

# *Kelly Walsh High School* BAND HANDBOOK 2025-2026



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

**Directors: Mrs. Sarah Hanson & Mr. Michael Broyles**

**Kelly Walsh High School Phone:** 307-253-2000

**Instrumental Room #113**

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

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

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

Mr. Michael Britt, Principal



## *Welcome!*

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

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

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

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

GO TROJANS!

Sincerely,

Mrs. Sarah Hanson

Mr. Michael Broyles



## CLASSROOM RULES (Norms)

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### We will...*F.I.G.H.T.*

1. (F) Fortitude - *Stay strong & focused, even when class seems difficult*
  - o **Rule:** Don't give up, keep trying, ask for help, and show resilience.
2. (I) Integrity - *Always do the right thing, even when no one is watching.*
  - o **Rule:** Be honest, take responsibility for your actions, respect equipment, people, and others' work. When you make a mistake, own it, apologize, and move on.
3. (G) Grit - *Show perseverance and determination in every task*
  - o **Rule:** Work hard, keep a positive attitude, and push through challenges. Do your best.
4. (H) Honor - *Treat yourself and others with respect and kindness.*
  - o **Rule:** Speak kindly, follow directions, and contribute positively to the class. Remember, someone is ALWAYS watching you. Use appropriate language. Leave any space better than you found it.
5. (T) Tenacity - *Commit to doing your best every day with a strong work ethic.*
  - o **Rule:** Be early, come prepared with all your materials, stay on task (eliminate distractions like cell phones), and finish what you start.

### Consequences (*Progressive*)

1. Verbal warning (loss of 1 Rehearsal point)
2. Meet with teacher (loss of 2 Rehearsal points): *Student and director talk after class to solve the problem. Parents contacted and documented in IC.*
3. Call Home (loss of 3 Rehearsal points, parents called, loss of privilege): *Parents called & documented in IC, and students receive consequences to the wrong behavior(s) or action(s).*
4. Removal from class and referral to principal (principal and parents involved; severe consequences put into place by principal and teacher)

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

## DAILY EXPECTATIONS (What does this look like?)

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- **Belongings:** Keep backpacks and large cases in your locker or by the door. Bring only instruments, pencils, supplies, and music to your seat.
- **Be On Time:** Early is on time, on time is late. Be in your seat/on the field with everything ready by the tardy bell.
  - o **Warm-Up:** Use the restroom/get drinks before class. Only water is allowed. Be seated and warming up before class starts. Use the bathroom and get a drink before coming to class (bring a water bottle)
  - o You must be in your seat and warming up correctly before class begins in order to be counted on time.
  - o Tardies will be handled according to KWHS Policy.
    - 1<sup>st</sup> & 2<sup>nd</sup> Tardy - Verbal warning & marked in Infinite Campus (IC) by Teacher
    - 3<sup>rd</sup> & 4<sup>th</sup> Tardy - Verbal warning, marked in IC, documented contact to parent, and lunch detention assigned by the teacher
    - 5<sup>th</sup> Tardy - Marked in Infinite Campus and office referral. One lunch detention.
    - 6<sup>th</sup>+ Tardy - 1 Day of ISS
- **Excused Tardy:** Requires a pass.



- **Behavior:** Listen respectfully at all times. Follow teacher directions quickly to minimize repetition.
- **End of Class:** Return music/equipment to the proper place so it is ready for other classes.
- **Entrance:** Enter through KWHS pool entrance only. Doors lock at 8:25. Never open doors for others unless instructed by directors.
- **Cell Phones.** During Marching Band, cell phones are allowed during class for use with the UDB App. However, students need to use it for drill use only. **During Concert Season or musical rehearsal**, cell phones should be left in your band locker or backpacks at all times during rehearsal (per NCSD Board policy 5376). The only app approved for student use is the Tonal Energy App during approved/target times. Phones will be off or in Do Not Disturb. Earbuds, watches, and other personal devices will be considered extensions of this policy. Students who chose not to follow this policy will receive one warning before being sent with their phone to Campus Security.
- **Marching Band.** You must have good, athletic shoes every day. You may keep them in your locker. We will be going outside every day, so please dress accordingly for the elements. On time means you are on the turf/on the field when class begins.

## **PASS PROCEDURE**

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Students must have teacher permission and a signed hall pass to leave class. Passes must be signed by the destination and returned; if leaving for the day, leave the pass with the office. Restroom use requires the restroom pass (one student at a time). Nurse visits require an NCSD Nurse's Pass signed by the teacher and presented to the office. **Students should move quickly and responsibly in the halls.**

## **CARE OF FACILITIES & EQUIPMENT (Leave a space better than you found it)**

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- Only water in a clear bottle with a lid. No food, gum, or candy.
- All trash in wastebaskets.
- Folders, binders and pencils should be kept in the assigned areas
- Keep your locker clean and orderly.
- Only touch the equipment assigned to you or your belongings.
- Percussionists are required to clean up and put away all equipment used during the day.
- Treat music stands/chairs/walls with respect.
- *Sheet music, folders, and books checked out to the student are the responsibility of said student until they are checked back in at the end of the year. Any damage or loss will be the responsibility of the individual student.*
- All students are required to have a pencil at all times.
- ONLY TOUCH OR PLAY the instrument assigned to you. Any damages to the instrument will be at the cost of the individual student.

## **CONCERT PERFORMANCE**

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Performances are a very important part of the music curriculum. Everyone's participation is critical for a successful concert. Please mark your family calendars with the dates that have been set so far. Attendance at each student's ensemble concert is **mandatory**. Periodically, the schedule may change and updates will be communicated. Concerts are considered to have three parts: warm-up, performance, and listening. The concert begins for the student at the warm-up. A general report time will be given for all students. Punctuality is essential. **In order to assess proper concert etiquette**



**as part of the Wyoming Fine & Performing Arts standards, we request that students stay and listen to the entire concert.** A concert concludes when the last group performs and directors have given permission for students to be dismissed. Marching band performances are required unless prior permission is given by the band director.

### Excused Absence

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

### Unexcused Absence

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

**Travel & Game/Pep Band Expectations.** Students are expected to follow all NCSD policies at all times while participating in band. Any violation of district policy will result in consequences as outlined in the student handbook and may include disciplinary action, loss of privileges, or removal from band activities. Any illegal activity will also be reported to law enforcement and handled according to school and district procedures.

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

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

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

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

All students will be assigned a Marching Band Uniform free of charge. Marching Band Uniforms will be worn at all marching band performances at home and on the road. The uniform is to be worn in its entirety and zipped up at all times. All uniform parts are the responsibility of the student and additional pieces will result in a fine. Students will be asked to purchase additional uniform parts when necessary. KW Band shirts will be worn under the marching band uniform at all times. At no time should another person/student/family member be allowed to wear any part of the student's uniform.



<b>Marching Uniform</b>	
<b>Black Marching Shoes</b>	Only approved marching shoes will be allowed
<b>Black socks</b>	Black calf length socks with no logo
<b>Black Bibbers</b>	Bibbers length should be adjusted for the performer
<b>Uniform Band Jacket</b>	Members get a jacket with gauntlets to match the new one
<b>Marching Band Shako</b>	Shako and storage box for safe keeping along with green cap
<b>Band Overcoat</b>	Waterproof/Winter Coat for cold weather
<b>KW Band Baseball Cap</b>	Embroidered Green Baseball Cap

## **INSTRUMENT RENTAL**

Instruments will be checked-out to students who need them in band class. Each student checking out an instrument must complete the **INSTRUMENTAL RENTAL AGREEMENT FORM** and have their parents sign and return it. All instrument equipment (reeds, valve oil, etc.) is the responsibility of the student to purchase. **Any damage to the instrument will be paid for by the student** All instruments will be stored in music lockers in the band room. Students **MUST** use the school provided lock.

## **MUSIC**

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

### **Concert Music:**

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

## **MATERIAL LIST**

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

### **Method Books**

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

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

**Essential Elements Book 3** by Tim Lautzenheiser

### **INSTRUMENT SPECIFIC MATERIALS**

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

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

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

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



**Trumpets, Euphoniums, Tubas** – valve oil - preferably Blue Juice; **French Horns** – rotary oil;  
**Trombones** – 1 bottle of Slide-O-Mix and a spray bottle of water, Slide grease  
**PERCUSSION:** black stick bag - we will be adding mallets throughout the year

## INSTRUMENT STORAGE AND IDENTIFICATION

Every student must have a nametag with his or her phone number fastened to the outside of his/her instrument case. *All students were given one at the beginning of the year.* Also, be sure to keep a record of the serial number of the instrument in the event it is stolen or lost.

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

## GRADING

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

### Quarter Grades

- **50% Rehearsal Skills, Preparation, Contribution**
- **50% Tests/Quizzes/Assignments\*\***

### Semester Grades

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

\*\*\*Playing tests and quizzes may take place throughout the year to check progress. These may cover scales, exercises, memorization of marching music, or performance of concert repertoire. All tests and quizzes must be completed in class unless the director gives prior permission. These assessments are designed to track growth, not perfection, and help you measure your improvement over time.

## ABSENCES & MAKEUP ASSIGNMENTS

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Absences for trips, sports, or appointments happen. However, they must be excused; unexcused absences (truancy) affect your grade. After three unexcused days, parents will be contacted, and further absences may result in administrative consequences. Students gone for school-sponsored activities must get their work in advance. After returning, they have one class period to collect missing work and must turn it in by the next class to avoid an “M” (0) in the gradebook. It is the student’s responsibility to check in with the teacher and complete make-up work on time. If a student fails to approach the teacher or, if given make-up work, fails to meet previously agreed upon timelines, that student will receive a zero (0) or an M (missing) until the assignment is submitted.

Students are expected to practice outside of class. Once music is taught in rehearsal, you should be able to play it reasonably well the next time. If students have missed a class, they are





expected to practice or complete the material missed on their own, whether it is drill (marching band), music, or a written assignment. Consistent practice ensures steady improvement and helps the whole band succeed. Every note in the band must eventually be correct, and as a part of the team, you must take responsibility for your share of the notes. Remember, there is always room for improvement, by even the most advanced musician.

## **ELIGIBILITY**

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According to the Wyoming High School Activities Association (WHSAA) Guidelines as well as KWHS Policy, students must be academically eligible in order to participate in sanctioned activities. We will perform eligibility checks periodically and ineligible students will be notified immediately for an opportunity to resolve the situation. In order to be eligible, you must be passing ALL of your classes. Any F in any class for consecutive weeks will result in loss of eligibility for participation.

## **JAZZ BAND**

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The Jazz Band is a great opportunity for high achieving music students. Students interested in jazz bands must register for the ZERO hour Jazz Band Class from 6:45-7:30 am. Registered students will audition for placement in the appropriate jazz band. Jazz Band I, II, and III meet concurrently from 6:45-7:00 am Monday, Wednesday, and Friday. Students must be concurrently enrolled in both a school day large ensemble in order to participate in jazz band.

## **PRIVATE LESSONS**

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

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

Please see a director for a list of private teachers if interested.

## **MUSIC OFFICERS/LEADERSHIP TEAM**

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

## **KW BAND PARENTS ORGANIZATION**

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





## TRI-M NATIONAL MUSIC HONOR SOCIETY

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The KW Music Department sponsors a Tri-M Music Honor Society. A Tri-M® Music Honor Society chapter offers students, grades 9 through 12, the chance to perform, places them in leadership positions, and gives them the opportunity to serve the community. It highlights the school's music program, helps students grow in innumerable ways, and brightens their college applications. Meetings are on the 1st and 3rd Mondays of the month at 7:40 am in the choir room. Applications will be distributed in the fall. New members will be inducted in November.

## BAND APP

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A majority of information with parents and students will be communicated through Infinite Campus and Email. Other ways of communication include the BAND APP. In order to sign up, please scan the QR code below. When you join, please put "parent" in your bio and your student's name. If you have a direct question for a director, please email them or use the "Parent Chat Feature."



## SOCIAL MEDIA OPT OUT POLICY

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We also are on Facebook: Kelly Walsh Band and on Instagram: @kellywalshband. Follow us to stay up to date with what is happening in the band! Throughout the year, events and opportunities will be shared with the community using social media.

By signing off on the KW Band Handbook, you agree to give permission for your student's work, photograph, video image, and/or recorded audio to be posted on KW Band and NCSD District websites, social media pages, and other electronic media in order to highlight student achievement, celebrate success, and/or portray examples of educational experiences. This would include media coverage of KW Band events. **We use an OPT OUT Image Sharing Policy.** If you chose to have your student exempt from this agreement you must do so in writing to one of the directors (see signature page).

## IMPORTANT FORMS (ACTIVITY OFFICE)

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

### To Do List:

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



## KW Music Letter Award

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

### Kelly Walsh High School Band Letter Qualification

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

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



**Kelly Walsh Band HANDBOOK SIGNATURE PAGE**

Please read, sign, and return to a director by ***Friday, August 29***

Students,

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

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

I will:

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

\_\_\_\_\_  
Student Name (printed)

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

\_\_\_\_\_  
Date

Parents,

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

**OR**

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

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

\_\_\_\_\_  
Parent (printed)

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

\_\_\_\_\_  
Date

