

FORT ZUMWALT WEST

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# BAND HANDBOOK



2025-2026 EDITION



## WELCOME

Welcome to the Fort Zumwalt West High School Band Program! Our program strives to be a model of excellence in concert, jazz, chamber, percussion, marching band, and color guard programs throughout the state of Missouri. Being a member of an organization with such a strong tradition of excellence can be fun, challenging, and very rewarding.

Please read through this handbook thoroughly. It is designed to help you understand the policies, procedures, and philosophy of the FZW Band. These guidelines are very important and help in making our goals of excellence a reality.

If there is any information you feel is not covered in this guidebook, please ask the band directors for guidance and assistance.

THIS HANDBOOK IS APPROVED BY THE  
FT. ZUMWALT WEST HIGH SCHOOL ADMINISTRATION.

*Realizing that every situation cannot be anticipated, the Ft. Zumwalt West High School Band faculty, school administration, and the leadership of the Fort Zumwalt R-II District reserve the right to determine consequences for actions and behaviors not included in this handbook.*

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### WEBSITE

[www.fzwbband.com](http://www.fzwbband.com)

### TWITTER

@FZWBAND

### FACEBOOK

@Fort Zumwalt West Bands 2025-2026

### PARENTS AND STUDENTS:

Receive reminder texts/emails  
from the directors using CutTime;  
see Page 4 for details.

### STUDENTS: JOIN THE BAND APP

Download the App &  
get Join Code from the directors.

## COMMUNICATION

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# I. POLICIES AND PROCEDURES

## A. ELIGIBILITY STANDARDS

### 1. GOOD STANDING

The definition of a student in "good standing" meets the following conditions:

- Maintain **Academic Eligibility**
- Have **Exemplary Attendance** (zero unexcused absences) and **Clear Communication**
- Be a model of **Citizenship** and **Sportsmanship** within school and community
- Be consistently **Organized** and **Prepared** for rehearsals
- All fines and fees must be **paid in full** by the end of the season/semester

Failure to maintain "Good Standing" could result in ineligibility at MSHSAA events and/or limited participation at various band events throughout the school year. Incidents involving law enforcement will be handled per the protocol in the MSHSAA Handbook.

### 2. ACADEMIC ELIGIBILITY

Academic Eligibility is determined by MSHSAA Standards, which is followed by all public schools in the state of Missouri. In order to represent your school, you must be a bona fide, Full-Time student and meet all eligibility requirements. You must be regularly attending classes and you must meet the academic requirements in MSHSAA By-Law 2.3 and those of your school.

**Students must pass at least six classes in order to be academically eligible to participate in MSHSAA ensembles for the following semester.** A Full-Time Student is one who is either enrolled in a minimum of six courses, considered a hybrid student, involved in Project Lead the Way, C.A.P.S. Program, or enrolled in technical school, etc.. Full-Time Students who fail two or more classes will be considered ineligible for the following semester. A Part-Time Student is one who is enrolled in only five classes or less. According to MSHSAA Rules and Regulations, *Part-Time Students are considered **ineligible**.*

### 3. CITIZENSHIP AND SPORTSMANSHIP

Per the MSHSAA Handbook, students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct reflects discredit upon themselves or their schools are not considered "creditible citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

It is within each individual's ability to treat others with dignity and respect. Fort Zumwalt West expects each individual to be responsible for their actions and statements. The Silver Jaguar Band expects students to conduct themselves in a sportsmanlike and professional manner both on campus and off-campus. Students are a representative of their school and organization at all times in the public eye.

### 4. PHYSICAL EVALUATION

Physical Evaluation Form  
(every 2 years)  
Present to physician:



**A physical evaluation must be completed for any student wishing to participate in marching band, color guard, or winter guard.**

Physical Evaluations and Annual Medical Information must be completed online using the Annual Athletic/Activities Registration link. Failure to complete the respective paperwork will result in ineligibility for participation until the requirements are satisfied. Please contact the FZW Activities Office at (636) 379-0300 if you have any questions about your student's status.

Annual Registration  
(all members)  
Upload Documents here:



## B. ATTENDANCE POLICIES

### 1. ATTENDANCE REQUIREMENTS

Fort Zumwalt West High School Marching Band, Concert Bands, and Jazz Bands are co-curricular classes, meaning that **rehearsals and performances held outside of school hours are required in order for the student to be considered a participating member**. Students also have the opportunity to participate in a variety of extra-curricular ensembles and activities throughout the school year. A schedule for the year can be found on our website, [fzwband.com/calendar](http://fzwband.com/calendar). The calendar is updated early in the school year to allow families to plan appropriately. Should additions or adjustments be necessary, parents and students will be notified via communication channels. Itineraries for certain events with further details are released to students and parents as soon as the information becomes available to the band staff (typically 1 week prior). This information is then distributed via email.

### 2. ABSENCES

**EXCUSED ABSENCE:** Personal Illness, Family Weddings, Death in the Family, Family Emergencies, etc.; These are considered situations that are outside of student/family control.

All absences (excused or unexcused) must be communicated to the band staff by the student's parent or guardian. The directors will determine whether the absence is excused or unexcused based on the criteria provided. Directors reserve the right to remove a student from an upcoming performance due to attendance. Work is not an excuseable absence.

### 3. CONFLICTS WITH BAND

Students participating in an FZW affiliated team or organization who have a scheduling conflict should communicate with **both** their coach and director. Students, Coaches, Parents, and Directors will come up with a plan that works with all parties. So long as the student adheres to the plan and communicates, the student will be in good standing. Our Activities Office defines that a contest/performance will always take precedence over a rehearsal/practice; likewise, a MSHSAA event will always take precedence over a non-MSHSHAA event.

### 4. PROMPTNESS AND PUNCTUALITY

Being prepared for the start of rehearsal or performance is key to a band program's success. Start times listed indicate the time that each student should be ready to begin rehearsal/performance; arriving a few minutes early **is necessary** to allow for instrument assembly, equipment set-up, or other preparatory steps required to begin. When an itinerary is issued, it is important to be familiar with not only the arrival time, but also the transitions throughout the event (where you need to be, what you need to bring, what you need to do, etc.) in order to stay on schedule.

### 5. SUMMER MARCHING BAND CONFLICTS

A schedule for pre-season summer marching rehearsals will be released early in the spring semester. If possible, we encourage trips be scheduled during the Band Activity Dead Week (MSHSAA Sanctioned Week where no band activities take place) or in June/early July prior to Band Camp (Band Camp takes place late July/early August). A summer absence form will be available for you to indicate the date range for your trip. This allows the band staff to prepare for rehearsals ahead of time. Otherwise, attendance at ALL scheduled rehearsals is expected.

**NOTE:** If a large portion of summer rehearsals are missed, the student's participation in the show may be adjusted.

## C. CONDUCT POLICIES

### 1. HYDRATION AND HEAT POLICY

**HYDRATION:** It is required that students in marching band bring a one-gallon jug of water with them to **ALL** rehearsals and performances. Appropriate hydration before, during, and after exercise is an important ingredient to healthy and successful participation. For most exercising athletes, the ideal fluid for pre-hydration and re-hydration is water. Water is quickly absorbed, well-tolerated, an excellent thirst quencher, and cost effective.

**WATER BREAKS:** Group breaks for hydration will be provided frequently throughout marching band rehearsal time for both indoor and outdoor rehearsals. Hydration guidelines will be followed per MSHSAA Handbook as well as the needs of the group.

**DRINKS TO AVOID:** The following drinks are not beneficial to hydration:

- Soda and Fruit Juices with greater than 8 percent carbohydrate content can both results in a bloated feeling and abdominal cramping.
- Beverages containing caffeine or carbonation are not to be used because of the high risk of dehydration associated with excess urine production, or decreased voluntary fluid intake.

**HEAT AND ATHLETIC WEAR:** When athletic wear is specified, please wear tennis shoes, shorts, and a light-colored shirt. Bulky clothing can drastically increase the chance of dehydration and heat illness.

**HEAT:** Per MSHSAA Guidelines, the following practices are observed in cases of extreme heat:

- Heat index is between 95-105 degrees, practices and game conditions should be altered.
- If the heat index >105 degrees, a practice or contest should be moved indoors or postponed.

The District makes decisions based on the "Wet Bulb Index"; in instances of heat advisory, the Activities Director will make determinations about situations and will communicate to coaches.

### 2. ALCOHOL AND SUBSTANCE POLICY

Per MSHSAA Guidelines, the use of any tobacco, alcohol, vape pen, or controlled substance (other than prescription) by any participant while at a MSHSAA event on any event building or grounds is prohibited. This includes while on trips with a school-affiliated group. Violation may result in disqualification from the event, trip, and potential removal from group.

### 3. DRESS CODE POLICY

Students are expected to follow Fort Zumwalt West Dress Code Guidelines as stated in the Student Handbook on a daily basis. However, there are several dress guidelines that we ask students to follow on occasion for special events or groups, as outlined below:

**ATHLETIC WEAR:** When athletic wear is specified, please wear tennis shoes, shorts, and a light-colored shirt. Bulky clothing can drastically increase the chance of dehydration and heat illness.

**CONCERT BLACK:** This is considered standard concert band performance attire. Concert Black is a formal dress code that is all black clothing. Examples of appropriate clothing include black dress pants, black dress shirt, black blouse, knee-length or longer black skirt or dress, black dress socks, and black dress shoes. Shoes should be safe for moving up and down stairs while carrying an instrument, as well as chairs and stands.



**PRIDE ATTIRE:** This “uniform” is designated when the band is traveling together or at a casual public performance. Pride attire consists of a purple or neutral colored FZW t-shirt (can be representative of any club, sport, or event) that displays school spirit or representation of West High, along with (weather determining) nice jeans/slacks or appropriate length shorts.

**HAIR/JEWELRY/PIERCINGS:** Student individuality and expression is always welcome at Fort Zumwalt West and within the band program. However, safety is a priority and requires precautionary measures. In high-intensity activities such as marching band or winter guard, students will not be permitted to wear jewelry or have piercings visible during performance. In instances where piercings cannot be removed, they may be covered with a bandage to prevent snagging or catching during activity. Marching Band and Color Guard are visual, performing ensembles that often require a uniform look; the directors reserve the right to request certain hairstyles (natural hair colors, pulled back, ponytail, bun, off shoulders, etc.), as to not detract or distract from the visual element of performance. Please contact the directors to discuss any concerns.

## 4. TRANSPORTATION AND TRIP POLICIES

**CONDUCT:** When traveling with the FZW Music Department, you will be highly visible, not only as a musical organization, but as representatives of our school, community, and state. That responsibility and opportunity carries with it an obligation to project and maintain the absolute highest moral and musical integrity. Many of those who come into contact with us as we perform and travel will form their opinions of Fort Zumwalt West based upon the impressions we create, both in close proximity and from a distance. Therefore, the rules of the Fort Zumwalt School District and individual campus program rules and regulations apply at all times. As in any situation, good judgment must always prevail.

**PUNCTUALITY:** Punctuality is essential in adhering to our busy trip schedule. Be early for everything and help each other stay organized. When enjoying free time and during sightseeing excursions, students must always stay in groups of three or more members or otherwise assigned chaperone groups.

**DRESS CODE:** School dress code is required on all trips. In swimming pool areas, keep attire modest. When in concert attire or marching uniform, remain in full concert attire or full uniform. It is unprofessional to have shirttails out, to wear athletic shoes while in formal attire, to chew gum, etc. The loading of equipment may necessitate adjustments to these expectations. Follow the instructions of the chaperone or adult sponsor in charge.

**HOTEL ROOM ETIQUETTE:** Mixed company in hotel rooms is not allowed. Students are allowed to be together in common areas, but never in a hotel room. While staying in hotels we will share facilities with other student groups and individuals from other schools and programs. Some of these groups and individuals may be unsupervised at times and may engage in behavior that would violate this Code of Conduct. Do not be influenced nor persuaded to engage in any behavior that is in conflict with the spirit of this Code of Conduct. Be kind to all hotel staff, students, and chaperones. Leave your hotel room better than you found it.

**LODGING POLICIES:** When traveling with the band program, students will be assigned four per room based on gender. If parents would like their student to have a separate room, arrangements can be made, and parents will be responsible for the lodging cost.

**RESPECT AND CURFEW:** Members must remain reasonably quiet at all times when in hotel facilities. No yelling or running will be permitted. Treat any and all hotel staff with kindness and respect. Curfews will be strictly observed. Any personal needs, which might require leaving your room after curfew, must be arranged in advance with a chaperone or director. When “Lights Out” is indicated on the itinerary, students are to be in their rooms and settling down to rest.

**PERSONAL ITEMS:** Band members are responsible for all their own equipment and personal items (triple check for uniform parts, extra reeds, valve oil, mutes, music, etc.) However, we all must share in the logistical responsibilities of the trip. We will all participate as equipment movers, stagehands, etc. Please perform the duties asked of you to ensure the trip moves smoothly. Any personal items are your responsibility. Do not bring unnecessary, expensive items.



**PARENT PICK-UP/RIDESHARING:** Students are expected to travel to and from events with the group. If prior arrangements are made, students are permitted to ride home from an event with a parent/guardian, rather than riding with the group. The student, along with their parent/guardian, MUST check-out with the director prior to leaving the event. Students who require to share a ride with another student due to approved circumstances must provide a signed note from a parent/guardian prior to the event.

**COMPLIANCE:** All rules and expectations are set forth to help you enjoy your trips to the fullest and to avoid the embarrassment and inconvenience which momentary lapses in judgment may bring about. It is the goal of the Fort Zumwalt West Band Program, that upon our return home, you will have acquired an even greater sense of pride as a FZW band member and as a Fort Zumwalt musical ambassador.

**BUS ETIQUETTE:** Students are to remain in their seats at all times while the bus is moving. Food and drinks are permitted at the bus driver's discretion. Do not stand in your seat or lean over the back of another seat. Music should be kept at a respectful volume and may be asked to be turned off at the discretion of the band staff or bus driver. Media projected through a speaker of any kind must be appropriate and not contain profanity. ALL trash must be thrown away in a trash receptacle. Students are to leave the entire bus cleaner than they found it. When "Lights Out" is indicated, talking should be kept to a minimum. Couples will not be permitted to sit next to one another during "Lights Out" time. Under no circumstances should students share blanket. Perfume/Cologne/Deoderant sprays are not permitted for any reason.

**FLEXIBILITY:** There will be times when changes to our plans become necessary. Look for solutions to problems and avoid negative commentary. Concerns should be expressed at an appropriate time and in an appropriate manner. Never complain to anyone who cannot solve your problem. If necessary, see a director.

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**FAILURE TO COMPLY/MISCONDUCT:** While on any trip with the Fort Zumwalt West Band, school policies remain in place throughout its duration. This includes policies on tobacco, alcohol, vape pens, and controlled substances. Students who engage in activities or behavior that breaks these policies will be subject to consequences within all levels of authority that apply, including the band program, school administration, and law enforcement.

**CONSEQUENCES:** If a student fails to follow policies or procedures while on a school sanctioned trip, the student will face the following consequences:

- Student will be subject to removal from the band program at the discretion of the director.
- Student will not be permitted to travel with the group. The student's parents/guardians will be responsible for transporting the student home from that point forward. This includes any costs that may be incurred, such as transportation, lodging, plane ticket, or otherwise.
- Should it apply to the situation, the student will be subject to any consequences deemed necessary by law enforcement, in addition to those defined by school policies.

## 5. INCLEMENT WEATHER PROTOCOL

In the event of school cancellation due to inclement weather (snow, ice, etc.), after school band activities will only continue at the discretion of the School Activities Director. For example, if school is cancelled due to snow, but the basketball game scheduled for that evening is not cancelled by the School Activities Director, the basketball band will still plan to attend the game and support the team.

If you are ever in doubt of a schedule or adjustment to plans during inclement weather, please refer to the Band App for updates. Use your best judgement and always make safety a priority if traveling during potentially inclement weather.

## 6. STUDENT HEALTH AND SAFETY

It is the responsibility of the parent and student to prepare in advance for activity through hydration, eating balanced meals, and providing any necessary medication (inhaler, daily medication, etc) that may impact a student's health or experience.

Students who are injured and unable to participate fully in rehearsal or performance should seek proper medical treatment. An "intent to return to activity plan" should be discussed with the student's doctor and West High, then communicated with the band director. Students may attend rehearsals and participate as able during the recovery process in order to continue musical progress and growth until they are fully healed.

In situations where a student may be experiencing difficulties with the activity that may put themselves or others at risk for injury or otherwise, the directors reserve the right to make decisions about whether or not a student should perform that activity. These decisions will be made with student health and safety as the priority. Please see the Heat and Hydration Policy for additional information that aids in student health and safety.

The following medications are kept on hand in the medical bag: Acetaminophen, alcohol pads, Aloe Gel, antibiotic ointment - triple, baby wipes, bags for ice (packs), Band-Aids, Benadryl - Diphenhydramine Allergy, Bismuth stomach relief (Pepto Bismol), Bug spray, Chapstick/Carmex, chewable aspirin, chewable ibuprofen, chewable tums, Chlor-Trimeton - Chlorpheniramine - Allergy, Clear eyes (eye drops), clear nail polish, contact case, contact solution, cough drops, elastic bandage wrap, eye wash, eyeglass repair kit, Germ X hand sanitizer, gloves - medium, Glucose tabs, Hydrocortisone cream, Ibuprofen, itch cream, lotion, Kleenex, medical scissors, menstrual items, moleskin padding, nail clippers, nail files, Oragel, period packs, pulse oximeter, several rolls of tape, several bottles of sunscreen, sting relief pads, thermometer, tongue depressor, trash bag, wet wipes (water wipes), and Zinc cream.

## 7. INCLUSION STATEMENT

The Fort Zumwalt West Band Program is inclusive for the sake of intentionality. Our goal is to serve all students of varying backgrounds, abilities, and levels in a way that benefit both the individual student and their experience in the overall program. The directors reserve the right to place students in an appropriate ensemble based on their needs and strengths. Additionally, the directors reserve the right to adjust or accommodate student performance, program, or schedule as necessary to better serve the needs of all students.

## D. GRADING POLICIES

### 1. DAILY POINTS

#### EFFECTIVE PARTICIPATION IN CLASS (5 pts daily/20 pts weekly)

1. **PREPARED** with materials (instrument, music, reeds, valve oil, etc.)
2. **ENGAGED** in rehearsal through performance, participation, and rehearsal etiquette.
3. **PREPARED** to rehearse for the day through evident personal practice outside of class.

### 2. DAILY PRACTICE

#### IN-CLASS QUIZZES: (50 pts each)

1. **PRACTICE** daily at home in place of traditional paper homework.
2. **PLAYING QUIZZES** over in-class content; either in the form of a Pop-Quiz or Prepared Quiz.
3. **DEMONSTRATE** progress being made on performance material.

### 3. PLAYING TESTS

#### VIDEO/IN PERSON PLAYING ASSESSMENTS (200 pts each)

1. **ON TIME** submission for all videos/performing by the due date.
2. **PREPARE** given selections to the best of your ability. \*These tests will occasionally be used to determine "chair order;" prior notice will always be given when this is applicable.

### 4. FINAL EXAMS

#### END OF SEMESTER EXAMS (10% of final grade)

1. **WRITTEN TEST** covering musical concepts explored during the semester.
2. **PLAYING TEST** covering musical concepts studied during semester.

### 5. REHEARSAL ATTENDANCE

#### ATTENDANCE (100 pts each)

\*This applies to Rehearsals that take place outside of school hours (i.e. Marching Band: Wednesday Nights, Before School Rehearsals, Concert Band/Jazz Band: Dress Rehearsals)

1. **ON TIME** to rehearsal and prepared with ALL materials, allowing you to begin rehearsal on time
2. **PARTICIPATE** in rehearsal with a focus on bettering the team.

### 6. CONCERTS, COMPETITIONS, & OTHER PERFORMANCES

#### PERFORMANCE: (250 pts each)

1. **ON TIME** and prepared with ALL materials, allowing you to begin performance set-up and warm-up on time.
2. **PERFORM** effectively with the group to the best of your ability.
3. **DEMONSTRATE** proper audience etiquette whilst other groups are performing and during your portion of the concert/performance/competition.

### 7. AUDITION FOR ENSEMBLE PLACEMENT

#### AUDITION: (300 pts each)

1. **SIGN UP** for an audition timeslot to perform the required material.
2. **AUDITION** for the directors. This placement auditions take place prior to the beginning of a new semester. Students will be given preparation materials in advance of the audition date.
3. **PREPARE** given material; students are evaluated on tone, technique, and overall preparedness.

## E. REHEARSAL ETIQUETTE

### 1. MARCHING BAND/JUNIOR VARSITY BAND

**A. Arrive on time with all necessary materials; wear athletic clothing and tennis shoes**

**STADIUM** - Instrument in Case, Flip Folder, Dot Sheet, 1 Gallon Water Jug.

Backpacks should be next to your case. No Phones allowed on the field.

**BAND ROOM/ORCHESTRA ROOM** - Get instrument out. Leave case in locker.

Backpacks should be placed in taped area; must be at least 5 feet away from lockers.

Do not block walkways with belongings/cases. No phones allowed in rehearsal.

**B. Get Equipment Ready for Rehearsal**

Instrument Out, Maintained, and "Stacked" Near Cases Neatly

No Playing until instructed

**C. Rehearsal Begins**

Set-Up Stretch Block

Attend Physical Warm-up

Attend Visual Basics

Attend Music and Equipment Warm-up

Attend Coordination Rehearsal

**D. Rehearsal Clean-Up and End**

Do not play at the completion of rehearsal

Pack Equipment, Return to the Band Room, Store Equipment in Lockers, Straighten Room

Hold in the Band Room (Do not leave area until the bell rings)

Await Dismissal From Band Directors/Bell to Classes

### 2. CONCERT BAND/JAZZ BAND

**A. Arrive on time with all necessary materials.**

Check the Board for information

Set Up Chair and Stand

Get instrument out, leave case in locker

Backpacks should be placed in taped area; must be at least 5 feet away from lockers

Do not block walkways with belongings/cases; No phones allowed in rehearsal.

**B. Collect Method Book From Cabinets**

**C. Sit at your seat with all necessary equipment.**

Phone should be out of sight (Notifications off)

Instrument, Music, Method book(s), Pencil, Water

No Hats, No Food, No Gum, No Phone (Unless instructed)

**D. Begin Individual Warm-up in your seat (Begins 2 minutes after the Tardy Bell)**

90-Seconds: Long Tones - Lipslurs - Scales

30-Seconds: What you need to be prepared

30-Seconds: Initial Tuning

**E. Rehearsal Begins**

**F. Rehearsal Clean-Up and End**

Return Method Book back neatly and in the correct cabinet

Put instrument and equipment away; Stack your chair and stand; Help Tidy the room

Hold in the Band Room (Do not leave area until the bell rings)

Await Dismissal From Band Directors/Bell to Classes

## F. INSTRUMENT AND EQUIPMENT POLICIES

### 1. INSTRUMENT CHECK-OUT

Students are expected to provide their own instruments and any materials required to play (i.e. sticks, mallets, mouthpieces, reeds, valve oil, etc.) However, some instruments are available to students for check-out that are exclusive to an activity (i.e. marching specific instruments), secondary instruments (i.e. bass clarinet, baritone saxophone, euphonium, tuba, etc.), or otherwise.

Instruments will be checked out to students on a semester-to-semester basis. Students will check out instruments with the directors at the beginning of the semester or as needed. Inventory and assignments are tracked in CutTime; students will be assigned to an instrument and it will remain checked out to them until it is checked back in with the directors.

At the end of each semester, instruments should be checked in with the director. Checking in the instrument requires all parts of the instrument to be returned, including mouthpieces, ligatures, or any other items that may have been checked out with the instrument.

Students who fail to return their instrument or any of the corresponding parts will receive a fine on their student account reflecting the purchase price of the instrument or missing part(s) in order for the band program to replace it.

### 2. LOCKER CHECK-OUT

Students are able to check out an instrument locker for use during the school year at no cost. Lockers are checked out at the beginning of the school year. Locks will be issued for use on that locker only. Due to the limited amount of lockers available, some lockers may require students to share the locker space with other student(s). Students are expected to keep their locker space clean and free of clutter or trash.

Students who fail to return their lock will receive a fine on their student account reflecting the purchase price of a new lock in order for the band program to replace it.

### 3. FINES, FEES, AND DAMAGES

If a student damages their instrument, whether intentionally or due to negligence, they may be held responsible for the cost of repair or replacement. Fines will be issued to the student's account reflecting the cost of repair or replacement.

**LATE HOLD:** Student has not communicated in-person or via electronic methods regarding check-in processes prior to the end of the year or otherwise designated date; hold will be placed on account until instrument is received. A hold will be issued to the student's account reflecting the cost of replacement.

**DAMAGES/LOSS:** Student's equipment has incurred significant damages or is missing, whether intentionally or due to negligence. Fines will be issued to the student's account reflecting the cost of repair or replacement.

Instruments should **NOT** be shared with another student unless approved by a director.

## G. COMMUNICATING

### 1. COMMUNICATION REQUIREMENT

ALL students must enroll in all communication channels. Parents who do not wish for their student to have social media channel access must be present in their place to receive communication in the app.

**PARENT APP USAGE RULES:** *Parents who are members of student apps are allowed to receive communication ONLY. Parents are not permitted to send or transmit messages via the student apps. Anyone violating this rule will be removed from the application immediately.*

### 2. CUTTIME

New WHS Marching Band Members: CutTime is a communication system that the band uses to allow the students (and parents) to receive text/emails from directors, view financial statements, make payments to account balances, see upcoming events, and more. Once your registration packet is received, your student will have an account created in CutTime.

Parent/Guardians: Accessing this account simply requires a cellphone number or email address connected to CutTime. If you are not receiving updates for your student, please contact Ms. Kyser at [mkyser@fz.k12.mo.us](mailto:mkyser@fz.k12.mo.us) with your name, student's name, relationship to student, cellphone number, and preferred email address.

Accessing your Account: When your account has been created, you should receive an SMS text message with a link to your account. If you do not have a phone number registered, this message will default to email, instead. Use the link in this message to access your student's profile. It is recommended to save this link as a bookmark or add it to your phone's home screen to make it easily accessible.

**Returning Marching Band Members:** Please confirm that your contact information is complete and up to date, including mailing address, email addresses, and phone numbers.

### 3. BAND APP

All students must download and have access to the Band App. Students will have access to posts such as meeting time reminders, mid-rehearsal updates, and other details that are student-oriented.

In order to gain access to the app, each student will be given a time sensitive code to join that is provided by the director. This is to prevent anyone outside the group joining and having access to information intended for students. Student Band App usage is designed to be a controlled, safe, quick, and effective delivery method for information. If a parent wishes to join the Band App in place of their student, please contact the directors.

### 4. GROUP ME

**DISCLAIMER:** Some student groups within the band choose to utilize messaging apps such as Group Me to communicate. Directors do not have any supervision over these applications. Student Leaders are to maintain kind, respectful correspondence between members. Any misconduct should be brought to the directors' attention. This is an extension of our school community, and any misconduct will be subject to consequences within our building and program.



# II. FEES AND FUNDRAISERS

## A. DESCRIPTION OF FEES

### 1. MARCHING BAND FEES

#### **Varsity Silver Jaguar Marching Band - "Fair Share" Payment**

As described in the 2025 Marching Band Dues Agreement, dues for the 2025 Marching Season are \$650 and are due by August 1, 2025. Acceptable forms of payment include Cash, Check, Venmo, Paypal, or can be deferred to your student's CutTime account. Each student pays the same fee amount to cover various season costs. Please communicate with our Band Booster treasurer if you are unable to make regular payments.

#### **Marching Band - Clothing Order Payment**

Full payment MUST be received with the form at registration. Personal checks or Google Pay are the preferred methods of payment; however, cash will be accepted for clothing payments at registration ONLY. Acceptable forms of payment include Cash, Check, Venmo, Paypal, or can be deferred to your student's CutTime account. Each student pays for the materials that they need to have a complete uniform/materials for the season.

#### **Junior Varsity Band - Clothing Order Payment**

Each student will need to purchase a JV Band t-shirt which will serve as their "uniform" for all football game performances. Students will receive a t-shirt order form in class; these should be returned back with cash or check payment by the first Friday of the school year. If providing money for your child is a concern, please do not hesitate to reach out to Mr. Stegeman at [rstegeman@fz.k12.mo.us](mailto:rstegeman@fz.k12.mo.us).

### 2. CONCERT BAND AND JAZZ BAND FEES

At this time, there is not a payment required in order to participate in our concert or jazz groups. However, some students may be receive a recommendation to purchase items that will enhance their playing experience, such as a mouthpiece upgrade, brass mutes, step-up instruments, etc.

**Solo and Ensemble:** The entry fee for participating at this event is covered by the Fort Zumwalt District Activities Department. However, students who participate in MSHSAA Solo/Ensemble Competition will be asked to purchase their own copy of the music that they select for performance. The student will need to purchase a copy of the music for themselves and another copy for the judge (2 copies total). If the student selects a solo with piano accompaniment, it is also expected that the student compensate the accompanist for their rehearsals and performance. Rates should be discussed and agreed upon with the accompanist. *\*Please Note: The piano accompaniment score does not count as a second copy of the piece; a judge requires a copy of your music only, piano music will not be accepted.\**

### 3. OTHER EXPENSES

For all ensembles, students are expected to provide their own instrument and supplies needed to complete routine maintenance (reeds, valve oil, cork grease, polishing cloth, etc).

Other expenses that could occur include asking students to provide money for a meal on a trip (this will be stated clearly in the itinerary, if so) or if a group chooses to purchase themed apparel for that season (i.e. Jazz Band T-Shirts or Basketball Band T-Shirts). If providing money for your child is a concern in these instances, please do not hesitate to reach out to either the directors or the Band Booster Treasurer.



## B. FUNDRAISERS AND SCHOLARSHIPS

### 1. FUNDRAISING

The Boosters provide fundraising opportunities throughout the school year. There are two types of fundraising: 1. Raised funds that go into the General Band Fund and 2. Raised funds that are raised by an individual student and applied to their personal account.

Please be on the lookout for text/emails via CutTime for more information. *\*A student's year-end fundraising balance in CutTime is eligible to be carried over and used the next school year or transferred to an eligible sibling. However, any fundraising monies not used by the student's graduation is transferred to the Band's General Operating Fund - No refunds are issued on fundraising funds\**

### 2. STUDENT ACCOUNTS

When your student receives a charge (dues, trip payments, fines/fees, etc.) they will be posted to your CutTime account. Payments can be made via cash, check, through your CutTime account, or through other various payment methods detailed below. Physical payments (cash/check) can be deposited in our black drop box outside of the band office.

- **CASH:** Please enclose any cash payments inside of an envelope and label it with your student's name and describe what the payment is for on the outside of the envelope.
- **CHECK:** Made payable to: FZW Band Boosters. Include your child's name and what the money is for in the MEMO section.
- **CREDIT CARD via CUTTIME:** CutTime provides an online option through Stripe. NOTE: There is a 3% fee associated with transactions made through this online payment option.
- **PAYPAL:** This can be set up for free and allows you to make payments from your bank account or credit cards. NOTE: In order to cover PayPal's per transaction cost, a surcharge of 3.5% must be added to your total.

**\*Please note the Treasurer may apply any "fair share" payments received to any past due balance first Please contact our Booster Treasurer at [fzwbandtreasurer@gmail.com](mailto:fzwbandtreasurer@gmail.com) with any questions regarding your balance.**

### 3. HARDSHIP RELIEF

Band dues (also known as fair share) may change from year to year and are determined by the overall cost of the season and that year's marching band budget. Every attempt is made to keep the band dues at a reasonable level to allow participation by any student. If you are unable to pay for band dues, you can apply for hardship relief to cover dues in part or in whole depending on each unique situation. Need-based relief is awarded at the sole discretion of the band director.

If a student is awarded hardship relief, the family must agree to participate in band sponsored individual fundraising events as well as participate in the SCRIP program to go towards payment of band dues. If you have questions, please contact the head director.

## **4. TRAVEL EXPERIENCES**

### **General - Band Trip Payment**

This payment is for a trip held outside of marching season and not included within Marching Band Dues. These trips are typically scheduled every other year and are open to multiple groups of students within the band program, rather than just one specific group. Multiple fundraising opportunities will be made available for students to fundraise toward their personal account/cost. Trips will be announced at least 6 months in advance to allow for ample fundraising time. These trips are not mandatory, but highly encouraged to give students an all-encompassing, inclusive, and musical experience. A Payment Plan schedule will be made available to assist in personal budgeting.

Students cannot travel if their trip dues have not been paid in full. Students must be in "good standing" in order to travel with the group, which includes being paid in full for Fall "Fair Share" dues, if applicable. See page 6 for additional details.

## **5. BAND BUDGET**

The current budget for the band program is published in the Band Booster meeting minutes during the spring semester of the previous year (ex. 2025-2026 budget approved in Spring 2025). Please contact the Booster Board President if you would like a copy of the budget.

# III. PERFORMANCES

## A. ENSEMBLES

### FALL BANDS

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#### SILVER JAGUAR MARCHING BAND

The Fort Zumwalt West Silver Jaguar Marching Band is a varsity level marching band at Fort Zumwalt West High School. The band has competed at local, regional, and national competitions since 1999 and has a long history of excellence. The band has performed at Walt Disney World, The Chick-Fil-A Bowl, The Dallas Texas Saint Patrick's Day Parade, and many more exciting events. This group includes winds, drumline, front ensemble, and color guard. This group is a co-curricular ensemble, which means that students will meet for marching band class during 1st hour, 1st semester, in addition to a rehearsal and performance schedule set outside of school hours. All rehearsals and events are mandatory and are part of each students' grade.

#### JUNIOR VARSITY BAND

The Junior Varsity Band is a group that meets during 1st semester. This group is a community and entertainment driven performance ensemble that performs at home football games during Pre-Game and in the stands during the game. This ensemble also develops concert band technique and will perform at the winter concert in December. This group is a co-curricular ensemble, which means that students will meet for class during 2nd hour, 1st semester, in addition to a rehearsal and performance schedule set outside of school hours. All rehearsals and events are mandatory and are part of each students' grade.

### SPRING BANDS

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#### WIND ENSEMBLE

Wind Ensemble is our top performing concert ensemble at Fort Zumwalt West. This ensemble requires the highest commitment from students and is a college level class in terms of preparedness, expectations, and level of musical literature performed. Students must be committed to daily practice to be a member of the Wind Ensemble. Private Lessons are preferred, but not required. Percussion students in this course are also a part of the Percussion Orchestra chamber ensemble.

#### SYMPHONIC BAND

Symphonic Band is our largest concert band, comprising of students in grades 10-12. This group performs at a high level and continues developing musicianship and continued student growth on their individual instrument. Percussion students in this course are also a part of Symphonic Percussion chamber ensemble.

#### FRESHMAN BAND

Freshman Band is exclusively a concert ensemble for 9th grade band students. This ensemble focuses on fundamentals of musicianship necessary for high school and easing the transition for freshman students. 9th grade Percussion students will be enrolled in Freshman Percussion class.

## JAZZ BANDS

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### 10 O'CLOCK WEST

10 O'Clock West is our top performing jazz ensemble at Fort Zumwalt West. This group meets during the school day as a registered course. Jazz band focuses on the study and performance of jazz. Students will study various jazz forms and genres, as well as improvisation and style. Performances at various events occur throughout the school year. The ability to read music is essential to this class. Students must be committed to consistent practice to be a successful member of 10 O'Clock West. Director permission required to enroll.

### 2 O'CLOCK WEST

2 O'Clock West is an extra-curricular jazz ensemble at Fort Zumwalt West. This group meets once a week during the spring semester. This Jazz Band is open to students who are new to jazz, students looking to expand their knowledge of jazz, or students who may wish to improve jazz skills on a secondary instrument. Students will develop skills in style, blend, as well as introductory levels of improvisation. The ability to read music is essential to this class.

## EXTRA CURRICULAR ENSEMBLES

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### BASKETBALL BAND

Basketball Band is an ensemble that performs at Boys and Girls home basketball games at the end of the fall and beginning of the spring semester. This group performs exciting, popular music at a high level for our community and student body to promote school spirit. Rehearsals occur once a week once the season begins. Once material is mastered, rehearsals cease, and performances continue until the end of the season.

### WOODWIND/BRASS CHOIR

Woodwind Choir and Brass Choir are two separate chamber ensembles that meet once a week starting near the end of the fall semester and the beginning of the spring semester. These groups allow students to focus on material specifically for their instrument family, hone skills on their instrument, and perform quality literature for chamber ensembles. These groups perform at Large Ensemble Contest in the spring semester as a culmination of their rehearsals.

### SILVER SOUND

Silver Sound is an ensemble which focuses on removing barriers and fostering social change through music. This peer mentoring program pairs band students with Silver Sound members with intellectual or developmental needs. The band director and their students utilize specialized curriculum, training, and structure to provide a meaningful performance experience for all students. Current band students are encouraged to join the group as mentors. This group performs alongside their peer mentors at our Spring Jazz Concert (typically in April).

## **PERCUSSION STUDIO**

Percussion Studio is a chamber ensemble that meets once a week starting near the end of the fall semester and the beginning of the spring semester. This group performs a variety of literature written for the large percussion ensemble. Students will focus on developing percussion techniques, ear training skills, music theory, as well as appropriate rehearsal and performance disciplines. This group performs at various percussion festivals and events in the spring semester.

## **WINTER GUARD**

Winter Guard is an activity that provides students an opportunity to be a part of a team of dedicated individuals that work together in order to develop their skills in dance, flag, saber, & rifle. Students will travel and perform at various contests during the spring semester, as well as see many performance groups at various levels of competition.

## B. PERFORMANCES AND EVENTS

**Metro8 District Band:** Students are invited to audition individually for this District Level group (concert or jazz) every school year in the St. Louis Metro Area. Auditions typically take place in November at SLUH High School in St. Louis, MO. Students who earn a spot in this group will proceed to State Auditions. Audition Materials for this event are given to students in the spring prior to the audition, providing ample preparation time. Students must register for this event with their band director prior to the event. All students who are a member of Wind Ensemble are expected to audition for this group.

**All-State Band:** Students who are selected for the Metro8 District Band are invited to audition for All-State Band. Auditions typically take place in December at Hickman High School in Columbia, MO. Students who earn a spot in this prestigious group will perform with the top band students in the state in January, at the Missouri Music Educator Assoc. Conference. Students will travel to Tan-Tar-A Resort in Lake of the Ozarks, for a one-of-a-kind expenses-paid performance experience. Audition Materials for this event are given to students in the spring prior to the audition, providing ample preparation time.

**District Solo/Small Ensemble:** Students are encouraged to prepare either a solo piece (accompanied by a pianist) or form a small ensemble to perform at this event. This event typically takes place in March at Fort Zumwalt East High School. Preparing for this event requires the student(s) to practice their chosen material diligently. Students are responsible for purchasing the music they select from the State Prescribed Music List (PML) for both themselves and their judge. If their solo piece requires a piano accompanist, the student is also responsible for compensating the accompanist for their time (rehearsals and performance). Students who receive a “Gold” rating at this contest will proceed to State Solo/Small Ensemble. Students must register for this event with their band director prior to the event. All students who are a member of Wind Ensemble are expected to participate in this event.

**State Solo/Small Ensemble:** Students who receive an “Exemplary” rating at District Solo/Small Ensemble are invited to perform at State Solo/Small Ensemble. This event typically takes place in April on Mizzou’s Campus in Columbia, MO. Preparing for this event requires the student(s) to practice their chosen material diligently. If their solo piece requires a piano accompanist, the student is also responsible for compensating the accompanist for their time (rehearsals and performance). Students will receive a medal for their performance if they receive a “Gold,” “Silver”, or “Bronze” rating.

**State Large Ensemble Contest:** All students participating in a concert band in the spring semester will attend State Large Ensemble Contest with their respective concert ensemble (Freshman Band, Symphonic Band, Wind Ensemble). This event typically takes place during the school day in March at Holt High School in Wentzville, MO. Students will prepare concert pieces in class to perform at this event, as well as take part in a group sight-reading experience. Each ensemble will receive a rating based on their preparation and performance.

**Palen Concert Clinic:** This event is hosted by one of our local music store partners, Palen Music Center. This event typically takes place during the school day in February/March at Fort Zumwalt West High School. This event is held as a preparatory experience for State Large Ensemble Contest. Concert Band students will have the chance to perform with their ensembles and receive a clinic consisting of feedback for their upcoming contest. Other schools and their bands participate in this event as well.

**Awards Night/Band Banquet:** All students in the band program (marching, concert, jazz, guard, etc.) are invited to attend this event that celebrates the end of the school year and both individual student and group accomplishments. This is a wonderful way to end the school year and celebrate the hard work of all band students.

**Bands of America (BOA):** Bands of America is a program of Music for All, a 501(c)3 non-profit organization that promotes life-changing experiences through music, including the marching arts. There are multiple festivals hosted each year across the nation, including Regionals, Super Regionals, and Grand Nationals. These festivals provide all-encompassing experiences for students by providing excellent marching facilities, renowned judging panels, and an exciting competition format.

**Concerts:** The band program holds concerts that are open to the public and free of charge. These concerts are not only an academic and performing experience for our students, but also a chance for family and friends to enjoy and celebrate their students' progress. Concert Band Concerts typically occur three times per year: Winter Concert (December), Pre-Contest Concert (March), and Spring Concert (May). Jazz Band Concerts typically occur twice per year: Jazz Night (November) and Spring Jazz Concert (April). Other concerts may be scheduled at the director's discretion; concert and festival dates are always announced at the beginning of each semester to provide ample time for scheduling. Concerts and performances are considered summative assessments and count toward each student's grade; therefore, student attendance is mandatory.

**Marching Band Competition/Contests:** Students involved in the Silver Jaguar Marching Band will attend an average of 4-5 competitions each season. These are typically all-day events that are open to the public with ticketed admission (cost varying, depending on the competition). Parents chaperones and assistance are always necessary with these events; please contact the Band Booster President if you are interested in volunteering. Different aspects of these events include loading/unloading equipment and instruments, warming-up and preparing for performance, performing in preliminary/finals competition, and watching other bands perform. Concerts and performances are considered summative assessments and count toward each student's grade; therefore, student attendance is mandatory.

**Football Game Performances:** Students involved in the Silver Jaguar Marching Band and the Junior Varsity Band will perform at an average of 4-5 football games during regular season, typically on Friday nights. Additional games may be scheduled if the football team were to qualify for playoff season games. The bands participate in various aspects of the game, including Pre-Game (Fight Song, National Anthem, STARS Performance, Team Introductions, etc.), Halftime (Silver Jaguar Marching Band Halftime Show, Cheer/Dance Performance), and playing in the stands throughout the game. Schedules for each football game may vary slightly and will be announced in a timely manner.

**Homecoming Parade:** This parade takes place in the neighborhood surrounding Fort Zumwalt West High School. This parade typically occurs on Saturday morning of Homecoming Weekend. The parade will begin at Fort Zumwalt West, travel north through Turtle Creek, loop around and return to the school. This tradition is an exciting time for students to share school spirit with their peers and community.



# IV. LETTERING IN BAND

## A. LETTERING QUALIFICATIONS

### 1. LETTERING

In the United States, the varsity or "letter" jacket is a baseball-style coat usually worn among secondary school or college graduates. In addition, to indicate varsity honors won in sports, academics, or events. These accolades can also be displayed in a shadow box or kept as a memento.

A student may letter any or all of their years in High School. The first year of lettering, the student will receive the chenille letter patch "Z" and the "numbers" of their graduation year. The second, third, and fourth year of lettering, the student will receive a single letter chevron.

Students can "single letter" by meeting the basic requirements outlined below. Students can "double" or "triple" letter by striving for even higher achievement and being involved in multiple aspects of the band program, as outlined on the following page(s). Double Letter recipients receive a "band pin" and Triple Letter recipients receive a "purple band medal" each year they meet the qualifications.

### 2. GENERAL

In order to receive credit for being a member of a group or ensemble, students must also meet the following expectations of Good Standing (also defined on page 6 of the Band Handbook):

- ^ Maintain Academic Eligibility
- ^ Have Exemplary Attendance at Rehearsals/Performances & Clear Communication for any absence
- ^ Be a model of Citizenship and Sportsmanship within school and community
- ^ Be consistently Organized and Prepared for rehearsals
- ^ All fines and fees must be paid in full by the end of the season/semester

### 3. SINGLE LETTER REQUIREMENTS

In order to letter in band for the academic year, you must complete ONE of the following requirements during that academic year:

- ☐ BE A MEMBER OF THE VARSITY SILVER JAGUAR MARCHING BAND **AND** A SPRING CONCERT BAND
- ☐ BE A MEMBER OF EITHER FZW FALL COLOR GUARD **OR** FZW WINTER GUARD

**NOTE: Students who are not a member of the Silver Jaguar Marching Band or Color Guard or Winter Guard cannot receive a letter for that school year.**

## 4. DOUBLE LETTER REQUIREMENTS

In order to double letter in band for the academic year, you must also complete ONE of the following requirements during that year:

☐

BE A MEMBER OF AT LEAST ONE EXTRA-CURRICULAR ENSEMBLE:

BASKETBALL BAND

BRASS CHOIR

WOODWIND CHOIR

PERCUSSION STUDIO

AFTER SCHOOL JAZZ (2 O'CLOCK WEST)

☐

BE A MEMBER OF BOTH FALL COLOR GUARD AND WINTER GUARD

## 5. TRIPLE LETTER REQUIREMENTS

In order to triple letter in band for the academic year, you must complete FIVE (5) of the following options during that year. *NOTE: If you counted an extra-curricular group toward your double letter, that group does not get counted here again; please only mark groups that you are a member of in addition to your double letter.*

☐

AUDITION FOR METRO 8 ALL-DISTRICT BAND

☐

AUDITION FOR ALL-STATE BAND

☐

BE SELECTED FOR ALL-STATE BAND

☐

PARTICIPATE IN DISTRICT SOLO OR SMALL ENSEMBLE

☐

PARTICIPATE IN STATE SOLO OR SMALL ENSEMBLE

☐

RECEIVE A "GOLD" RATING AT STATE

☐

TAKE PRIVATE LESSONS ON CONCERT BAND INSTRUMENT (1 PER MONTH MIN.)

☐

BE A MEMBER OF CHOIR OR ORCHESTRA (Must be registered for course)

☐

BE A MEMBER OF BASKETBALL BAND

☐

BE A MEMBER OF BRASS OR WOODWIND CHOIR

☐

BE A MEMBER OF PERCUSSION STUDIO

☐

BE A MEMBER OF 2 O'CLOCK WEST

☐

BE A MEMBER OF 10 O'CLOCK WEST

☐

BE A MEMBER OF A SECOND CONCERT ENSEMBLE FOR ONE SEMESTER

☐

BE A MEMBER OF MUSICAL PIT FOR FZW SPRING THEATER PERFORMANCE

☐

BE A MEMBER OF AN AREA MUSIC ORGANIZATION (community band, ModZ, etc.)

☐

BE A MEMBER OF WINTER GUARD (instrumentalists only)

☐

ATTEND A BAND/GUARD/LEADERSHIP CAMP (other than FZW Marching Camps)

☐

BE A MEMBER OF A DRUM CORPS OR NON-ZUMWALT WINTER PERCUSSION GROUP

☐

BE A MENTOR FOR SILVER SOUND

☐

STUDENT'S PARENT OR GUARDIAN HAS ATTENDED AT LEAST 4 BOOSTER MEETINGS THIS SCHOOL YEAR