

Clovis West High School Instrumental Music Handbook



“Passionately striving for excellence in music and performance while developing meaningful personal relationships”

Welcome!

Welcome to the Clovis West High School Instrumental Music Program! We are very excited to offer all students outstanding experiences in music and performance and hope that this will be a very rewarding year for you.

Directors and Staff

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About our program...

The instrumental music department is made up of three different components: Band (Brass, Woodwinds, & Percussion), Color Guard, and Orchestra (Strings). Anytime you hear or see the words Instrumental Music, it is referring to one of these three groups. Brief descriptions of each of our ensembles are given below along with the class period or time of the year the ensemble occurs. Also included is an indication of the time commitment involved with participation in that particular group (Level 1, 2, 3 - see the bottom of the page for a more detailed description of the expected time commitment). Students may be a part of one or more of these ensembles.

Concert Band

Concert Band (6th Period - All Year) (Level 1)

The Concert Band performs exciting concert band music with a high level of focus on preparing the students for Symphonic Winds and Wind Symphony. During the fall, this class is made up of brass and woodwind students who do not participate in Marching Band, but may be active participants at football games and rallies.

Symphonic Band (2nd Period - All Year) (Level 2)

The Symphonic Winds is a mid to upper level concert band experience for our more dedicated students working their way towards Wind Symphony. All members of Symphonic Band also participate in the Marching Band in the fall semester.

Wind Symphony (1st Period - All Year) (Level 2)

A premier concert band experience, the Wind Symphony is made up of mostly upperclassmen. The Wind Symphony performs several times in the spring and travels out of town each year. The Wind Symphony is an intense, but very rewarding performing experience! All members of Wind Symphony also participate in the Marching Band in the fall semester.

Marching Band

Marching Band (After School - Fall Only) (Level 3)

Marching Band is one of the most exciting performing experiences in our program. The fall is spent preparing the competition show for several competitions through October and November. The Marching Band also performs at halftime for most football games and supports the football team from the stands.

Jazz Bands*

Jazz Ensemble(s) (0-Period fall, split 0-period/after school spring) (Level 2)

Jazz Ensemble plays outstanding big band music and has several performances throughout the year in town and out of town.

** Students must be concurrently enrolled in the appropriate instrumental music class during the school day in order to participate in jazz.*

Color Guard

Color Guard (7th Period - All Year) (Level 3)

Color Guard combines dance, drama, performance, and the manipulation of flags, sabers, and rifles into one magical artistry of pageantry. This outstanding performing group is an intricate part of the Marching Band in the fall. In the spring students participate in Winter Guard. The students continue developing their skills throughout the rest of the year and present a dance recital at the end of 2nd semester.

Winter Guard (After School - November to April) (Level 3)

Winter Guard is an indoor color guard activity performed in gyms & arenas. All members of the color guard are members of winter guard. Winter guard competes locally and out of town.

Orchestra

String Orchestra (3rd Period - All Year) (Level 1)

String Orchestra is open to all students who play a string instrument in any grade and any ability level. The group performs at concerts and festivals throughout the year.

Chamber Orchestra (4th Period - All Year) (Level 2)

Chamber Orchestra is an advanced group of string musicians who perform very challenging and intense music written for string orchestra.

Symphony Orchestra (After/before school/TBA - Winter/Spring) (Level 2)

Symphony Orchestra performs at the holiday concert and throughout the spring. The group is a combination of select woodwinds, brass, percussion, and strings.

Percussion

Percussion (7th Period - Fall, 1st/2nd/6th spring) (Level 3)

All Percussionists, regardless of grade, take this class which focuses on Marching Band in the fall. For the rest of the year, students focus on percussion ensemble literature and concert percussion technique. Percussionists will be placed in one of our concert bands in the spring.

Winter Percussion (After School - November to April) (Level 3)

Winter Percussion is an indoor marching percussion activity performed in gyms & arenas. All percussionists participate in winter percussion at Clovis West as part of a well-rounded experience in percussion.

Time Commitment and Instrumental Music Ensembles

As a member of an ensemble, the student makes a commitment to attend all rehearsals and performances so that the group can achieve a high level of excellence. The different levels of time commitment required for each of our ensembles is listed above and described below:

Level 1 - Minimal outside of school commitments, usually limited to concerts and some local festivals. Participation in sports and other activities are usually not an issue when participating in a level 1 ensemble.

Level 2 - Significant outside of school commitments including some rehearsals, several performances, festivals, and trips during the year. Participation in sports and other activities can be possible, but may need coordination with all stakeholders to resolve any issues.

Level 3 - Extensive outside of school commitments including regular weekly rehearsals, several performances, festivals, and trips occur during the season or the year. Participation in sports* and other activities is very difficult, but not impossible. A student should make sure that their calendar is free of any conflicts before committing to a level 3 ensemble. **Fall sports and Marching Band generally require some compromise in order to accommodate fall practice and game schedules. Please speak with a director about any sports you would like to participate in during the fall.*

Staying Informed

We are a very active program with our students participating in several performances and trips each year. We make every effort to keep our students and parents up-to-date on all of our activities. Below are the many ways you can stay informed about everything going on in our program.

E-Mail

We send regular e-mails with important information about upcoming events, trips, classroom reminders, etc. E-mails are sent from charmsemailer@charmsmusic.com and cloviswestmusic@gmail.com so please make sure that these addresses aren't blocked on your e-mail account. If you would like to be added to our mailing list or need to change your e-mail address, *please send a request to cloviswestmusic@gmail.com and we will make sure our e-mail system gets updated.*

Website

Our website contains a lot of information about our program. You can find our website at: <http://cloviswest.cwaim.org>

Calendar

You can always access our most current calendar by visiting our website. The calendar displayed on the main page is a listing of everything coming up in the next few days or weeks. If you click on 'Calendar' in the menu at the top, you can see the calendar displayed in a monthly view. On that page, there are options for viewing our calendar as a webpage that you can bookmark as well as instructions for subscribing to our calendar on a mobile device. We typically avoid handing out hard copies of our calendar because things do change throughout the course of the year.

Facebook

You can find us three different places on Facebook:

Closed Group for all current students, parents/guardians: <https://www.facebook.com/groups/cloviswestmusic>

Our Public Fan Page: <https://www.facebook.com/cloviswestmusic>

Closed Group for CW Instrumental Music Alumni: <https://www.facebook.com/groups/cloviswestmusicalumni>

Instagram & Twitter: @cloviswestmusic

Follow us on either Instagram or Twitter (or both!) and be sure to mention us in your posts about the program! Use the hashtag #cwaim

The Year at a Glance...

<p>Fall (August to November)</p> <p>The school year begins and Marching Band hits the ground running (or marching!) preparing for another exciting season. The band performs at football games, competitions, and band, orchestra & jazz concerts highlight an exciting fall!</p>	<p>December</p> <p>Clovis Christmas Parade & Sounds of the Season, our annual winter concert and dessert auction features all of our concert groups. A wonderful night of music! Our winter groups have begun rehearsing and are preparing for their competitive season.</p>
<p>Winter (January-March)</p> <p>Winter Guard and Winter Percussion are in full swing as they begin competing both locally and around the state. All of the concert groups and jazz bands prepare for several concert and festival performances in February and March.</p>	<p>Spring (April to June)</p> <p>The band marches in the Rodeo Parade at the end of April. Our end of the year performances include the Night of Percussion, Spring Jazz Concert, Color Guard Spring Showcase and the End of the Year Concert.</p>

Changes or Updates to this information

An ensemble director may at their discretion and when deemed appropriate make modifications to the following guidelines and expectations. If and when this occurs you will be made aware with a printed or digital version of that ensemble's expectations.

Grading & Expectations

Grading Policy Overview

The Instrumental Music Department Grading Policy is designed to ensure accountability for all students participating in the program. The success of our ensembles depends on 100% involvement of ALL students, therefore a large part of the grade is based on **Concerts/Competitions/Festivals**. It is also important to stress the individual development of the students through the use of **Performance Assessments/Other Assignments, Daily Participation and Citizenship, and Practice Journals**. The final piece is teaching the students to be consumers of art through **Concert Credit**. The overall goal is to encourage consistent participation, development, and responsibility of all members of our performing ensembles.

The Grading System

***note - a ensemble class syllabus with an ensemble specific grading scheme may supersede this system**

Each of these categories is explained below.

30% - Concerts/Competitions/Festivals

30% - Performance Assessment/Other Assignments

20% - Daily Participation & Citizenship

10% - Practice Journal

10% - Concert Credit

The Grading Scale

A - 90% - 100%

B - 80% - 89.99%

C - 70% - 79.99%

D - 60% - 69.99%

F - 59.99 % and below

Concerts/Competitions/Festivals (30%)

***Attendance at Concerts & Festivals** is not graded. However, attending our performances and festivals fulfills any requirement to complete alternative assignments** given to those who do not attend our performances and festivals. If an absence is anticipated and pre-excused, the alternative assignment is due the day of the event. If you miss a concert or festival due to illness or family emergency, the alternative assignment is due one (1) week after the date of the event or at the discretion of the director.

****Alternative Assignment Papers** will be assigned at the discretion of the director. Prompts and topics will be assigned by the director and must be 4 pages typed, 12 point/Times New Roman font, double spaced, with a works cited page included on a topic assigned by the director. Alternative Assignment Papers will be graded and checked for plagiarism.

Performance Assessment/Other Assignments (30%)

Instrumentalists: Your Performance Assessment/Additional Assignment grade is based on playing, written, and other assignments in this category that will be assigned in google classroom or in class. This is updated in Zangle at 6-week, 12-week, and final semester grades.

Color Guard: This grade is based on any assignments, performance tests, or performance evaluations given in class or google classroom. This may vary semester to semester. This is updated in the gradebook at 6-week, 12-week, and final semester grades. Check with your respective director to find out your current grade in this category.

Daily Participation & Citizenship (20%)

Attendance at all rehearsals outside of the school day, performances, concerts, festivals and competitions, including all trips (note - all students may attend a trip regardless of financial situation), is a key component of the instrumental music experience and is expected from all students. In addition, every semester there are many opportunities for students involved with this program to assist by volunteering. These voluntary acts allow the program to run smoothly. Every student is expected to contribute to the citizenship aspect of our program by volunteering two hours of time per semester with the program or in outside situations as representatives of the instrumental music program (community performances, service projects, etc). These opportunities may take various forms and will be approved by a director. In class every day a student will be given 0-5 points for Participation. Students start each day with 5 points, but points will be deducted for certain infractions (all of these values are doubled on block days):

Participation

Late to class	2 points
No instrument	4 points
No music	3 points
No pencil	2 points
Disruptive behavior	1-4 points
Failure to participate	1-4 points
Unexcused absence	5 points

Citizenship

Volunteered for two hours	Full Credit
Volunteered for up to one hour	25% full category deduction (5% overall grade deduction)
No reported volunteer hours	50% category deduction (10% overall grade deduction)

Practice Journal (10%)

This is a weekly assignment which should be completed every time a student practices. As student practice is a required part of participation in our ensembles (homework), students must complete these journals each week. Exact prompts and requirements may vary depending on ensemble and/or instrument. Assignments may be turned in via paper or google classroom/other digital means.

Concert Credit (10%)

Each semester, the students are expected to attend one high school, college, or professional performing arts event that they are not performing in or would not normally attend. This experience is meant to teach the students the importance of supporting the arts in our community. Any one of the following types of performances would count towards your Concert Credit requirement:

- A Band, Choir, Drama, Folklórico, Jazz, Orchestra, Percussion, or performance from our school or another school will count as long as you are not a member of the performing ensemble(s) that night.
- Any community or professional fine arts concert or performance. The Fresno Philharmonic, a community ensemble, a touring performing group/musical, etc., all would count. Please check with the director to see if the event you would like to attend will satisfy the requirement. As a general rule, performances by popular artists will not count, though some may be approved at the discretion of the director.
- As an alternative, the student may watch 60 minutes of an approved Internet/YouTube performance and write a one page double-spaced, typed, 12-point font (Times New Roman) summary of what was watched. This will be graded for quality/grammar, etc.
- The event attended must take place within the semester (i.e. an event attended during the summer would not count towards first semester concert credit).

To get your Concert Credit, a **Concert Credit Verification Form** must be turned into the bandroom mailbox along with a program cover or ticket stub from the performance. Please turn in the original and keep a copy for your records. You have until the last day of the semester to submit your Concert Credit. Concert Credit is recorded as it is turned in. Please allow 1 to 2 weeks for it to show up in Zangle.

For the first 12 weeks of the semester, incomplete Concert Credit will not count against your grade. After 12-week grades are posted, incomplete Concert Credit will count as a zero in Zangle until your Concert Credit is turned in.

Grade Deductions - Attendance / Participation

If necessary, the following maximum deduction scale will be used:

Description	Grading Impact
Missed Class (Unexcused Absence)	1 week classes = 1 letter grade drop
Tardy (Unexcused)	6 tardies = 1 letter grade drop
Lack of Effort/Disruptive Behavior/Unprepared for class.	Depends on point amount
Missed rehearsal scheduled outside the school day without prior notification.	2 missed rehearsals = 1 letter grade drop
Missed Concert or Failure to Complete Alternative Assignment*	1 missed concert = 1 letter grade drop
Missed Festival/Competition or Failure to Complete Alternative Assignment*	1 missed festival/competition = 2 letter grade drop (A --> C)
Improper attire/missing instrument or music at performance	2 occurrences = 1 letter grade drop

Daily Expectations

For each scheduled class period, you must be in class and have everything necessary for a successful rehearsal. This includes: Your instrument (in good working order), your own music, pencil, and an excellent attitude. You are expected to put forth a high level of effort and observe appropriate rehearsal etiquette for the entire class. You must also show consistent improvement in your playing through regular practice at home. If you forget your instrument, you must sit in your regular assigned seat and follow along with the music and the rehearsal. You may not do homework, read, or anything else.

Practice Outside of School

You must show consistent improvement in your playing throughout the year through regular practice at home. While we do not 'grade' your practice time at home, it is expected and should be done on a daily basis. Twenty to thirty minutes a day (or more) would be a starting suggestion. A portion of your practice time should be devoted to developing your technique on your instrument with the remainder of the time spent on the music you need to prepare for class or upcoming performances.

Tardy Policy - Band, Orchestra, Percussion

You are expected to be inside the bandroom by the time the tardy bell rings. You have 3 minutes from the time the bell rings to get your instrument, music etc. and be setup ready to rehearse. If you are not inside the bandroom by the bell or not setup to rehearse by three minutes after the bell, you will be marked tardy.

Tardy Policy - Color Guard Class

You have 5 minutes from the time the bell rings to change into appropriate rehearsal attire and be ready to rehearse.

Tardy Policy - Jazz Band

You are expected to be inside the Bandroom 10 minutes prior to rehearsal start time to setup and to warm up for zero period. Be ready to play at the beginning of the period. Students arriving late and not ready to play at the start of the period will be assigned a lunch detention. Repeated tardiness/absence from zero period may result in ensemble reassignment in addition to other grade consequences. Zero-period is a class period. If a student does not attend zero-period rehearsal they will be held to the same consequences as classes held periods 1-7.

Absences From Class

Absences from class will be excused and unexcused based on the school's attendance guidelines as recorded by the attendance office on campus. Excused absences do not need to be made up as long as the student puts in extra practice time beyond their normal practice amount. Unexcused absences may not be made up. It is very important you make sure all absences from class are cleared through the attendance office.

When a teacher asks you to come in before school or after school for extra help and that conflicts with jazz band or another one of our scheduled events or rehearsals, please let that teacher know right away that you are not available and that you would like to find another time to come in.

Absences from Rehearsals the Week of a Performance/Concert

Absences from a rehearsal that occurs within a week prior to a performance or competition may cause a student to be ineligible to perform. Student eligibility will always be up to the discretion of the director.

Absences From Instrumental Music Events & Outside of the School Day Rehearsals

Anticipated absences from any rehearsal/event outside the school day should be communicated to the director utilizing the [Excused Absence Form](#) found at bit.ly/cwaimabsent **at least one week prior** to the anticipated absence.

In cases of illness please contact the director (e-mail or phone) as soon as it is determined that the illness may cause the student to miss the event. In most cases, this will be several hours before the event begins.

In case of family emergency please contact the director as soon as it is reasonable to do so.

Regardless of whether the absence is excused or unexcused, alternative assignments (see 'Alternative Assignment Research Paper' above) may be given in lieu of attendance at an outside rehearsal/event.

Missing Other Classes

Occasionally, band/orchestra/color guard may cause you to miss other classes. Please check with your teachers ahead of the absence to get any missed assignments or to make up tests. When band/orchestra/color guard is the reason for your absence from another class, you may be allowed to use the music class period immediately following the day we missed class to make up a test/study session for that class. Please be sure to check with the director before missing your music class for make-up due to *any* absence.

Grades in Q (AKA Zangle, Parent/Student Connect)

Current grades are available on Q. Concert credit is attached to your main class (per.0-7). In the event you are participating in two main ensemble classes, you still only need to do one concert credit and one set of volunteer hours per semester. Make sure you circle all class periods (0-7) you are enrolled in when submitting your concert credit & volunteer hours.

Concert & Performance Schedule

Please see the website: <http://cloviswest.cwaim.org/calendar>

Other Important Information

Honor Ensembles

Preparation for FMCMEA is a requirement of students in advanced ensembles but we strongly encourage all students in the Clovis West Instrumental Music Program to consider auditioning for honor ensembles on the county, state, and national level. Not only are these fun and rewarding experiences in music performance, they are also great additions to your resumé and college application. Please visit the website of the honor group you are interested in for more information.

Graduation

All non-senior band members are expected to participate in the graduation ceremony each June. This is one of our most important and visible performances of the entire year. Your attendance is necessary and expected. If you have a sibling graduating, you will be excused from performing with the band so that you may sit with your family. You are welcome to play with the band also, it's your choice.

Awards and Honors

Several Plaques and Awards are on display in the bandroom recognizing the achievements of individual students in the program. Awards are given at the end of the marching band season, the winter season, and the end of the year. For a listing of those who have been honored, please visit the 'About Us' page on the website or check out the plaques in the bandroom.

End of the Year Awards

Certificate of Recognition

Awarded after 1 year (2 semesters) in the program.

Letters

Band, Color guard, or Orchestra Letters are awarded after 2 years (4 semesters) in the program.

Pins

Awarded after 3 years (6 semesters) in the program.

Senior Awards

Special awards presented to each graduating senior.

Jazz Awards

Pins presented to students who have completed their first year in Jazz I.

John Philip Sousa Band Award

Recognizing the most outstanding band musician for the school year.

Patrick Gilmore Band Award

Recognizing students for their outstanding achievement and commitment to the Clovis West Band Program.

National School Orchestra Award

Recognizing the most outstanding orchestra musician for the school year.

Golden Eagle Award

Recognizing the student who most reflects the attitude and dedication we would hope to see in every Clovis West Instrumental Music Student.

Louis Armstrong Jazz Award

Recognizing the most outstanding jazz musician for the school year.

Woody Herman Jazz Award

Recognizing students for their outstanding achievement and commitment to the Clovis West Jazz Program.

Marching Band Awards

The following awards are presented at our Marching Band banquet in November.

- **National School Marching Award (Member of the Year)**
- **Most Outstanding Senior, Junior, Sophomore, Freshmen**
- **Best Marcher**
- **Color guard, Hornline, Percussion Section Awards**
 - **Most Outstanding**
 - **Most Inspirational**
 - **Most Improved**

Winter Guard/Winter Percussion Awards

Most Outstanding, Most Inspirational, & Most Improved awards are presented at the conclusion of the winter season for each winter group (April).

Thirty-Second Club

A special plaque hangs in the Bandroom recognizing those who can play all 12 major scales, up & down, without error, in under 30 seconds. Please let the director know if you would like to give it a try. The attempt must take place in front of fellow members of your band/orchestra class.

Clovis West High School Instrumental Music Rules & Guidelines

In General...

- No profanity.
- No PDA (Public Display of Affection).
- No playing any instrument other than instruments you own or that are assigned to you. This includes color guard and percussion equipment.
- Show respect for all instruments, equipment, and music facilities, and other people's property.
- Show respect to directors, staff, and fellow students.
- Common sense should rule all of the time. If you wouldn't do something in the presence of a director, don't do it!
- Cell phones are to be on silent or turned off during school hours including all performances and rehearsals and should be left in your locker/backpack/instrument case.

In the Bandroom...

- No students allowed in the Bandroom without a director or staff member present.
- No food or drink (except water in a spill-proof container).
- No Gum.
- Only students who are a member of the instrumental music program are permitted in the Bandroom.
- No running, horseplay, or throwing anything.
- Backpacks must be kept in your locker or on the backpack racks or shelves. They may not be on the floor at anytime.
- Instrument cases must be kept in your locker during rehearsal or may be placed under your chair.

Internet Etiquette...

- Please remember that you represent our program when posting on Facebook, Instagram, or any other means of social media. NEVER say anything negative about another music program or a fellow student. Assume that anything you post has the potential to find its way to a director.
- We encourage all students, staff, and parents to participate in our CW Instrumental Music Facebook group.
- DO NOT send Facebook friend requests/Facebook messages to any director or staff member. If you need to contact a director or staff member, please use the email addresses provided on the website.
- Do not request to follow staff or directors on Instagram, Twitter, or any other social media.

Rehearsal Etiquette...

- Come prepared to every rehearsal with your own music, instrument, and pencil.
- Cases, backpacks, etc. should not be brought into the rehearsal space. Please keep these items in your locker or designated area. Do not leave these items on the floor.
- Always warm up properly with good tone and technique.
- Generally, talking is not permitted during rehearsal.
- Please raise your hand if you have a question and wait to be called upon.
- You are responsible for putting your own chair and stand away after every rehearsal.

Instrument Lockers...

- Lockers will be assigned as needed.
- You may only use a lock checked out to you from the instrumental music department. All other locks will be removed.
- Your locker MUST be locked when you are not in the room.
- Lockers are to be kept clean and free of clutter.
- Food may be kept in your locker only if it is to be consumed that day and is kept in a container that will not spill.
- Do not hang on the locker doors.
- Do not write on or decorate your locker in any permanent fashion. Do not put anything on the outside of the locker.
- You will be responsible for any damage to your locker.

Planning Your Section Get Togethers/Parties...

If you are planning a get together for your section of the program, or any group of the students where the association is related to our department (i.e. Low Brass, Guard, etc), your event must be cleared through the director BEFORE you announce the event. In most cases your event will be approved, it is just important that we are aware as parents of students attending the event will often be under the impression that it is being sponsored by our department.

Copyrighted Video/Internet/YouTube

- All Clovis West Instrumental Music Performances including concerts, festivals, or competitions are protected by U.S. Copyright Laws and should not be recorded by any means (audio or video).
- Do not share, distribute, or post videos of our performances on the internet/YouTube or by any other means at any time.

Clovis Unified School District/Clovis West High School Code of Ethics

Overview

The following Code of Ethics applies to all students who represent Clovis West in any co-curricular program. The student will be asked to make this commitment prior to the start of the season/activity, and abide by its conditions for one calendar year from the signing date. During the summer vacation this code is still in force. The Code is a statement of responsibility and understanding for a student who freely chooses to represent the school. No statement can express the excellence of performance for which we hope all students will strive. There is no substitute for school pride and good judgment.

Student/Parent Commitment

We, the student and parent or guardian of the student, understand that the student will abide by the C.U.S.D. Code of Ethics. We also understand that when the student signs the Code of Ethics he/she is to follow the stated rules twenty-four hours a day, seven days a week, during the one calendar year following the signing. The student is also subject to the school rules while at school or at a school related activity.

Appearance

The co-curricular program holds a very prominent place on a campus and in the community. Appearance, expressions and actions always influence people and their opinion of our students, the program and the school. Each participating student of C.U.S.D. has the responsibility to uphold the C.U.S.D. dress code when at school and representing C.U.S.D. at a co-curricular event. An individual coach/advisor may set a stricter dress code policy, but may not be more lenient than the district dress code as stated in Board Policy 2150. If the coach/advisor chooses to set a more strict policy, he/she will furnish that policy in writing to students/parents, with prior approval of the school site athletic/activities director.

Attendance

We understand regular attendance is expected of all our students and habitual absenteeism will result in disciplinary action. A participating student must be in attendance the day of the performance (half of the day unless he/she has a doctors appointment or is excused by the school principal) or in school the day prior to performance on a non-school day, to be eligible for participation. Students are also expected to attend all classes the day following a school contest.

Academic Eligibility

We understand the academic eligibility requirements set forth by C.U.S.D.:

- Passing a minimum of four subjects
- Grade Point Average Requirements - A student must earn at least a 2.0 grade point average in all enrolled classes for the prior grading period in order to participate in the current grading period. (Grade 7 - 12). A student who fails to achieve a 2.0 grade point average will be placed on probation for the current grading period provided the student complies with and attends the school's tutorial assistance program (Co-curricular Study Table. A three-hour per week academic lab). A student who does not achieve at least a 2.0 grade point average during the probationary period shall be excluded from participation in extracurricular activities during the subsequent grading period. The grading period in C.U.S.D. is six weeks.
- Progress Towards Graduation Requirements - The following number of accumulated units towards high school graduation will be standard for minimum achievement:

Sophomore, fall semester	55 units
Sophomore, spring semester	80 units
Junior, fall semester	110 units
Junior, spring semester	135 units
Senior, fall semester	165 units
Senior, spring semester	195 units

A student who does not accumulate the required number of units towards high school graduation will be placed on probation for the current semester. A student who does not achieve the necessary number of units by the end of the probationary semester shall not be allowed to participate in extracurricular and co-curricular activities the following semester.

CUSD/CWHS Code of Ethics Continued...

Provision of Accurate Information

Students participating in District co-curricular or extra-curricular activities must provide correct information on the following forms as appropriate:

- a. Valid Birth Certificate;
- b. Results of an annual physical examination;
- c. Verification of insurance;
- d. Signed residence questionnaire;
- e. Signed informed consent form;
- f. Signed informed consent form for football;
- g. Signed anabolic steroids form;
- h. Signed District Code of Conduct;
- i. Signed California Interscholastic Federation (CIF) Code of Conduct; and/or
- j. Signed dress code (if coach/advisor uses a stricter dress code than that set forth in Board Policy No. 2105).

Behavior

The conduct of District students participating in co-curricular and extra-curricular activities is closely monitored by the public and community. District students, in representing themselves, their parents/guardians school and community, are expected to conduct themselves in an exemplary manner. No student participant will violate applicable statutes or rules, including Education Code sections 48900 (Refer to AR2102).

CONDUCT THAT IS NOT ACCEPTABLE:

1. Possession/Use of illegal drugs
2. Possession/Use alcoholic beverages
3. Possession of weapons
4. Fighting (Battery) Repeated mutual combat
5. Possession/Use of tobacco
6. Violation of a law in the community
7. Defiance of adult authority
or the breaking of rules established by
the coach/advisor or school
8. Use of profanity or vulgar language
9. Taunting/abusing of another student
10. Misuse of equipment/uniform
11. Unsportsmanlike conduct
12. Wearing uniform incorrectly
13. Negative behavior toward an official
(either spoken or a physical reaction)

Please Note: Effective October 15, 2004, any student participating in a co-curricular program that attends a party or gathering where alcohol or other controlled substances is present and the student stays at the party, the student will be suspended from participation in his/her activity or sport for a minimum of two weeks with no "buy back" opportunity. The student may ask for a hearing where extenuating circumstances can be heard. This rule will be applied 24 hours a day, 7 days a week while the student is under the code of ethics or the supervision of a coach. If there is a class involved (PE, choir, cheer), the student will be expected to attend class but will not be allowed to participate in performances, games, etc. The student will be on non-privilege status.

Removal Procedure

When a violation of this Code of Conduct and/or the California Education Code occurs, a coach/advisor/activities director or athletic director can temporarily exclude a student from participation on a team/activity for a period up to five (5) school days and recommend permanent removal of the student from the team/activity for the season. The coach/advisor is to immediately inform the school athletic director or activities director of the temporary exclusion of the student from the team/activity. The parents/guardians are to be notified in person or by phone within twenty-four (24) hours of the temporary exclusion from participation.

A student that has been temporarily excluded will have an informal conference with the site athletic/activities director. The purpose of this informal meeting is to give the student an opportunity to be heard with respect to the alleged violation.

Within five (5) school days after notice of being temporarily excluded from the team/activity, the student and the student's parents/guardians must be given an opportunity to be present at an eligibility hearing to determine the length of the student's

exclusion, the criteria for reinstatement on the team/activity, or if the student will be permanently removed from the team/activity. Time periods for the above procedure may be adjusted if necessary to complete the investigation of the offense; however, the student in question and his/her parents/guardians will be notified of the adjusted schedule. This procedure shall not apply to residential, intradistrict, or interdistrict transfer eligibility determinations for interscholastic athletics eligibility discussed below.

Removal Hearing

For purposes of the Removal Procedure described above, the hearing panel that will determine whether to permanently remove a student from an interscholastic athletic team will be composed of three (3) voting school personnel as follows:

- a. Athletic director/activities director/chairperson (one vote);
- b. Principal, deputy principal, learning director or counselor (one vote); and
- c. Staff member (one vote).

Others who may attend and have input:

- a. Coaches/advisors (non-voting, provide information only);
- b. Student (non-voting, provide information only); and/or
- c. Parents (non-voting, provide information only).

The three (3) voting members of the hearing panel must be present to constitute a quorum, with a majority vote necessary for action.

The hearing panel will hear a case within five (5) school days, (unless extended by the District for a reasonable period of time for purposes of completing an investigation into the student's conduct subjecting him or her to removal, or other valid reasons), and inform the student of its decision after the panel's recommendation has been reviewed by the Principal.

Individuals who may be present during the panel's hearing are restricted to the panel members, school officials, the student, and the student's parents/guardians, and, if allowed by the District, witnesses providing testimony during the hearing. Any exception to this restriction must be approved by the Principal.

A letter shall be sent to the parents/guardians and student stating the decision of the hearing panel within one (1) school day after the hearing.

Following the receipt of the hearing panel's decision by the student's parents/guardians, the student may appeal the panel's decision to the Principal. Student must deliver the request for appeal to the Deputy Principal or Principal's office within ten (10) school days of the hearing panel's decision.

Clovis Unified School District/Clovis West High School Instrumental Music

Field Trip Code of Conduct

Trip Purpose/Philosophy Statement

The trips you will participate in while you are a member of the instrumental music department promise to be great experiences. You represent our music program, Clovis West High School, the Clovis Unified School District, and the community. We are confident that each of you will put your total effort and concentration into the travel experience and any associated festivals and competitions. Not only will you be experiencing participation at its highest level, but hopefully, accumulating unforgettable memories along the way. We are extremely proud of each of you who contribute so much to the school.

Remember that you represent our school and district. Savor the experience and take pride in being a member of our school. We believe in you and know you will make us proud of your achievements.

Rules and Regulations

Please be aware that all of our Instrumental Music, Clovis West HS, and CUSD rules and policies apply, and any trip discipline will be followed by school discipline and code of ethics consequences upon your return. Any students not complying with the general guidelines for the trip may be sent home immediately (at parent expense) or be restricted for the rest of the trip. In most cases, the student will be sent home or parents will need to travel to pick up their child.

Clovis West Instrumental Music Trip Rules & Guidelines

These rules and guidelines are in place to ensure the safety of all of our students, staff, and chaperones, and should be followed at all times.

General Rules...

- First and foremost: Always act in a way that positively represents yourself, our program, our school, and our community at all times.
- Punctuality is essential. Refer to your itinerary ("Passport to Fun") for schedule details. You are expected to have the Passport to Fun with you at all times. Be early for everything and help everyone stay on time. Remember, early is on time, on time is late.
- CUSD Dress Code must be followed at all times. Flip-flops are okay and appropriate comfortable clothing may be worn on the bus ride.
- No PDA (Public Displays of Affection) at anytime.
- No profanity, profane behavior, or conversations of inappropriate nature.
- If you get sick or do not feel well on the trip, please notify a chaperone or director immediately.
- The CUSD Code of Ethics is to be followed at all times. This includes, but is not limited to the possession/use of any controlled substances, alcohol, tobacco, etc. It goes without saying that your behavior must always reflect our program and Clovis West in the most positive way possible.
- All medications, prescription or over the counter, must be checked in with the chaperone prior to departure using the the 'Out of Town Medication Form'.
- Respect the property of others. Do not borrow or take another's property without being given permission to do so. One the same note, please watch and protect our belongings. If you see something suspicious, report it to a chaperone or director immediately.
- You should always be in a group of three (3) when not with the entire group.

On the Bus...

- You must remain in your seat anytime the bus is in motion.
- You must use headphones with music/video players always.
- Please keep the noise to a minimum when having a conversation.
- All movies watched must be on the approved movie list (no matter what device you watch them on)
- You may not be on the bus at anytime without a chaperone.
- The restroom on the bus is for emergency use only. Please wait until we stop, if possible.

During Free Time...

- You are required to stay in groups of 3 or more when you have free time. If you are seen with less, you will remain with a chaperone until the free time is over. Do not leave any location without your entire group (i.e. don't leave anyone behind).
- Check-ins, report times, & meeting places are set in the itinerary. Don't be late!
- Be careful when crossing streets. Use crosswalks. Be aware of your surroundings.
- If there is an emergency, contact the directors/chaperones immediately.
- You are not to leave the group to visit family/friends without permission from the head chaperone/director.

In the Gym...

- You must be in the gym or the locker rooms. Please do not wander around the campus.
- You may lay down on your own sleeping bag only.
- You must be in your own sleeping bag at the set lights out time. Don't be late. Get ready for bed and take care of all of your business in the locker room before lights out.
- You may listen to music when you are going to sleep, but it must be quiet enough that others cannot hear. You may not watch any movies or videos.
- No texting after lights out. Please turn off any cell phone noises/alarms, etc.
- Absolutely no talking after lights out.
- You may use the restroom during the middle of the night, but please be very quiet so as to not disturb others. Return to your sleeping bag immediately.
- You may not get up before the lights are turned on in the morning. Please remain quiet until then.

In the Audience...

- Be positive and supportive of all the groups performing.
- Do not talk, text, or use your cell phone during any performance.
- Do not enter or exit the performance venue during a performance.

At the Hotel...

- You may not enter any other hotel room except for the room you have been assigned.
- Visitors from outside of our program (including parents who are not chaperones) may not enter student hotel rooms at any time.
- Out of respect for other hotel guests, you must remain reasonably quiet at all times when in the hotel. This extends to movement in the halls or other public areas of the hotel as well as in your room. Do not play your instrument in the hotel room. No running is allowed in the hotel.
- Evening Room Check will be strictly enforced. Any personal needs which might require leaving your room must take place before room check. You may not leave your room for any reason after room check and before the wake up call in the morning (except for hotel emergency).
- "Lights Out" means get some sleep! Each of you must have enough rest for the next day's activities. Adequate rest is necessary!
- Please respect the hotel property. Keep your room neat and in the manner you found it. Do not move any furniture.
- Wake Up Calls: Your chaperone will call your room at the specified wake up call time. If you need more time to get ready, please set your alarm, though you may not leave your room for any reason before the wake up call.
- You may use the pool only if there are at least three of you, and a chaperone is present in the pool area. No exceptions.
- Room Check Out: At the scheduled check out time, everyone must be in the room with their luggage packed and the room straightened up. A chaperone will come and inspect your room. Please give all hotel keys to your chaperone. You may not load the bus prior to being dismissed by the chaperone.

Post-Event Release Form

When traveling to concerts or events not held on the Clovis West Campus, students will be expected to travel to and from the event on transportation provided by Clovis Unified. In the event that a student wishes to leave directly from the event site, they must present the completed *Post Event Release Form* in order to be checked out to a parent or guardian. This form is not required for events in which return transportation to Clovis West is not provided (ie: Football games at VMS, Concerts at Shaghoian Concert Hall, etc). This form can be accessed at This form can found on the website (Essentials-->Forms) <http://cloviswest.cwaim.org/forms-grading-expectations>

Parent/Guardian Code of Ethical Conduct and Expectations

The purpose of this Parent Code is to develop parental support and positive role models in all CW co-curricular activities. In the tradition of excellence, the purpose of all co-curricular activities at Clovis West High School is to promote the physical, mental, moral, social, and emotional well-being of each student. Parents/guardians are in integral part of this process.

Expectations

As a Clovis West High School parent/guardian, I agree to:

- Be a positive role model for my student, the school, and community.
- Display positive attitude and behavior. Adult behavior affects student behavior.
- Show respect for all participants, parent volunteers, judges, directors, and staff.
- Assist in providing for student safety and welfare at all times.
- Encourage my student to attend school regularly and excel academically.
- Inform my student of the dangers of using and discourage the use of any illegal drugs, alcohol, and tobacco.
- Help my student carefully consider the time and commitment that will be required of them when joining an instrumental music program. This commitment should not be compromised once a Clovis West student joins the program.

Grievance Procedure

It is Clovis West's school policy that grievances should not be addressed during or immediately following any rehearsal, festival, or competition. If a situation arises where a parent/guardian wishes to meet with a director or staff member, or address a specific issue or complaint, the following steps should be followed:

- Request a meeting at school with the director.
- If your concern is unresolved, arrange an appointment with the performing arts administrator/learning director.
- If your concerns are still unresolved, the appeal process outlined in the CUSD Policy will apply.

Audition Policy

Several of our advanced ensembles require an audition in order for the student to be considered for participation. Auditions may also take place for position and/or seating within any of our ensembles. The Directors & Staff go to great lengths to fairly and impartially evaluate the students. To this end, auditions may be recorded. While a performance audition is largely the deciding factor for ensemble placements, other factors may be used for consideration such as academic standing and observed student behavior. In order for a student to

participate in any Clovis West Instrumental Music Audition or be considered for placement in one of our auditioned ensembles, the following must be agreed to:

- All audition results are final once posted.
- While the directors and staff will be happy to discuss with a student or parent what the student may do to further improve for future auditions, the directors and/or staff will not reconsider the audition results.
- Students are reminded that they are auditioning every day through their actions and participation in our program. What you do, say, and how you act will help or hurt you through your time with us, so make great decisions.

Permission to Message

We request permission for your student to receive and send text and other digital messages to and from the CWHS Instrumental Music Program. Text and other digital messages are a valuable communication tool, especially when we travel out of town. All Clovis West Instrumental Music messages must meet the following criteria:

Sent from CWHS Instrumental Music (Band/Color guard/Orchestra):

- Will only be sent by CWHS Music Directors & Staff, or our online office management system, Charms.
- All messages will be important department-related information (i.e. changed report time, important reminders, etc).

Sent from Student:

- May only be sent if there is a question regarding CWHS Instrumental Music related information.
- Please refer to the website and e-mail communications BEFORE texting a question that could have been answered without contacting a director or staff member.

Performer Pledge & Contract

Every Clovis West Instrumental Music student must agree to the following:

1. **Attitude:** I will always bring a positive attitude to the stage, field, or floor, no matter how the day has gone before that.
2. **Effort:** I will put in the necessary practice time outside of rehearsal to be prepared and I will give 100% effort for the duration of every rehearsal and performance.
3. **Attendance:** I will attend all scheduled rehearsals and performances.
4. **Character:** I will always act in a way that brings pride and honor to our band, our school and our community. I will follow the behavioral guidelines and policies of the Clovis West Instrumental Music Program, Clovis West High School, and CUSD Code of Ethics.
5. **Respect:** I will respect all of my fellow student performers, student leadership, parent chaperones, school administrators, staff, and directors.
6. **Service:** I will serve my section and the ensemble striving to ensure that everyone has the best experience possible.
7. **Balance:** I will manage my time, maintain my grades, eat properly, and get enough sleep to be at my very best for the good of the ensemble.
8. **Commitment:** I understand that I have made a commitment to not only the program, but to my fellow performers. I will see that commitment through to the end of the season, no matter what circumstances may arise.

Failure to meet and uphold the rules, guidelines, and expectations presented in this handbook may result in disciplinary actions which could include dismissal from an ensemble or program, at the discretion of the director.

The success of each ensemble within the program is dependent on the outstanding performance of every individual. As an individual member, please commit yourself to the highest levels of excellence possible for the duration of your time in the program.

Final Thought...

THANK YOU for joining our program. We are very passionate about our students and the positive impact music education can have in your life. We hope that you have an awesome experience this school year. If you ever have any questions or concerns, please feel free to contact us.