil (Case Storage)
- Cleaning swab (silk handkerchief style, with covered weight)
- Approved type instrument (Buffet R13 preferred for concert band; E11 or B12 for marching band)
- Cork grease

### *Saxes/Bass Clarinet*

- Four good playable reeds. Vandoren is the approved reed.
- Reed guard
- Ligature
- Proper mouthpiece (Selmer C\*/Vandoren AL3/TL3/BL3/Vandoren B44)
- Neck Strap (Bass Clarinet players included)
- Pad and neck saver
- Approved type instrument

### *Trumpet*

- Valve oil (Al Cass)
- Polishing cloth
- Mouthpiece (Bach 3C) or other director approved mouthpiece
- Approved type instrument (Silver Yamaha Xeno or Bach Strad preferred)

### *French Horn*

- Valve/Rotary oil - (Al Cass - Marching Horn) (Holton Rotary - Concert Horn)
- Polishing cloth
- Approved mouthpiece (Holton Farkas)
- Approved type instrument (provided by district)

### *Trombone*

- Slide cream
- Spray Water Bottle
- Polishing Cloth
- Mouthpiece (Bach 5G or Schilke 51D) or other director approved mouthpiece
- Approved type instrument

### *Baritone/Euphonium*

- Valve oil (Al Cass)
- Mouthpiece (Bach 5G, Schilke 51, 51D) or other director approved mouthpiece
- Polishing cloth
- Approved type instrument (provided by district)

### *Tuba*

- Valve/Rotary oil - (Al Cass –Sousa Valves /Holton – Concert Rotors)
- Mouthpiece (Hellenberg, or Miraphone Rose Model 25)
- Polishing cloth
- Approved type instrument (provided by district)

*Percussion* - Percussion students will need to acquire certain items in order to be successful. These lists seem a bit much at first, but please realize that these students are not required to rent or buy their own instrument(s). Percussion instruments are provided by the school, however to be able to play these instruments, the students will need the following:

For marching band, students will buy the following ONLY if they are in this section:

Snare: 2 - 3 Pairs of Innovative Percussion FS4 Model

Quads: 2 - 3 Pairs of Innovative Percussion Paul Rennick Tenor Mallets

Bass: One Pair of Innovative Percussion, Marching Bass Drum Mallets – depending on the size of your drum – more specific details will be given later.

Front Ensemble: All mallets will be provided and costs are covered in your percussion fee.

Students should also have several items for region band and concert season. The specific models listed below are Mr. Casillas' preferred model. You do not have to buy this specific make and model, but a student wishing to purchase sticks/mallets should talk to Mr. Casillas before making a purchase to ensure they are getting a quality item. All items listed below can be found at [www.steveweissmusic.com](http://www.steveweissmusic.com) and [www.lonestarpercussion.com](http://www.lonestarpercussion.com).

- 1 Pair of Concert Snare Drum Sticks – IP Lalo Davila, IP James Campbell
- 1 Pair of Plastic Xylo/Bell Mallets – IP James Ross 902
- 2 Pairs of marimba mallets (4 Mallets total) - IP 275
- 1 Pair of General Timpani Mallets – IP CT3
- 1 Drum Pad for home use. The school owns a set for students to use at school
- 1 Black 1" Binder with sheet protectors for all music
- 1 stick bag – Large enough to carry a student's collection of mallets

*Substitute models and brands may be substituted upon approval of Mr. Casillas*

#### *Recommended Percussion Supplies*

- 2 Pairs of Vibe Mallets – IP RS251
- 1 Pair of Hard Timpani Mallets
- 1 Pair of Soft Timpani Mallets
- 1 Pair of Drum Set Sticks

## Eligibility

All CFISD Bands adhere to the eligibility rules and regulations as stated by TEA and CFISD. Some band activities are designated as extra-curricular (UIL Concert and Sightreading is now exempt from no pass/no play as of 2020). Students participating in these activities are governed by eligibility requirements. A student shall be suspended from participation in all extra-curricular activities sponsored or sanctioned by the school district during the period following a grade reporting period in which the student received a grade lower than seventy in any class. Loss of eligibility does not take effect until seven days after the end of the reporting period. Ineligible students are not suspended from practice or rehearsal of extra-curricular activities. The student is not suspended from participation during the period in which school is recessed for the summer or any other vacation time. Students may regain eligibility under certain circumstances. If a student has been suspended as a result of failing, he/she may regain eligibility by passing ALL courses in the third or 6th week progress report (not necessarily showing a passing grade on the parent viewer) of the affected grading period. Reinstatement of eligibility would occur seven days after the three week progress report period (see TEA/UIL Side by Side).

Activities that are considered curricular components of any course are not affected by the eligibility law. Examples of these activities are all rehearsals and performances that take place as a regular extension of classroom instruction. Any performance that is competitive in nature or for which admission is charged is deemed extra-curricular. This includes football games, band contests, and all band trips. For a list of courses that are exempt from eligibility requirements, please contact a director.

*Additionally, students will NOT be eligible to attend the band banquet unless they complete the entire school year as a member of the band or color guard program.*

# Grading Guidelines

CFISD band programs have instructional objectives that relate to the mandated Texas Essential Knowledge and Skills (TEKS) for grade level subjects or courses. These objectives are aligned to address the academic skills needed for successful performance in the next grade or next course in a sequence of courses. Assignments, tests, projects, classroom activities, and other instructional activities are designed so that the student's performance indicates the level of mastery of the instructional objectives. The student's mastery level of these objectives is a major factor in determining the grade for a subject or course. Students will be expected to meet the responsibilities for each band class as determined by the director. Since band is an academic music class with some extra-curricular activities attached, the band student's grade will reflect achievement in both curricular and extracurricular areas.

A band member's nine weeks grade will be determined from the following items: student's daily preparation and participation, individual testing (including Schoology assignments), music pass-offs, performances, and extended classroom activities such as sectionals and before/after school rehearsals. For more specific information pertaining to how a student's grade is determined, please consult the director.

## *Average Breakdown:*

- Checking for Understanding - 25%
- Relative Application - 35%
- Summative Assessment - 40%

*The following list is provided to give students and parents examples of items that can be subject to grading. Additional assignments may be given at the discretion of the director.*

- The student will receive a grade for each before or after school sectional and rehearsal during a grading period.
- The student will be on task and focused during all rehearsals.
- The student will have their instrument, music, pencil, and supplies.
- The student will be prepared to play his/her part successfully.
- The student will mark music and take notes as needed.
- The student will be expected to improve individual music skills.
- The student's individual skill development will be evaluated through taped music tests, individual playing tests, scale tests, Schoology assignments, and/or written tests.
- The student will be evaluated on improvement of ensemble skills during daily rehearsals.
- The student will be expected to improve his/her performance fundamentals.
- The student will be evaluated for improvement of his/her music fundamentals through daily observation during the "basics" part of each rehearsal and during sectionals.
- The student will be expected to demonstrate correct posture, hand position, embouchure, air production, and articulation as monitored during rehearsals.
- The student will be expected to develop a historical knowledge of the literature relative to their respective instrument.
- The student will receive a grade for each performance during a grading period.
- The students will receive a grade for their assigned pass-offs during a grading period.



# Auditions

*Concert Band:* All students are required to audition for select performance ensembles and will be placed in a concert ensemble by audition results, as well as observation throughout the year. The Head Band Director determines audition requirements, and directors will notify students of audition dates, requirements, and results. Directors will serve as an evaluator during auditions. Audition material will reflect the director's anticipated performance level for the students and will be based on prior learning, and auditions may be live, online, or a combination of both at the director's discretion. Students will be re-evaluated periodically for participation in select performance ensembles. Band placement auditions will occur at the end of each semester. Every student is required to participate in auditions. Results will be final for the semester unless the student has been removed from a performing band due to consequences.

*Marching Band:* Performers will audition for marching positions during the first week of band camp. The Head Band Director determines audition requirements, and directors will notify students of audition dates, requirements, and results. Directors will serve as an evaluator during auditions. Results are not final for the season, and may change based on student performance abilities, participation levels, and/or attendance patterns.

## Attendance for Rehearsals

In order to have and maintain a high-quality band and color guard program, attendance from all members is essential. While the Cypress Woods High School Band & Color Guard follows all school and district policies and procedures, the following additional guidelines outline the attendance procedures and policies for the organization. These attendance guidelines also apply to activities held outside of the school day. Failure to participate in either rehearsals or performances may result in student removal from the organization at the discretion of the band directors.

Attendance roll will be checked and documented promptly at the start of rehearsal. Students not in their designated area at the appropriate time with all required materials will be marked tardy. A tardy will be converted to a mark of absent 10 minutes after the rehearsal begins.

### *Excused Tardiness:*

- At the discretion of the directors
- Tutorials and appointments will not be an excuse for tardiness unless arranged and approved with director prior to rehearsal with written documentation

*Unexcused Tardiness:* Students who have more than one unexcused tardy shall make up missed time as arranged by the director and may be subject to the following consequences:

- Required to report early or stay after the following day's rehearsal
- Required to make up 15 minutes of fundamental marching with his/her section leader
- Loss of spot as a primary marcher
- Loss of marching privilege at that week's football game
- During concert season, missed time will be made up with a band director

**Absence:** Students not present at the appropriate time may be marked absent. If a student is planning to be absent for a rehearsal, their parent/guardian must submit an absence request form on the band website under the "4U" tab at least 24 hours in advance. A student absence will result in the inability to perform during the week in which they are absent. Frequent unexcused absence will result in the loss of a primary and/or performing marching position. *Parents will be notified immediately for each unexcused absence.*

- Excused absences will be granted at the discretion of the directors. Appointments, tutorials etc. will not be automatically excused for absence. Absence due to personal illness requiring medical attention or absence from school, death/illness in the family, or other extenuating circumstances will be considered for excused status. Students who are continually ill may be required to provide a doctor's note releasing them from participation in order to ensure the well-being of the child. If in doubt, an absence should be checked with a director. *A student with an excused absence may not march a game, especially if the performance includes material learned at the missed practice. This should not be considered a punishment, but necessary since the student does not know the new drill.*
- Unexcused absences may be subject to one or more of the following consequences at the discretion of the directors:
  - For one unexcused absence:
    - ~Loss of marching privilege for that week's performance(s)
    - ~For concert season, attending an additional rehearsal that week
  - For successive unexcused absences the consequence may include:
    - ~Loss of spot as a primary marcher
    - ~Loss of attendance privilege at one game and/or contest
    - ~Removal from the band program and loss of physical education credit
    - ~For concert season, removal from the performing band

Special note: Students have one afternoon free per 5 day week during the marching band season. These days should be used for appointments and routine professional visits. During the concert season, students will generally be responsible for no more than one weekly section rehearsal and one full-band rehearsal as needed. Thus, students will have ample days available for tutorials and appointments.

## Attendance for Performances

The directors will follow the above attendance policies for performance day rehearsals. *Missing a performance is automatically considered for removal from the band program. This includes but is not limited to - football games, concerts, and contests.*

## Summer Attendance Requirements

Attendance is expected from all leadership, percussion, and freshmen members in the Cypress Woods Band & NOVA Color Guard. Music and marching fundamentals will be covered extensively. Poor attendance may affect band placement and/or marching position. Groups will work on fundamental skills extensively and begin work on the marching show music and choreography.

**May Music Camp:** Around finals week, Brass, Woodwind, and Percussion students will congregate at Cypress Woods High School to begin learning music from the fall production and perform in a showcase. There is a parent meeting preceding the performance that covers all information related to summer and the following year as a whole. Color Guard students will learn and perform a choreographed routine to the marching production music.

**July & August:**

- Leadership will have two days of leadership training camp in addition to one or two work days. These dates are required.
- Color Guard and all Percussion will have their respective camps typically the 4th week of July where they can establish a good foundation on new equipment prior to the start of band camp. These dates are required. This week is very important for the percussion section, staff with a specialization towards each instrument will be hired. The students receive warm-ups, cadences, stand tunes, region music, and show music for the upcoming year during these camps. Failure to attend these camps could result in the loss of your spot gained through the audition.
- Freshmen Brass and Woodwinds and Leadership will have 1-2 days of camp prior to the start of full band camp to introduce and master new fundamental concepts that the older students will already know. These dates are required.
- Band Camp for all combined members will commence the last week of July and usually start 3-4 days prior to August 1st. These dates are required. Practice will typically take place from 7:00 am to 4:00 pm, but may have adjustments to accommodate staff development; usually utilizing some evening rehearsal opportunities instead of the afternoon. Full rehearsal schedules for band camp are available on the band website and CutTime. Poor attendance could result in the loss of a spot gained through the audition process.

## Concert Ensembles

**Wind Ensemble:** Selection into this group is by audition, director recommendation, and demonstration of academic proficiency. Members in this ensemble will participate in the TMEA Region Band and Region Orchestra process, UIL Marching Contest, UIL Solo & Ensemble or Cypress Woods Young Artist Competition, and UIL Concert and Sight-reading Evaluation.

Members of this group will have one 90 minute section rehearsal each week and an assigned hearing time outside of the school day. There will be an additional full-band scheduled per week, usually lasting 90 minutes. The Wind Ensemble will give numerous performances both on and off campus. In UIL activities, this group will be designated the 6A "Varsity" band.

**Symphonic Winds, Symphonic Band, and Concert Winds:** Selection into these groups is by audition. At varying levels, all students in these groups will participate in UIL Marching Contest, UIL Solo & Ensemble or Cypress Woods Young Artist Competition, and UIL Concert and Sight-reading Contest. Members of the Symphonic Winds will participate in the TMEA Region Band process. Members of this group will have after school section rehearsals weekly and an assigned hearing time outside of the school day. These groups will give a variety of performances. In UIL activities, these groups will be designated as the 6A "Non-Varsity" and "Sub Non-Varsity" bands. Members of the Symphonic Band and Concert Winds are not required to audition for the TMEA Region Band, but are encouraged to if they so choose. Students in these ensembles will also have playing times just like Wind Ensemble and Symphonic Winds.

## Section Rehearsals & Master Classes

Section rehearsals and master classes will begin in August. During football season, students will have a weekly master class for the fundamentals of instrument technique and region music preparation. These master classes may be taught by a professional on the specific instrument, such as a private lesson teacher, or by a band director. Master classes will begin in August and continue through Region Band Auditions.

After football season, all students will have at least one weekly section rehearsal with their concert band's section in addition to their full-band rehearsal. The Sectional will be directed by the band director of the concert ensemble and will be primarily focused on music that the student's concert ensemble is preparing for future concerts and contests. Students are expected to be punctual and prepared on a weekly basis. Absence from section rehearsals must be in accordance with the attendance policy. Students must make every effort to attend. Section rehearsals are an extension of the classroom and are graded accordingly.

## Performance Requirements For Concert Ensembles

Each of the concert ensembles will perform at various times throughout the school year. Students are expected to participate in the performances of their assigned ensemble. Failure to participate in either rehearsals or performances may result in student probation, alternate assignments for course credit, and/or removal from the organization at the discretion of the band directors (see general attendance policies).

*Performances will include but are not limited to:*

- Winter Concert
- Spring Concert
- Band Festivals/Pre-UIL Contest
- UIL Contest
- Spring Trip Festival
- Other Concert Events

### *Concerts & Performances*

Concerts and performances are an integral component of the band curriculum. Students should consult the band website and announcement board for dates and times. 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. Punctuality is essential. A concert concludes when the last group performs and directors have given permission for students to be dismissed. A general report time will be given for all students.

- All concerts are a group effort, thus, attendance is required.
- All concerts are an extension of the classroom and will be graded accordingly as a major grade.
- Students should be punctual and prepared for each performance/concert.
- In the event a performance causes a student to miss another class, the student is responsible to make up for all missed work.
- The appropriate dress for all concerts will be the designated and approved uniform.
- Students are expected to stay the entire concert if directed.
- Students are expected to help move equipment if directed.

# Marching Band

*Background Information:* CFISD has enjoyed a high reputation for excellence in music performance, including marching band, for many years. The marching band is the most visible aspect of the band program. The marching band provides performance opportunities for band students while integrating the band program into school and community activities.

*Instruments:* Marching band students who play an instrument that CFISD does not provide (flute, clarinet, alto sax, trumpet and trombone) must personally provide, march and perform with the same instrument they use in band or a second instrument of the same type that is approved by the Head Band Director. Students are responsible for all maintenance on their instrument, whether it is a district-owned or personally owned instrument.

*Marching Band Participation:* As an integral part of the band program, CFISD's philosophy is that educationally, historically, and musically, marching band is an essential ingredient in a well-rounded music education in band. CFISD believes that music students need to develop the ability to participate and perform in different ensemble experiences which, for band students, includes the marching band. As a result, marching band is required for all high school students who elect to take an academic band performance course. However, students who have medical complications or physical disabilities may be excused from participation at the discretion of the Head Band Director. Philosophy regarding all aspects of high school band stems from TEA/UIL guidelines which govern all Texas schools.

*Physical Education Requirement Credit:* As an artistic endeavor, each rehearsal and performance by the marching band is mentally and physically demanding. For the full marching band performance, students are always on task and must bring to the experience their best performance skills. As a result, each student in the marching band is eligible to receive a physical education substitution credit (maximum 1 credit) in accordance with TEA guidelines. In the spring semester, all band students will participate in Fitness-Gram testing to fulfill the Physical Education requirement.

*Marching Band, an Integral Component of State Curriculum Requirements:* The music and performance skills and techniques, along with the associated academic skills in the band program, are derived from implementation of the expectations found in the Texas Essential Knowledge and Skills (TEKS). The curriculum specifically includes requirements such as demonstrating musical skills and artistry, performing in different musical mediums, and experiencing music through a wider range of music literature, which are addressed through the marching band. Each performance by the marching band provides students the opportunity to demonstrate musical artistry through the ensemble, individual music performance skills and techniques, marching performance skills and techniques, and critical thinking skills that include auditory, spatial, and visual awareness.

*High Academic Standards Maintained by Students:* The opportunity for weekly performance is a motivating factor for academic achievement for marching band students, since only by maintaining their eligibility can they continue to perform. As a result, the directors have documented the fact that the least number of ineligible band students during the year occurs during the marching season.

*Grading:* Since marching band is a part of the academic band course and therefore, part of the graded curriculum, students in marching band are responsible for assimilating the academic aspects of the band elective as found in the Texas Essential Knowledge and Skills (TEKS). Attendance at rehearsals

and performances is mandatory and will be integrated into the student's grade for band in accordance with TEA/UIL guidelines.

**Practice Time Limits:** Marching band practice times are regulated by TEA/UIL guidelines. Adherence to these guidelines is the responsibility of the Head Band Director at each high school. As per TEA and UIL rules, "The members of a marching band or any of its components may not begin the marching preparation for a UIL contest presentation prior to August 1. In addition, no more than 15 hours of director-supervised instructional time may be devoted to marching fundamentals between the end of the previous school term and August 1." Music preparation is not affected by this 15-hour rule. Between August 1 and the 1<sup>st</sup> day of school, practice schedules are determined by the Head Band Director. During the school year, no more than 8 hours of rehearsal per week, outside of the school day, is allowed. Exceptions to the 8-hour rule include an additional hour before games and competitions. CFISD observes all of these requirements.

**Rehearsal and Performance Schedules:** Rehearsal and performance schedules are determined by each band staff and are published on the band's announcement sheet on the website. In the spring semester, weekly sectional schedules for each band will be posted in the announcement sheet on the website.

## Marching Band Positions

**Primary Marchers** - Students who earn a performance position in the marching band in the marching skills audition and have completed required pass-offs.

These students are responsible for the following:

- Successfully complete audition requirements and music pass-offs by the appropriate time
- Demonstrate high quality marching skills
- Maintain punctual and consistent attendance at rehearsals and performances
- Maintains academic eligibility
- Represents the school, school district, band program, and themselves with the highest possible decorum and behavioral standards

**Special Note:** These spots are never permanent. If a student begins falling behind on their responsibilities, commitments, or is performing poorly, then an alternate may be put in their place if that student is performing at a higher level. Students who fail to meet the music memorization requirement may be penalized by one of the following: a) loss of position as a primary marcher, b) loss of performance opportunity, or c) performance as a marcher only.

**Alternates** - These positions vary year to year depending on the needs of the show. Alternates are a necessary and vital aspect of our program due to the UIL "No Pass/No Play" rules, and to prepare for possible substitutions due to injury, sustained illness, etc. Alternates will meet the same attendance, rehearsal, memorization, academic, and performance requirements of primary marchers. Modified drill may be written and music may be edited for those students who are not yet able to achieve the physical and musical demands required of primary marchers. This will help improve their individual skill level and will prepare them for future performance opportunities. *These students could participate in one of two ways based on the needs of the program and marching production. Students who do not earn a position as a primary marcher may be placed as a mirror (alternating performances with a primary marcher of similar skill or anticipated absence), or will march alternate drill and/or act as "stage crew" for prop movement during the show.* They will receive the same instruction with regards

to fundamental marching skills so they may earn a primary marcher position in the future. As a band staff, we are committed to providing performance opportunities for all students. However, the level of performance participation may be limited and/or impacted by eligibility and individual performance ability.

There are many ingredients that are vital to a successful marching program and no one part is more valuable than any other. Examples of ways that students can contribute to the performance are: Marching Winds, Marching Percussion, Front Ensemble Percussion, Color Guard, Stage Crew, Pit Crew, and Tech Crew.

## Marching Band Rehearsals

- Respect everyone on the marching band field - we are all working toward the same goal.
- Prior to all rehearsals, eat healthy and drink a lot of water.
- Be punctual. Aim to arrive at least 10 minutes before practice begins.
- Water breaks are meant for your health and comfort. DRINK WATER! Return on time after a water break.
- Rehearsal will be silent at all times.
- Standing is the only acceptable position on the marching band field unless instructed otherwise; ex: when a teacher directs you to kneel during instructions.
- Everyone will be expected to vocally and audibly count at all times.
- Pay attention to instructions at all times.
- Listen attentively and respond appropriately.
- Fundamentals will make us successful. Therefore, we expect everyone to participate fully.
- All members should possess and know their coordinates at all times. Members should always have the Ultimate Drill Book and/or coordinate sheet on them at every rehearsal.
- Move when instructed quickly and quietly; ex: moving from set to set or after a discussion with a leader.
- When standing on your dot, keep your feet together and mouth closed.
- Remain at "set" until you are told to relax.
- "Standby" means silently standing with your feet together and awaiting instruction; eyes forward, no talking, no moving, ready to go.
- To keep your spot on the marching field, meet all music memorization deadlines and other pass-offs.

## Marching Band Performances

The primary performances of the marching band will be at the football games. The marching band will also perform at various competitive marching festivals and UIL Marching Contests, as well as possible local and national parades.

The band directors in CFISD recognize that the health and safety of their students is a primary concern, as well as their scholastic performance in all of their subjects. The band directors also acknowledge that the season for marching band competitive performances is contained within a brief but intense period of time during the months of August through the start of November. Additionally, CFISD recognizes the intrinsic value gained by the students from the pursuit of excellence in these programs. After lengthy study of current practices of state and national marching band programs and



to provide a balance of the above beliefs, CFISD Marching Bands will participate in competitive/festival performances for no more than five consecutive weeks during a marching season. This guideline refers to competitive/festival performances involving the entire marching band and does not include performances at football games.

### *Performance Procedures*

- *Report Time:* This will be the designated time at which all members should be at the high school or set location. Students should have all attire and necessary items for the designated performance prior to the report time.
- *Game/Contest Day Rehearsals:* UIL allows an extra hour of rehearsal, beyond the eight hour rule, for activities such as warm-up and run-throughs. These rehearsals have the same expectation of attendance as regular practice.
- *Load Time:* This will be the designated time at which all members should be on the appropriate bus with all equipment loaded. All equipment will be checked by the section leaders. Students without appropriate equipment will be sent home and an unexcused absence recorded. Please take care of all necessary personal needs prior to load time.
- *Return Time:* This will be the approximate time of return to the band hall.

### *What to bring:*

- Black athletic shorts: to be worn during practice for game day and competition
- Director choice dri-fit shirt: to be worn during practice for game day and competition
- Water jug with name and instrument on lid and bottom part
- Garment bag and poncho
- Uniform
- Black Spandex: ex. Under Armor or less expensive brand – can be purchased at Wal-Mart or Academy
- Black long dress socks: no ankle or leg should show
- Black electrical tape: to be placed in Shako Box
- Hair pins, clips and twisters for long hair: hair must be up off neck in Shako, this includes girls and boys
- Marching shoes
- Gloves
- No fingernail polish or jewelry
- No make-up that may stain the white collar of the uniform
- Show hair products and accessories (hair spray, gel, bobby pins)
- Flip Folder and Lyre (games only)
- Instrument and supplies

### *Pre-Performance Rehearsal:*

- Wear black Viper shoes, long black socks, band shorts, and performance shirt
- No fingernail polish
- No jewelry
- Bring all equipment (weather permitting)

*Game Day supply check:* Prior to any performance, students will do a supply check. The student and director must visually account for needed supplies. Any missing supplies must be resolved prior to loading the bus for departure. Missing music or uniform items may result in that student not performing.

# Football Game Procedures

The football game is viewed as a performance of the band program. Such performances include all aspects of the game from arrival to departure.

- Students will remain on campus after school on game days for a brief rehearsal and then for food attained by the boosters. This is in consideration of time, organization, and safety. Please do not ask for exceptions to this.
- Students will arrive at the designated report time.
- Students will load and be prepared to travel at the designated departure time.
- Students will load the buses with all equipment needed for the performance. Students not meeting uniform, music, and loading guidelines may be sent home and not allowed to participate. Students will receive an unexcused absence for such occurrences.
- We travel with at least 10 buses, a semi-tractor trailer, box trucks and hundreds of people. Please consider this when making your personal choices of behavior responsibility. Do not cause problems for the group.
- Upon arrival at the performance area, students will put on all uniform components and prepare equipment for unloading. Students will unload buses when instructed to do so by a chaperone or director. Exit the bus in proper uniform as instructed by the directors, carrying all necessary equipment in their garment bag unless instructed otherwise.
- Instruments that arrived via equipment truck/trailer will be picked up at the designated area when instructed. All cases must be put back in their original location with latches closed.
- Students will report to the entrance formation for final inspection. Upon instruction from a Drum Major or director, students will file calmly into the stadium.
- Upon arrival at the seating area, students will be placed in rows by a director or Drum Major. Students will sit in assigned seats and sections. Students will remain in that seat and section at all times. Any movement in this bleacher adds risk to the safety of students and their instruments.
- Students must bring their band water jug into the stands with them. No other food or drink will be allowed in the stands during the game. Students may not accept food or drinks from parents, relatives, or friends. Parents: please do not offer refreshments to your children.
- Restroom breaks may be granted by a director and/or chaperone. Every effort will be made to accommodate needs without jeopardizing the integrity of the section. Parents, please avoid distracting students so they may return to the band setup quickly and allow other students to use the restroom as well.
- Students will be expected to listen for and watch the directors and drum majors during the game. Students will need to be prepared to perform at all times and at a moment's notice.
- Students will refrain from playing their instruments on an individual basis. The band will perform as a group or with approved small ensembles. While playing, always pay attention to the director/drum major.
- At the appropriate time, the band will be dismissed from the stands for the halftime performance. At this time, the band must move efficiently to the appropriate area. Students will need to be focused on the directors' and Drum Majors' instructions.
- At the conclusion of the half-time performance, students will return to the stands and continue in the stand performance throughout the remainder of the game.
- During the 3rd quarter, we will participate in the good sportsmanship procedures of officer meetings and introductions (if available). The band president will create a schedule of which student leaders participate in this event each week. A band director will review and approve the list.

- There is no “free time” at a game. Following halftime the band is expected to fulfill its obligation of performing in the stands. Parents, please refrain from distracting students from their obligation to perform.
- At the conclusion of the game, students will load buses quickly and efficiently.
- Upon return to the band hall, students will ensure that all personal items, uniforms and instruments are placed in the proper storage areas before leaving.
- All students must present their uniform to leadership for check out. Ask a uniform mom or your section leader if you need assistance.
- Students who have borrowed items must return them to the uniform or booster room. Non-returned item(s) will be recorded as lost and the student must pay for the item(s).
- If there is no event the following day, take your instrument and music home for practice.
- Wear shoes when you depart the band room at all times.
- All of you are loved, but please go home and get some rest ☺
- Parents should keep driveways and parking lots accessible at pick-up time after the game/event for buses and trucks by parking in the front theater parking lot. Please do not pull behind the school. Wait for them in the front auditorium parking lot.
- Upon return to school, parents should allow time for students to help unload and clean up their belongings before leaving.

#### *Departing Early from Events:*

- Students are only allowed early release when parents submit a written note or email, delivered to a director at least the day before the game/event.
- The directors will provide a list of approved students who leave early to the head chaperone.
- Parents must sign out their child by signing the roster with the chaperone at the child’s bus
- Students must leave their uniform with their leadership.
- Parents are asked not to approach the chaperones to pick up their child during the game or event. Only in case of emergency, with a director’s permission, will a student be allowed to leave during the game/event.

#### *Additional Student Event Information:*

- Water jugs should be filled at home before coming to school.
- All uniform items should be labeled and brought on performance days.
- Dinner will take place after rehearsal concludes.
- All students are responsible for loading/unloading their own instruments, uniforms, water jugs, and accessories onto the bus or trailer.
- Proper behavior on the bus is expected: sit in your seat and please clean up any trash. Keep volumes reasonable.
- No electronic devices are allowed when in the stands at any time.
- No food is allowed during games or events: only water is allowed.
- No visitors/parents are allowed in the band area during the game.
- Visitors need permission from chaperones to enter into the band area at all times. Visitors are not allowed into the stands as a general rule. There is not enough space in the band seating area.
- Students are to stay in the stands at all times and are not to leave the stands to visit with others outside the band.
- In case of issues with the uniform, please notify a chaperone or uniform mom.
- Pay attention and play only when you are supposed to and participate in every song/cheer.

## Instrument Loading & Unloading

- All instruments except clarinets and flutes will be expected to transport instruments on the band trailer/instrument truck.
- Meet with Section Leaders in designated areas (on the marching field) following rehearsal.
- Gather ALL equipment in pre-loading locations before communicated load time: uniform, hat box, gloves, gauntlets, lyre, flip folder (in stand tune order), black socks, black shoes, water jug, complete instrument (with all accessories: reeds, mouthpieces, valve oil, etc.), band shirt.
- Cases should be closed and secure. Instruments in the wrong area may be overlooked and not loaded.
- Students will be responsible for seeing that their instrument or empty case is in the proper location. Section Leaders will designate the cart that instruments are to be loaded for each instrument.

#### *Unloading Procedures:*

- The VP of Logistics will designate the unloading area.
- Students should uncase their instrument and leave cases in the appropriate area. Unloading should be done in a timely and efficient manner. Keep all music in the appropriate folder or notebook.

#### *Return/Arrival at CWHS:*

- Students will also be responsible to see that their instrument is picked up and stored correctly upon the unloading of the instrument truck.
- No one departs Band Hall until the instrument truck/trailer is unloaded.
- Get YOUR instrument out of the way once it is unloaded and put it away.
- Return uniform (hung properly) to the uniform rack.
- Help loading crew unload by taking items to appropriate storage areas.
- GO HOME! All of you are loved but go home and get some rest!
- Section leaders help hang uniforms at the first game.
- Students who display difficulty in following the loading and unloading procedures may lose the privilege of utilizing the instrument truck and be assigned official duties going forward.

## Health and Safety Guidelines

The health and safety of our students is our first priority. Every effort will be made to keep our students out of harm's way at all times.

*Extreme Weather Conditions - Lightning:* Like the athletic teams, it is district policy to go inside when lightning occurs within 8 miles of our location. We take lightning and the safety of our students very seriously. The head band director receives lightning notices on their phone.

*Rain:* Under rainy conditions, and provided there is no lightning, the band may still rehearse and/or perform at the discretion of the band staff.

*Heat/Hydration:* We stress to students the importance of hydration at all times, and especially in periods of extreme heat. During extreme heat conditions, we decrease the amount of time between water breaks and/or increase the amount of time used for the break. The weather conditions as well as the physical and mental conditions of our students are monitored continually and adjustments are made to accommodate whenever necessary. It is very important that every student bring and use their own personal water bottle. Sharing water (and food) leads to the spreading of germs that cause

viruses such as cold, flu, mononucleosis, and Hepatitis B as well as many other bacterial infections. Sharing water is not acceptable. We provide ice water for students who finish their water from home before the end of rehearsal.

*Rehearsal Attire:* It's Texas, and it's hot in August and September. Students who don't dress appropriately will not do very well outside in the heat and may not be allowed to participate. During the school year, students should bring a change of clothes to be prepared for outside rehearsal during marching season. They have time to change after school. Students should wear light colored, loose fitting, shorts and T-shirts. Sunscreen is a must. A hat and sunglasses are also encouraged. Avoid using their old athletic shoes. They are marching and running on concrete for up to four hours at a time. Their "marching practice" shoes should be their best pair of athletic shoes.

## Nutrition

It is important for all students to eat healthy and well-balanced meals every day. During summer band camp, students need to eat a healthy breakfast every morning. Stay away from milk and greasy foods. Students need to bring a healthy sack lunch to summer camp since students are not permitted to leave campus. Meals may be dropped off, however. We do not recommend fried foods, salty snacks, soft drinks, or sweets. Drink plenty of water!

As the new school year begins, students should continue their healthy diet throughout the day. Continue to eat a healthy breakfast every morning. Eat a healthy lunch and avoid greasy foods such as pizza, chips, and candy during the school day. Lunch from the vending machines is not appropriate.

Students should continue to drink plenty of water throughout the day to stay well-hydrated for afternoon rehearsals. Eating healthy meals and drinking plenty of water is essential so students can remain in good health.

## Student Leadership Positions

*Drum Majors* - will be the field commanders and conductors for the marching ensemble. A Drum Major will serve the marching season for which he/she is selected. In the event that an underclassman is selected as Drum Major, he/she must reenter the selection process the next school year. Drum Majors will be selected through an audition process. Specific elements of the drum major audition process may vary from year to year at the discretion of the directors.

*Drill Instructors & Section Leaders* - will be responsible for efficient operations of their sections. They will complete weekly inspections, maintain field discipline, provide instruction, serve as positive role models, and assist the drum majors as needed. They will be selected through the leadership audition process in April/May. Band leadership consists of section leaders, who are responsible for the performance and appearance of their section, and drill instructors, who are not tied to a particular section and are responsible for the marching appearance of the entire band.

*Band Officers:* All band students are eligible to apply/audition for Band officer positions. The specific requirements for positions may vary according to the responsibilities of the office. The band council shall serve as an advisory/action body for numerous band functions. The council shall assist the band directors and band students in planning, preparing, and executing various band functions. Student

leadership positions range from service areas to executive areas and may change annually. Examples of student leadership positions are President, Vice-President of Admin and Vice-President of Logistics, Secretary, Quartermaster, and Prop Captain. These offices may change in name and duties from year to year. Candidates for these offices are screened through an audition process.

*Removal from Leadership:* Student leaders are expected to be the best example of a band and color guard student. Leadership and officer positions, once given, are not a right. We hold student leaders to a higher standard of behavior than others since they are expected to be the model of the best student behavior. Removal may happen with no warning provided a behavior is considered egregious by school personnel.

*Examples of reasons for removal include, but not exclusively:*

- Missing events listed on the application
- Incomplete pass-offs
- Inappropriate or disparaging comments about the band or any of its members in person, written, or online
- Poor language and/or behavior especially at band events
- Students who receive a school disciplinary consequence will automatically be reviewed for dismissal from band leadership

## Private Lesson Program

This is a district wide program that provides a high quality enhancement to classroom instruction. Teachers are all specialists on their instruments. Most of our teachers are professional musicians in the Houston area and have advanced degrees in the performance of their instruments. Lessons are extremely valuable to the individual student and are highly encouraged.

- *ALL* students are *ENCOURAGED* to take individualized private instruction.
- Teachers are screened and interviewed by the district.
- Lessons will be given weekly during and/or after school.
- Every effort will be made to schedule private lessons at times that do not conflict with marching rehearsals, sectionals, or other activities.
- Detailed information will be distributed on the private lesson program.

## Region Band & Orchestra Guidelines

- All Wind Ensemble and Symphonic Winds students will audition for All-Region Band.
- All other band students are encouraged to audition if the preparation of the music is at a high enough performance level. Decisions to audition by these students will be on a case by case basis.
- Students will be graded weekly on preparation for this event throughout the fall.
- Any person selected for a performing ensemble will attend all rehearsals and the performance. (Check the calendar for dates.)
- Region placement may be part of the consideration of your Cypress Woods band placement. While the region placement is not part of the score it may serve to confirm daily preparation.

*It is quite an honor to be selected to the All-Region Band and Orchestra. Hundreds of students throughout the region will audition. Even if you are not selected, the experience you receive by preparing will enhance your musical ability and education.*

## Solo and Ensemble

All band members will participate in the Solo & Ensemble Contest in the spring unless other permission is granted from a director. Grades will be issued for preparation and participation in the process. If using a provided piano accompanist, there may be an additional fee. This is a UIL event that occurs in February each year. Students may earn points for their letterman jacket by performing a solo and/or an ensemble. For students not seeking points for a letterman jacket, we also offer a Cypress Woods Young Artist Competition on campus. Registration forms for both contests are available in late November. If using a provided piano accompanist, please turn in the original copy of your solo and piano part with your registration form. Please plan early and leave ample time for ordering/shipping of originals.

### *Selecting Music:*

- For students in private lessons - materials may be selected by their private instructor.
- For students not in private lessons - music materials must be selected from an approved list based on grade and ability level.

## CFISD Letter Jacket Policy

To qualify for a jacket, a student must earn points in one year. These points must be earned in one area of activity (Band, Choir, or Orchestra). A student may earn only one (1) major letter award during his/her high school career. The student may earn additional letters in additional areas of activity and in subsequent years. This award will be a patch designed to denote the year and activity of the award.

Since the letter jacket policy is set by the school district, see the website documents for the most current policy.

## Financial Obligations

It is the philosophy of the Cypress Woods High School Band that no student should be denied the privilege of band membership due to financial hardship. For options in meeting financial obligations, parents should contact the director.

**Band Fee:** All Cypress Woods Band & NOVA Color Guard members will be responsible for this annual fee. The purpose of the assessment fee is to help with the various expenses that are necessary to run a quality band program, but are not covered by the school district. These include but are not limited to such items as clinicians, contest entry fees, meals, printing specialty items, general supplies, marching band design coordination, some transportation, social activities, and more as voted by the Band Boosters. Deposits to secure required performance gear will not be accepted and applied for the following year until the current year outstanding balance is paid in full.



*Other Costs:* Fees listed below are approximate and may vary from student to student. Each student will receive an estimated expense sheet with their applicable expenses.

- Shoes: All marching band students must have the approved black shoes. No other shoe will be acceptable. Show/Performance Shirt: Will be worn at all games
- Practice shirt: will be worn at selected rehearsals/games
- Uniform Cleaning: All marching uniforms are cleaned at the same time
- Misc. Supplies: Including, but not limited to, various supplies such as lyres, flip folders, etc.

*Fall Marching Band Trip:* Should the marching band travel for a contest, the fee will be included in the band fee. For large performance trips, the community will be surveyed before signing up.

*Spring Trip:* In selected years, the program will have the option to take a trip in the spring. Per district policy, no student may travel on the trip without some form of educational component. There will be an additional cost for the spring trip. Spring trip fees are not included in the band fee since all students may not be attending the trip; it is optional.

## Fundraising

The Cypress Woods High School Band and Band Booster Club engage in fundraising activities throughout each year. The monies raised from fundraising activities will be credited to an account held by the Booster Club and is subject to all state laws. This money will be used only for the direct benefit of the band program.

## Band Boosters – CWBBA

*Purpose and Structure:* The Cypress Woods Band Booster Association (CWBBA) is a non-profit (501) (3) c organization. Its sole purpose shall be to enhance the band program and to assist band students and band directors in every way to promote its educational purpose of learning, perfecting, and performing music as a group at school and in the community by providing the additional funds and volunteers necessary to carry out said program.

The booster organization adheres to the booster guidelines set forth by Cypress Fairbanks ISD.

The by-laws and articles of incorporation are posted on the band's website.

The Executive Board consists of the Directors, President, Vice-President, VP Fundraising, Treasurer, Assistant Treasurer, Recording Secretary, and Corresponding Secretary. The Executive board has an advisory role and makes decisions only with approval of the Majority of the Exec board. In certain decisions the head director will make the final decision.

Elections for vacant positions will be held at the Booster Meeting in April of each year. .

The General Board consists of the following committees/chair positions: Casino Night, Chaperones, Cooking, Communications, First Aid/Water, Hospitality, Procurement, Nurse, Senior Liaison, Spirit Shop, and Uniforms.

*Booster Meetings:* Open to attendance by all parents.

- Mandatory marching Meeting in August – typically in the 3<sup>rd</sup> week

- Winter Concert / Meeting – early December
- Spring Concert / Meeting – late April
- When there is a trip planned there will also be a mandatory Trip Meeting approximately 1-3 weeks prior to the trip.

*General Board Meetings:* To be attended by all board members.

- Kick-Off Meeting during the last week of July
- On an “as needed” basis during fall and before main events.

*Executive Board Meetings:* To be attended by executive board members.

- Kick-Off Meeting during the last week of July
- On an “as needed” basis during Fall
- During Spring Semester in January, February, and March for budget discussions, and preparing for board elections.

All band students and their parents/legal guardians are considered members of the CWBBA as soon as they have made a partial payment towards the band base fees. The amount of the band base fee will be announced at the end of the preceding school year, before registration. The payment structure and policies will be announced before registration. The policies will be also posted on CutTime.

With the membership come benefits and responsibilities for students as well as for their parents/legal guardians. Therefore, it is important that all members read this handbook, and both parents/legal guardians and students sign the acknowledgement form.

By signing the acknowledgement form members are making the commitment to the band program and agree to adhere to all guidelines and expectations and understand the consequences set forth in this handbook.

## Volunteering

Since it is the purpose of the booster to support the directors with the maintenance of the program by raising funds it is expected that all parents contribute in time by volunteering in the events, fundraisers, etc.

There are various opportunities for volunteering throughout the year, including summer. This allows parents to volunteer during hours that best fit their schedule.

Volunteering is necessary to maintain the band program and provides a fun way to be actively involved in your student’s education while also getting to know other parents. Please provide the following information and signatures and return to the Cypress Woods Band Staff no later than the band registration night. Failure to turn in on time will jeopardize participation in any after-school events.

## Band Registration

It is important that all students and parents/legal guardians follow all steps of the registration process during band camp.

- Read the policies and procedures carefully together, sign, and return the acknowledgement form.
- Confirm student and guardian information in CutTime.
- Pay (first installment) of base fee at registration.
- Sign-up for volunteer position(s).
- Take care of purchase of personal items such as, but not limited to marching shoes, practice shirts, etc.
- Adhere to deadlines. The board members will keep strict deadlines

At Registration Night personal items can be purchased, payments can be made, students can be entered in CutTime, and forms can be returned. Registration Night will be announced in advance and on the calendar.

There will be vendor booths set up to help students with the purchase of personal items. The items listed below are mandatory for all freshmen and new members. They are optional for 10-12 graders.

*Marching Shoes:* All students will need to actually try on the shoes. The actual size can be very different from regular shoe sizes. Ordering is done at the vendor booth the night of registration.

*Garment Bag:* Ordered at the vendor booth at registration.

*Gloves:* Varies year to year based on the uniform.

*Practice shirt/Performance Gear:* The practice/performance shirt is worn during practice and in the stands. Students are encouraged to purchase more than one. These shirts can be ordered at registration night, or through the online store in CutTime at any time. If returning members have their grey and red shirt plus band shorts from the previous year, they are not required to purchase a new set unless they would like to. All students will buy the new show shirt yearly.

## Payment Policy

Tax dollars do not cover all costs of the band program. Therefore the booster association raises funds to supplement items such as, but not limited to equipment, meals, services, and goods that are necessary to maintain the band program.

This is done through fees and fundraisers such as, but not limited to:

- Apply a base fee to all students.
- Hold 2-3 major and 6 minor fundraisers per school year.
- Apply a fee for uniform maintenance.
- Accompanists fees for solos and spring band trips are not part of the band fee. Band fees are for those events where every student in the program participates.

*Payments:* Can be made in installments. Please refer to the fee sheets in CutTime.

- A fee of \$25.00 will be applied to returned checks.
- Payments can be made online through the CutTime website using a credit card or via check placed in the red lock box in the band hall. The red box will be ONLY for PAYMENTS!
- We strongly discourage cash transactions.

*Note:* Online payment and automatic draft is preferred.

# Policies and Procedures Acknowledgement Page

## CWHS Band & NOVA Color Guard

Please provide the following information and signatures and return to the Cypress Woods High School Band & NOVA Color Guard staff no later than August 13, 2025. Failure to turn in on time will jeopardize participation in any events.

Please return this page only to your director.

I have received, reviewed, and understand the policies and procedures of the Cypress Woods High School Band & NOVA Color Guard. I further agree to abide by the procedures set forth.

Student Name \_\_\_\_\_  
(print)

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

Grade \_\_\_\_\_

I have received, reviewed, and understand the 2025-2026 Cypress Woods High School Band & NOVA Color Guard Policies and Procedures.

Parent Name \_\_\_\_\_  
(print)

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

Date \_\_\_\_\_

Student Name \_\_\_\_\_  
(Last, First) (print)