

Positive. Accountable. Respectful. TEAM.

Play your PART.

Band Handbook

2016-2017

*Mrs. Danielle Davey, Director of Bands*

www.westviewband.net

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**C O M M I T M E N T**

***"The Common Denominator of Success"*** *–Albert E. N. Gray*

Dear Students and Parents,

Welcome to the 2016-2017 school year! I would like to commend you for making the decision to join the band program at Westview. Your activities say a lot about you; you have chosen to get involved with a group of people known for working hard, making wonderful music, and producing highly successful and well-rounded individuals. I hope you are looking forward to another year of music-making as much as I am.

As I start my second year at Westview High School, I am even more excited about the potential of our program and our students. Last year we had many successes: 18 students attended the WIBC honor bands; every band (including the jazz band) attended an adjudicated festival; wind ensemble placed 2nd at Metro and was a State Qualifier; the entire band took a trip to San Francisco; and of course our Sweepstakes Win at the Grand Floral Parade…just to name a few! The best feeling as a teacher is watching students feel proud of what they have worked so hard to achieve. I know we will continue to rise this year!

This handbook you are holding contains a great deal of information about the band program. Please take the time to read through it thoroughly, even if you are a returning member. This handbook covers all aspects of the band program. ***This year I have the included the class syllabi into this document.***

I have set a goal for our band program this year: Accountability. Students must be on time to every rehearsal. They must know their music ahead of time by practicing at home. Student and parents can hold each other accountable by doing weekly check-ins and making sure they check the website often for announcements. As for myself, I hope to improve on communication via the website and calls home to all of you. Let’s all hold each other accountable!

Please add the rehearsal and performance dates in this handbook to your home calendar as soon as possible. It is critical that students attend *every* rehearsal and performance for each ensemble they commit to at Westview. Please contact me well in advance of any unavoidable conflicts so that we can make the best adjustments for the good of the program. The calendar is on the website!

In addition, all parents of WHS band members automatically become members themselves of the *Wildcat Band & Auxiliary Parent Organization (WBAPO).* I strongly encourage you to attend bi-monthly meetings and get involved within the organization…doing so is a great way to share time with your children while meeting new people and having a direct impact on the quality of our program. More information, including the names and contact information for officers, can be found on our website, www.westviewband.net.

Thank you for your continued support! Go Band!

Sincerely,

Danielle Davey Yvett Rojo

Director of Bands WBAPO Parent President

danielle\_davey@beaverton.k12.or.us president@westviewband.org **T A B L E O F C O N T E N T S**

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*\*note: Basketball games for pep band will not be scheduled until late November, with games beginning in late December/early January.*

Appendix - FORMS

Request for Absence

Instrument Loan Contract

Varsity Band Letter Requirement Form

Participation Contract

All transportation forms can be found on our website: [www.westviewband.net](http://www.westviewband.net)

🙛🙙**S T U D E N T E X P E C T A T I O N S**

Being a member of the Westview Band Program means you are part of a close-knit family. Your attitude and accomplishments have a direct impact on everyone else around you, and vice versa. To the rest of Westview High School, the City of Beaverton, and the State of Oregon, you serve as an ambassador for our program. You are part of a long-standing tradition of excellence in music-making that Westview Bands is known for throughout the Northwest. Success in our program comes from your dedication to perfection and teamwork. We expect you to help foster excellence by taking responsibility for learning your music, performing with great artistry, and treating others with respect at all times. You will leave "prima donna" behavior at the door.

**Good Faith**

Honesty and openness are expected from all students; forthrightness and serious consideration are given in return.

**Rehearsal Etiquette**

"Rehearsal Skills" are a significant part of your grade. During rehearsal, students are expected to follow instructions given by the director, staff members, drum majors, section leaders and guest conductors. *Students may not talk during rehearsals.* You must arrive early, use the restroom beforehand, and make sure your instrument is oiled and adjusted before rehearsal begins. Gum chewing, eating, and cell phone usage during rehearsals will be interpreted as having a poor attitude, and points will be deducted. Continued cell phone usage will be treated as defiance and referrals issued in accordance with Westview High School's "Off And Away" policy (see *Westview Student Handbook*).

**Individual Practice**

Students are expected to prepare their music before coming to rehearsal. Students are also expected to regularly drill themselves on scales and other exercises in order to build strength, control and endurance on their instrument. Insufficient practice and preparation of music can affect the student’s grade.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Practice vs. Rehearsal***Don't confuse these two terms!*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***At Home*** | **prac** ● **tice** (noun) | **♬** | ***At School*** | **re ● hears ● al** (noun) |
| Repeated performance or systematic exercise for the purpose of acquiring a skill or proficiency. *Practice makes perfect.* | A session of exercise, drill or practice in preparation for a public performance, usually with other members of an ensemble. |

 |

**Performance Conduct**

When we perform, we represent the very best of Westview High School. Be especially professional during concert and marching performances. On or off the stage, you are being evaluated by the audience.

**Athletic Events**

The Marching and Pep Bands represent Westview Bands when they perform at home football and basketball games. Despite the relaxed atmosphere and popular music, you are expected to dress appropriately and play to your highest level. Please leave your cell phones off and in your pocket so you are ready to play at a moment’s notice.

**Travel**

Traveling presents a unique opportunity to bolster our reputation throughout Oregon and the United States. The ability to travel is a privilege earned by past generations of band students; you should aim to leave the same legacy.

(continued on next page)

**Student Expectations** (continued)

**Absences**

Call ahead to the director and/or a student leader if you know you will be late. In an emergency, only a call to the Director before the start of the event will excuse you from that event. Submit "Request For Absence" forms *two weeks* before a required performance if a conflict is unavoidable. If you need an extra form, they are on the shelf above the music in the band room. This form is also on the website.

**Private Lessons**

All band members are encouraged to take private lessons, as they are the best way to improve on your instrument and get the most out of band class. The Director's primary objective is to prepare the ensemble for a performance, which means he/she simply does not have the time to teach every student one-on-one for more than the occasional moment. *Wind Ensemble members are expected to study privately.*

**Instruments**

Generally, students are expected to supply their own instruments for the smaller, basic instrumentation of the band. Wind Ensemble members are expected to have professional quality instruments. Additionally, students must purchase their own reeds, mouthpieces, oils and cleaning materials, and cover maintenance and repair costs. Students are expected to care for others' instruments as if they were their own.

**School-Owned Instruments**

The band owns a selection of specialized and larger instruments such as mellophones, tubas, bassoons, percussion instruments, and others. Band members who play these instruments may borrow them from the school. Oils, reeds, cleaning cloths, and sometimes mouthpieces must be provided by the member.

Any student that wishes to borrow a Westview Instrument *must* complete the attached Instrument Loan Form. There is no fee to borrow an instrument, but if there are any damages to the instrument beyond normal wear and tear, the student’s family will be responsible for the repair. Generally, students are responsible for damage due to mistreatment, neglect, and/or loss. Accessories such as mouthpieces and ligatures may be included in the Loan-Rental Agreement and are equally subject to its terms.

**Insurance, Damage and Theft**

We strongly recommend that you insure any instrument in your care, whether it is rented or owned. Instruments can usually be added to homeowners' and renters' policies. You are provided with a locker and lock for your instrument - please use them! Westview High School, Westview Bands, and Westview Wildcat Band & Auxiliary Parents, Inc., are not responsible for damage to instruments (including cases) that occur during rehearsals and performances, damage that occur during transportation on a bus or truck, or theft from the band room, instrument lockers, or any other storage facility – temporary or permanent.

**Lost and Found Items**

Westview High School and Westview Bands are not responsible for items left out in the band room, on practice fields, or at event locations. Check the Lost & Found box in the Band Room for missing items. This box is emptied to the main office Lost and Found once a week. Students who find others' items are encouraged to return them as soon as possible to its owner, or deposit them in the Lost & Found box. The Lost & Found box is emptied at the end of each semester. Sorry, we cannot hunt down individual members to return lost items.

**♬T H E W E S T V I E W B A N D R O O M**

Our band room is a unique facility. It is unlikely that any other single room in the school is home for this much expensive equipment. Used by over 120 people every day, it is important to maintain the space responsibly to respect the needs and equipment of all members.

**Using the band room is a privilege.** Everyone who uses the band room is expected to know and follow these basic rules…

1. *NO FOOD OR DRINK (including gum) in the band room for any reason.* The only exception is water in a sealable container. Gatorade is NOT water…
2. Students may not enter the band office, closets or orchestra room without the permission of a staff member.
3. Keep the band room clean. Pick up trash even if it’s not yours.
4. Respect the podium.
5. Lockers are a privilege! They will be assigned to you. If you believe you need to change, see Mrs. Davey. They are to be used for instruments and marching supplies only. If there are additional large lockers, they will be checked out to seniors.
6. Stay out of the band room during classes you are not enrolled in.
7. Sectionals will take priority over individual practice outside of school hours.
8. Non-band and non-colorguard students are discouraged from entering the band room. Band and colorguard students should ask their friends to wait in the hall while they pick up their equipment.
9. No student should assume he/she has 24-hour access to the band room, as this simply is not true.
10. Be respectful of our facility as it is one-of-a-kind! Treat everything in it as if it were your own!
11. Please do not set anything on top of the piano or mallet instruments.
12. Please do not touch others’ instruments. Only move someone else’s instrument if it will be damaged otherwise.

**♬O V E R V I E W O F W E S T V I E W B A N D S**

Westview offers many opportunities for students to learn about and perform music. At the core of each student's band experience is membership in one of the large ensemble classes – Concert Band, Symphonic Band, or Wind Ensemble. These classes provide the instruction and assessments that students need to be successful in other musical settings.

**Goals for all Ensembles:**

**Students will…**

* Perform a varied repertoire of music.
* Read sheet music and interpret music notation.
* Listen to, analyze and describe music.
* Evaluate music and music performances.
* Study relationships between music, the other arts, and disciplines outside the arts.
* Study music in relation to history and culture.
* Display the behaviors of professional musicians.

The information listed on this page is essentially our syllabus. Info about Standards Based Grading can be found on page 10. ☺

**Materials**

Required:

1. Pencil with eraser.
2. All loaned music.
3. Instrument, including: mouthpiece, 3-4 reeds, sticks, mallets and oil.
4. Tuner/Metronome

Recommended:

1. Covered water bottle.
2. Blank staff paper.
3. Paper clips.
4. Small rag or cloth.

**Classroom Procedures**

⬛ ⬜ ⬜ At the beginning of class…

* Use the restroom on the way to the band room.
* Set up your instrument.
* Be in your seat, warming up LOW AND SLOW, within 2 minutes after the bell rings. Warming up on your own is a privilege – no high note contests, please.

⬛ ⬛ ⬜ During class…

* Keep cell phones off and away.
* Use a pencil (NO PENS!!!) to mark your loaned music.
* Listen to whomever is playing or speaking at all times.

⬛ ⬛ ⬛ After class…

* Stack chairs and stands.
* Pack up instruments properly.
* Speak with director (if needed).

**Concert Band**

Concert Band is comprised annually of incoming 9th grade students. In one short year, these students will build strong musical foundations that will catapult them into the rest of their high school band career. Rehearsal and performance skills are a stressed component of the class. Members are strongly encouraged to participate in the OMEA District XV Solo & Ensemble festival, typically held each year in February. The Concert Band performs at 3-4 evening concerts throughout the year and may travel to an adjudicated festival each spring. All Concert Band members perform at 5 basketball games as part of their grade. Additionally, the Concert Band members combine with the other two bands to make the marching band that performs for the Rose Festival events in the spring.

CONCERT ATTIRE: Members of the Concert Band will be loaned a bowtie and cumberbund from the Band Boosters. They should wear long black pants or a black knee length skirt with black shoes, and a white collared shirt. No jeans!

**Symphonic Band**

Symphonic Band is an all-inclusive ensemble of 10-12th grade students. Students continue to build their musical and instrumental skills in a supportive environment. Members are strongly encouraged to participate in the OMEA District XV Solo & Ensemble festival, typically held each year in February. The Symphonic Band performs at 3-4 evening concerts throughout the year and may travel to an adjudicated festival each spring. In May, select members may be asked to perform at Westview's graduation ceremony in June. Additionally, the Symphonic Band members combine with the other two bands to make the marching band that performs for the Rose Festival events in the spring.

CONCERT ATTIRE: Members of the Symphonic Band will be loaned a Black vest and Bow tie from the Band Boosters. They should wear long black pants or a black knee length skirt with black shoes, and a white collared shirt. No jeans!

**Wind Ensemble**

The Westview Wind Ensemble is the highest-level ensemble open to 10-12th grade students. Students are accepted by audition only; students not accepted shall participate in Symphonic Band. This ensemble performs the most challenging repertoire and demands the most skill and energy from its members. Students are expected to take private lessons and participate in the OMEA District XV Solo & Ensemble festival. Wind Ensemble members may concurrently enroll in Symphonic Band on a secondary instrument with the director's approval. The Wind Ensemble performs at 4-5 evening concerts throughout the year, and travels to 2-4 adjudicated festivals each spring. Non-senior members will perform at Westview's graduation ceremony in June. Additionally, the Wind Ensemble members combine with the other two bands to make the marching band that performs for the Rose Festival events in the spring.

CONCERT ATTIRE: Tuxes and long black uniform dresses are provided to students by the Band Boosters. Fittings will be in October.

**Jazz Band**

Jazz Band is designed for instrumental music students seeking a more contemporary performance experience. Jazz, swing, big band, Latin, rock, pop, blues, funk and fusion are among the many "jazz" styles that will be studied. Students will be exposed to jazz theory and improvisation. Enrollment in Jazz Band is strictly limited to students who are concurrently enrolled in Concert Band, Symphonic Band and Wind Ensemble, with exceptions for students who play only drumset, guitar, bass guitar and piano/keyboard. Students taking 7 classes (one of which is a band) may waive their Study Hall and enroll in Jazz Band as their 8th class. This year we are hosting the League Jazz Festival on December 8. I would also like to take a Jazz Band trip somewhere this year, date and location TBD.

CONCERT ATTIRE: All Black

**Pit Orchestra**

Each spring, the entire performing arts department at Westview High School (band, choir, theatre and dance) combine forces to stage a large, musical production. Westview Band members compose the pit orchestra for the production. This is a unique experience that further challenges students in music while inviting them to be part of something much larger than their product. Pit Orchestra members earn points toward their Band Letter. Auditions happen in late November or early December, and a schedule of after-school rehearsals will be published around Thanksgiving. This year’s show is “Kiss Me Kate.”

CONCERT ATTIRE: All Black

**Overview of Westview Bands** (continued)

**Pep Band**

Pep Band provides entertainment for 10 home varsity basketball games (split between boys' and girls' teams) and travels to State playoffs. *All students are expected to perform at 5 games as part of their class expectations (students will be assigned to 1 of 2 pep bands, the Red Band or the Blue Band)*. Students can earn points toward their Band Letter by performing with the Pep Band at 3 additional home games, for a total of 8 games. All band members are expected to participate in all basketball playoff games. The average time commitment is roughly 2 hours once – sometimes twice – per week, in the evening, throughout January and February with playoffs running into March. Plus… it’s FUN!

**Wildcat Marching Band**

The Wildcat Marching Band represents Westview High School at home football games and marching band competitions. Marching Band season begins in mid-August with a two week long camp at WHS, and concludes by the first week of November. During the school year, the marching band rehearses Tuesdays and Thursdays from 4:00 – 8:00 pm. They will attend 4 all-day competitions during September, October, and November. In June the entire band program joins the Wildcat Marching Band and appears in a Portland Rose Festival Parade event.

Concert Band, Symphonic Band and Wind Ensemble members are welcome to participate in the Wildcat Marching Band at an additional cost and time commitment to them. All students – and their respective concert ensembles – benefit immensely from the skills taught during marching band rehearsals. There is no audition to be in the marching band, however, some positions such as (but not limited to) Drum Major, Section Leader, drumline, lead marimba, and rifle/saber (colorguard) are auditioned. Typically, freshmen and sophomore members "work their way up" to these positions over their initial years of membership.

**Colorguard**

The Colorguard is a section of the Wildcat Marching Band. Their use of flags, rifles, sabers and dance greatly enhances the musical product of the band. In December through April, the colorguard competes indoors as the Westview Winterguard.

**Winterguard & Winter Percussion**

Winterguard (known as *The Sport of the Arts)* is an extra-curricular, indoor activity involving color guard performance set to recorded music. The **Westview Winterguard** consists of Varsity and Junior Varsity teams that compete in local competitions. Winter Percussion is also an extra-curricular, indoor activity that features challenging percussion music set to visuals and physical movement. Concert and marching percussion instruments are blended together by **Westview Percussion** for a thunderous – yet delicate – mix of music and motion.

Auditions and rehearsals for the Westview Winterguard and Westview Percussion begin in late November or December. Local competitions in the Portland area are sponsored by the Northwest Association for the Performing Arts (NWAPA) and happen throughout February and March. Recent trips have taken the groups to Hayward, California and Las Vegas, Nevada. In 2007, 2009, 2011, and 2013, the Varsity Winter Guard and Westview Percussion traveled to Dayton, Ohio to compete in the WGI World Championships held annually in April.

If you would like more information about these groups, please contact the following coaches:

Colorguard Captionhead: Tippy Jackson: tippyjax@gmail.com

Percussion Captionhead: Zohein Sharma: zsharma@hotmail.com

**G R A D I N G – S T A N D A R D S B A S E D**

Students will have multiple attempts to pass standards throughout the year. Formative assessments will be done by individual playing tests or in a large group setting. Summative assessments (for example, a concert) are weighted heavier than the formative assessments. In Beaverton, music students have 6 main Learning Targets, and each learning target has a few sub-categories.

Students receive a grade dependent on their level per standard:

1: Developing 2: Nearly Proficient 3: Proficient 4: Highly Proficient

Beaverton School District HS Music Ensemble

Learning Targets

1) I can perform music with quality of sound.

❏ Tone/Blend/Vowel

❏ Intonation

*Concerts, including the Rose Parade in the Spring, are considered a Summative Assessment and will be weighted accordingly.*

❏ Balance

2) I can perform music with technique.

❏ Articulation/Diction/Bowing

❏ Rhythm & Precision

❏ Facility

3) I can perform with musicality.

❏ Interpretation/Style

❏ Phrasing/Dynamics

❏ Expression/Sensitivity

4) I can demonstrate ensemble skills.

❏ Contribute to Rehearsals in a Positive Manner

❏ Rehearsal Technique

5) I can listen and respond.

❏ Diagnose performance of self and others using appropriate musical terminology

❏ Prescribe solutions for performance issues

❏ Demonstrate awareness of crosscurricular,

cultural and/or historical context and relevance

6) I can demonstrate musical literacy

❏ Read, interpret and perform musical notation

❏ Demonstrate understanding and proper use of musical terminology, markings, etc.

**P R A C T I C I N G A T H O M E**

Learning how to be a skilled musician starts at school, but serious proficiency is achieved at home. In order to develop your musical skills, you MUST practice CONSISTENTLY. Do so by setting aside 30-45 minutes each day to practice; beware that procrastinating for several days and then trying to practice for 3 hours all on one day will accomplish nothing meaningful. Ideally, you should set aside a single block of time, but practice can be broken into smaller chunks throughout a day if need be. *Some practice is always better than none.*

It is important to have specific goals in mind for each practice session. Keep a log and shoot for faster tempos, smoother slurs, even pitches, accurate articulations, etc.

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| ***Sample Practice Session*** |
| **Exercise** | **Goals** | **Time** |
| Breathing & Stretching | Activate the music-making muscles and tissues in your body. Get the blood flowing and the air moving. | 2-5 minutes |
| Long Tones | Warm up the embouchure, focus the air stream, concentrate on producing your best tone. Practice slowly and smoothly, with frequent lip rest. | 2-5 minutes |
| Flexibility Drills | Further warm up the embouchure up in all registers, develop excellent breathing coordination. Practice slowly at first. | 2-5 minutes |
| Velocity Drills  | Develop finger-air-eye coordination. Slowly at first, eventually as fast as possible! | 2-5 minutes |
| Articulation Exercises | Develop ear-embouchure-tongue coordination, increase your ability to set up and play any note in any register on the first attack. | 2-5 minutes |
| Band Music | Improve sections in ensemble music and fix mistakes. | 4-10 minutes |
| The best way to practice ensemble music is to…1. Pick out small segments that need the MOST improvement NOW.
2. Look up fingerings and musical terms you don’t recognize.
3. Count the segment out loud – slowly at first – while tapping your foot.
4. Play the segment several times (tap your foot!).
5. If you get stuck on one little spot, zero in on it and play it several times until it becomes more comfortable.
6. Gradually speed up the tempo until you can play the segment correctly several times in a row.
7. Play the whole section that includes the segment correctly several times.
 |
| Sight-Reading | “The Enjoyment Factor.” Learn and experience new music of your choice and interests, for your own enjoyment. | 2-5 minutes |
| Phrasing | Concentrate on feeling the music. What is the composer trying to say? | 2-5 minutes |

If you set goals and work hard to achieve them, you should produce positive results. Not only will you become a better performer, you will help yourself develop a good attitude toward LEARNING and IMPROVING every day. You will also come to feel the inner rewards of creativity and having the power to produce great music. Band class will be a lot more enjoyable and your appreciation for music will be much greater. Those are all things you can keep for life!

**O T H E R I N S T R U M E N T A L**

**O F F E R I N G S / H O N O R B A N D S**

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| **Honor Bands**The **Western International Band Clinic (WIBC)**, held annually in Seattle over the weekend prior to Thanksgiving, (November 18-21, 2016) sponsors four honor bands and one college honor band that are taught by world-renowned conductors and composers. *Auditions must be digitally uploaded by October 8*. Auditions will need to be recorded during an after school appointment with Mrs. Davey, and the cost to audition is $15. Other details about the conference can be found at www.bandworld.org/wibc. Last year we had 18 audition and participate – let’s get 30 students this year! **Oregon Music Educators Association (OMEA)** sponsors an **All-State band, jazz band, orchestra and choir** each year at their annual January conference in Eugene (January 12-15, 2017). MENC: The National Association for Music Education hosts the biannual MENC-NW Conference, which features an All-Northwest honor band, jazz band, orchestra and choir. Students will receive more information about auditioning for these groups in their band class once school has begun. *Auditions for these ensembles are due by October 1.* Make and appointment with Mrs. Davey if you are interested!**Solo & Ensemble**In December or earlier, students begin preparing solo pieces and/or organizing small ensembles (duets, trios, etc.). Soloists may quality for the OSAA State Solo Competition, held in late April. *Performing as a soloist or ensemble member is one of the best ways to improve personal musicianship.* Students are strongly encouraged to enter, and Wind Ensemble members are expected to do so.Solo and Ensemble will be held at South Meadows Middle School in Hillsboro on Saturday, March 4.*\*These opportunities are not administered by Westview Wildcat Band & Auxiliary Parents, Inc.* |

**W E S T V I E W B A N D P A R E N T G R O U P**

Westview Wildcat Band & Auxiliary Parents, Inc., (WBAPO) is a 501(c)(3) nonprofit corporation organized and operated to support the instrumental music and performance ensemble programs at Westview High School. All parents of the band and performance ensemble students are automatically members of this organization. The elected executive board of the organization directs the meetings and business of the group. The organization’s primary role is to provide volunteer and financial support to permit the band and performance ensemble to prosper, both inside and outside the classroom setting. There are many opportunities for parents, students and siblings of students to serve and get involved. Executive board and general parent meetings are usually held once each month during the school year, and all parents are encouraged to attend the general parent meetings. The Parent Group has a number of committees and individual volunteers to spread the work of supporting the students. We encourage you to get involved by contacting any officer or committee chair for more information.

2016-2017 Parent Group Officers

President – Yvett Rojo president@westviewband.org

Vice President –Todd Harrison vice\_president@westviewband.org

Registrar – Orissa Sanders Orissa.sanders@gmail.com

Treasurer – Christina Bentley treasurer@westviewband.org

Assistant Treasurer – Susan Kendrick asst\_treasurer@westviewband.org (any student account info

should be sent to the Assistant Treasurer)

Secretary – Hillary Barrett hilarybarrett@yahoo.com

COMMUNICATIONS

Important Ad**dr**esses and Phone Numbers

**Band Website:** [www.westviewband.net](http://www.westviewband.net) Check the website often for information and updates. PLEASE NOTE THAT STUDENT PHOTOS MAY APPEAR ON THE WEBSITE. IF YOU OBJECT TO YOUR STUDENT’S PHOTO APPEARING ON THE WEBSITE, PLEASE INFORM THE OFFICERS OF THE PARENT GROUP AND MRS. DAVEY.

**Parent Group Mailing Address:** Mail all payments and communications to Westview Band at the address below. Make all checks payable to Westview Band or WBAPO.

Westview Wildcat Band & Auxiliary Parents, Inc.

3300 NW 185th Ave. PMB 251

Portland, Oregon 97229

**"The Black Box”**

Another means of communicating to the Parent Group is via the Black Box mounted on the wall in the band room. The box is locked and accessible only by two Parent Group officers, the President and Treasurer. Payments, order forms, questions, suggestions or other communications can be placed in the box by students or parents, and will receive an appropriate response from the Parent Group.

**Email Contact List**

The officers of the Parent Group use email as the primary method to convey important information to band and performance ensemble members. This is a vital source of communications for all Band and Performance Ensemble students and parents for all matters associated with the band and performance ensemble program. Please provide e-mail addresses as requested during band registration in August, and send notification of any e-mail address changes or new e-mail addresses to the President.

**V O L U N T E E R I N G**

**Parent Volunteer Needs**

There are many opportunities for parents to volunteer in support of the program, and the success of the program depends upon the willingness of parents to step up and do their part. **It is our hope that every parent volunteer 10 hours to the band program in any given school year.** Please complete a volunteer form and return it during band camp registration. Here are a few of the major areas of interest where parent volunteers are needed, along with contact information for the committee chairs responsible for each area:

\*All volunteers must adhere to the BSD volunteer requirements and must pass the background check via the BSD website. Questions? Please contact our Band Booster President, Yvett Rojo.

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| **Event/Activity** | **Description** | **Responsible Leader** |
| American as Apple Pie Concert | The annual *American as Apple Pie* concert is in October of each year. The concert band, symphonic band, & wind ensemble perform a number of exciting Sousa marches, patriotic songs, and pops literature. In addition, pie is served in the student center while the jazz band provides entertainment. The event is free with donations collected to support the Parent Group budget. |  |
| Chaperones | Responsible for traveling on band and performance ensemble trips, making sure that students and equipment arrive at and return from trips safely, and address issues that may arise on the trip.  | Liesa Nagaoka |
| Food Committee | Because the fall marching competitions are all-day events, we try to ensure that are students get at least one solid, healthful meal during this long day as an alternative to fast food and stadium hot dogs, A team of parents plans menus, and transports food and equipment for preparing and serving food to the competition site. On the day of the competition, these volunteers are responsible for preparing and serving the meal, and cleaning up afterward. | Pam Hutchinson, Trish Brown |
| Tent Crew | Responsible for the setting up, maintenance and tear down of our large 20’ x 20’ tents for marching band shows. | Harry York and Mike Kendrick |
| Garage Sale | One of our largest fundraisers of the year, it takes place in Westview’s north parking lot for 3 days each August. Volunteer Coordinator helps recruit, schedule and coordinate student and parent volunteers to fill shifts for set up, sales, and cleanup. Volunteer staff works shifts of 2-4 hrs. organizing merchandise displays, answering questions and collecting money.  | Orissa Sanders, Yvett Rojo, Don Sanders |
| Pit Crew | Responsible for all equipment during field show competitions. Responsible for loading/unloading pit truck, moving all equipment to the site of the field shows, and set up/take down of equipment on field for football games or competition performances.  | Chris Marchi |
| Scrip | Maintains an inventory of scrip for sale to band and performance ensemble parents and friends. Responsible for ordering and tracking balances for scrip participants. | Amy Hoffert |
| Sweatshirt and T-Shirt Coordinator | Coordinates the order, collection, and delivery of t-shirts and sweatshirts and merchandise. | Debi Barr |
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| VOLUNTEERING (continued) |
| Marching Band Uniforms | Fits, maintains, cleans, refits, and stores uniforms for marching band. Volunteers working with this committee are responsible for uniform distribution at the beginning of the marching season, collecting the uniforms as they are returned at the end of the year, and arranging for cleaning of the uniforms after they are turned in.  | Carolyn Yatsu, Karol Mesa |
| Concert Season Uniforms | Fit, maintain and distribute tuxes, dresses, and other concert uniform elements prior to the first concert, check them back in and arrange for cleaning at the end of the year. | Hilary Barrett, Mary Beth Miller |
| Concert Stage Manager | Assists Mrs. Davey in setting up chairs, stands and other equipment prior to each concert, and between performing groups at the concert. |  |
| Volunteer Coordinator | Helps to coordinate volunteers for the many fundraising activities in which the Parent Group is involved, operates phone tree, etc. | Yvett Rojo |

**FORMS AND BAND WEAR**

**Band Registration**

It is very important that all students and parents review the various forms included with this packet, and turn in the completed forms prior to or at the start of band camp. We want to be sure we have emergency contact information and medical information for all students in the event of any illnesses or injury during band camp. Forms and payments may be mailed to the Parent Group address listed above, or turned in at the Band Registration events during the first week of Band Camp. All participating students must have a signed Beaverton School District Activity Permission form and a payment agreement on file, or fees paid in full on or before the first day of band camp registration. If these forms are not received on or before the first day of band camp, the student will not be allowed to participate in band camp. The Parent Group will work with students who need financial assistance. Please contact the President (contact information above) for more information.

**T-Shirts and Sweatshirts**

A red t-shirt with Westview logo will be provided to every incoming marching band and performance ensemble student without additional charge. Returning students who have previously received a shirt and parents may purchase additional or replacement shirts for $7. Another t-shirt with a design logo based on the marching show theme will be available for purchase at a very reasonable price, (free for marching band students). Watch for details in the fall. Sweatshirts and/or jackets are available for purchase by all Westview band and performance ensemble members and families. If you would like more information on how to order additional Westview apparel or car magnets, please contact our Apparel manager, Debi Barr. debivmb@gmail.com

**F I N A N C I A L I N F O R M A T I O N**

The Westview band and auxiliary programs are almost entirely self-supporting, which means that very few financial resources are supplied by the Beaverton School District. To support the excellent broad-based program that Westview offers, this district funding is supplemented by a budget, managed by the Westview Band and Auxiliary Parents Inc., that exceeds $100,000 annually. The budget is determined and approved by vote of all parents attending the Parent Group meeting in May of each year. A copy of the budget is available from the Treasurer upon request.

This budget is funded in part by fundraising activities organized by the Parent Group and implemented through volunteer efforts of the parents. The portion of the budget not covered by these fundraising efforts is allocated to participation fees that must be paid by each student participating in each program.

**Participation Fees**

Fees for all Band, Marching Band, Percussion and Guard students for the 2016-2017 school year are set as follows:

Participation in Wind Ensemble, Symphonic Band or Concert Band $90

Participation in Fall Marching Band – *includes end of season banquet!* $375

Participation in Fall Guard $375

Participation in Winter Percussion $TBA

Participation in Winterguard $TBA

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|  | All students must also pay a separate Beaverton School District Activity Fee (**$85** as of printing), payable to Westview High School on or before the first day of school. This fee is set by the district, and applies to any student who participates in a fine arts program. ***This fee is not paid to, nor collected by the Westview Band Parents.*** |

Additional financial requirements for students in the program include:

* Purchase of marching shoes ($30) by Marching Band members. A limited supply of used shoes are available to loan. Check with the uniform chairperson for more information.
* Purchase of uniforms, shoes and related items by Performance Ensemble members

**Payments**

Invoices will be distributed at the beginning of Band Camp and during the year as need be. Payments can be mailed to the Parent Group at the address listed on the invoice, placed in the black box in the band room, or turned in during Band Registration in August. Westview Band Parents also accepts PayPal via the website, so credit cards can be used (be aware you will be charged a 2% service fee). You can access the PayPal payment option through the Band website. Clearly note in the memo line of your check the name of the student and purpose of the payment. If the check is for more than one item, please attach an explanation so the money can be allocated correctly.

Families are encouraged to spread payments over the summer months to help ease the impact to cash flow. If full payment cannot be made by the end of Band Camp, please contact the Treasurer to discuss alternate payment plans. Students whose fees are not paid may be denied access to aspects of the program funded by the fees.

**F U N D R A I S I N G**

FOR THE BAND PROGRAM AND THE STUDENTS

Band Fundraising

The Parent Group engages in several major fundraising efforts throughout the year. Funds raised through these efforts generally help to reduce the amount of fees that need to be charged to each student to participate in the program. All families are encouraged to participate in the fundraising activities by providing time, creative energy & labor. We are always looking for new ideas! Current annual fundraising efforts include:

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| Apple Pie Concert | The annual *American as Apple Pie* concert has traditionally been in October every year. This year, a combination of this music and a kick off to the holiday season will take place on November 30. The event is free with donations collected to support the Parent Group budget. |
| Direct Donations | Direct donations are an important part of the Westview fundraising program. As a 501(c)(3) organization, direct donations are potentially tax deductible. In addition, the Parent Group is listed with the Oregon Cultural Trust. This listing enables donors to take an enhanced personal income tax deduction for purposes of Oregon taxes for both the direct donation and a matching contribution to the Oregon Cultural Trust. For example, a $500 contribution to the Parent Group along with a $500 contribution to the Oregon Cultural Trust results in a net out of pocket expense to the donor of just $180 after taxes. Donations can be made through the band website (www.westviewband.net) using PayPal. |
| Garage Sale | An annual garage sale occurs in August during band camp. This is a 3 day event which needs many volunteers to help with setup, running the event and tear down. This is an excellent way to turn others’ castoffs into treasure for the band and performance ensemble. **Please start saving your items now!** |
| Rehearse-a-thon | During band camp, members can receive donations to sponsor a full day of band camp. 50% of profits go directly in the student’s account to help with membership fees. The day ends with our friends and family show at 6:00 pm in the Westview Stadium. All donations are tax deductible.  |

**Student Fundraising**

In addition to fundraising activities sponsored by the Parent Group to support the overall program budget, certain fundraising opportunities are available that allow families to directly offset a portion of their individual participation fees.

**Sponsorship Letters**

An additional fundraising opportunity is the mailing of Sponsorship solicitation letters. Students may provide a list of names and addresses of acquaintances or family members who may be interested in contributing funds toward the student’s participation in the Band and Performance Ensemble program. The Parent Group will send personalized Sponsorship request letters to the people on the list provided by the student. Contributions sent in response will be allocated toward the student’s participation fee account. The contributions may be tax deductible for the individuals making the contributions. This is an easy way to raise funds, since the student’s only responsibility is to provide names and addresses of potential contributors that they know. Participation in this effort is entirely voluntary. Additional details about the timing and process for submitting names will be provided during the school year, but generally we do these sponsorship letters during trip years.

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FUNDRAISING…(continued)

**SCRIP**

*Our largest student fundraising program is the SCRIP program.* Through purchase of gift certificates for merchants such as Fred Meyer, Red Robin, and the like, funds are generated that are credited to the student’s fee account. Here are the details of the SCRIP program:

* There is no cost to you beyond the face amount of the gift certificate. SCRIP is really just a gift certificate. If you pay $100 for a gift certificate to Fred Meyer, you get just that, a $100 gift certificate redeemable at Fred Meyer. The band and performance ensemble program is able to purchase the SCRIP from merchants at a discounted cost. The difference between the face value and the discounted purchase price is the “profit” that is credited toward your participation fees. The percentage earned varies by merchants.
* SCRIP purchase credits take time to accrue to your account. If you are using this method to pay fees, please contact the Treasurer to let them know.
* Grandparents, friends, neighbors, co-workers, and anyone else can purchase SCRIP to benefit the program.
* All funds generated through the SCRIP program are considered general fund assets. No exceptions will be allowed. If the student leaves the program for any reason or graduates, funds raised remain in the general fund of the parent group. NO REFUNDS OR PAYMENTS TO THE STUDENT OR PARENT WILL BE PERMITTED UNDER ANY CIRCUMSTANCE.
* After the budgeted fee amount to be paid by each student is reached, additional funds generated through the SCRIP program can be applied to band and performance ensemble expenses of your student in the next school year.
* SCRIP funds can also be applied toward the cost of any band trip
* Since everyone has the same opportunity to use SCRIP, one student or family cannot give funds to another student unless the students are siblings.
* Participation in the scrip program is optional.
* The SCRIP rules may be changed by the executive committee of the parent group at any time without notice.

As an example of how the SCRIP program operates, the purchase of $300 per month in groceries/gas at Fred Meyer using gift cards purchased through the SCRIP program produces $12 in SCRIP proceeds (4% return), or a total of $120 in ten months to be allocated toward the student’s fees (or trip fees). More details and order forms for the SCRIP program can be found on the website at [www.westviewband.net](http://www.westviewband.net).

**Other Fundraising Opportunities**

Throughout the year the Parent Group will develop additional fundraising activities targeted at helping students offset the cost of band. These have including can drives, car washes, merchant card sales, Christmas tree farm help and a breakfast fundraiser to name a few. Stay tuned throughout the year to the Westview band website or attend the bi-monthly parent meetings to stay in touch with the latest news on fundraising opportunities.

*Thank you for supporting your band and auxiliary program!*

**♬**

**Westview Bands – Request for Absence**

This purpose of this form is to inform the director that you will be missing a required performance. Students of ALL ensembles should utilize this form. This form **must** be turned in **two (2) weeks** before the date of the performance. Mrs. Davey will have extras on hand should you need them. This form can also be found on the website under “Documents and Forms.”

*Submitting this form does not automatically excuse you from the performance.* Your request will be evaluated according to criteria established by Westview Bands and Westview High School. In many cases a make up assignment will be needed.

Generally, the following requests will be denied immediately:

* SAT or ACT testing. (The band makes a concerted effort to avoid these dates, but cannot avoid all of them. Please sign up for testing dates (usually in winter or spring) that do not conflict with band activities.)
* Athletic events. (Remind your coaches that band concerts are curricular.)
* Absence due to homework or projects.
* Job-related absence. School comes first!
* Family vacations.

*We have read the above statement and agree to its terms.*

Parent/Guardian Signature Parent/Guardian Signature

Student Signature Today's Date

Student Name (Print)

Student ID Number

Performance on (date)

Reason for Absence

--------------------Director Use Only--------------------

\_\_\_\_\_\_\_Excused \_\_\_\_\_\_\_Partially Excused \_\_\_\_\_\_\_Unexcused

**Westview Bands Participation Contract**

2016-2017 School Year

**READ THIS DOCUMENT CAREFULLY.**

I, , have read and understand

 (write your full name)

the Westview Band Handbook. I pledge to do all of the following:

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| *I will follow directions and work independently.**I will practice and protect my sheet music. I will always keep my equipment and uniform(s) in the best condition possible.**I realize that planning ahead, keeping a schedule, communicating, and working toward a common goal is expected and required of me.**I will attend all rehearsals and performances, and do whatever is needed of me to help set-up and take-down equipment.**I will try not to make mistakes, but if I do, I will accept the consequences of them.**I will respect other people for who they are, where they came from, and what they believe is right. I am open to new ideas and willing to compromise.**I will check my email and keep myself updated with the band program.*  |

**BY SIGNING THIS DOCUMENT, I CERTIFY THAT I AM 100% COMMITTED**

**TO THE WESTVIEW BAND PROGRAM AND MAY BE HELD ACCOUNTABLE**

**FOR ALL OF MY SUCCESSES.**

DATE:

STUDENT SIGNATURE:

PARENT SIGNATURE:

PARENT SIGNATURE: