



**2026-2027**  
**MARCHING BAND HANDBOOK**

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## **PREFACE**

This manual is to serve as an informational tool for students, parents, and other persons interested in the organization and procedures of the Woodland High School Band Program. Both the student and guardian(s) should read this handbook and complete the online registration forms on the Woodland Band website.

When in the best interest of the overall band program, the director shall have authority to amend any policies found in this handbook.

## **MEMBERSHIP IN THE MARCHING BAND**

As a member of the Woodland Marching Band, you have the opportunity to use music as a form of expression. With excellence through performance as our goal, your responsibility is to **always** strive for **your** personal best in the atmosphere of team goals. With this as your personal objective, the band program will grow ever onward and upward!

## **THE WOODLAND HIGH SCHOOL MARCHING BAND**

In this band program, character, leadership, respect and responsibility are a major focus. The experiences our students receive through participation, performances, travel opportunities, and so much more are amongst the many reasons band students tend to be the most successful on campus not only in academic achievement, but also in community involvement and awareness.

The teamwork within the Woodland Band program does not stop with music. Peer tutoring from other band students has been very successful. In other words, this organization is more than just a program; it is a group of students that in many ways act as a family. For most new students, band camp can make the adjustment to high school not only easy, but exciting too.

The Color Guard is a performing unit of the Marching Band. Tryouts take place each spring and are open to all students who will be enrolled at Woodland for the following year. While it is an extracurricular activity, once selected, Color Guard students are considered full members of the band program and are expected to abide by all rules and regulations. If a student plays an instrument in the band, they are expected to commit to the complete band class curriculum.

## **INDIVIDUAL PRACTICE; ACCOUNTABILITY TO THE ENSEMBLE**

ENSEMBLE literally means, TOGETHER. We only get better together when each individual does their part to be prepared. Individual practice is expected and required. Remember . . . the better you perform, the better the entire ensemble performs! The benefits will be very apparent when we are together as a full group. Individual practice is necessary and should be viewed and encouraged with the same enthusiasm as is homework in other subjects.

## THE IMPORTANCE OF ATTITUDE

The greatest single factor that will determine the success of any individual or organization is attitude. The "right attitude" must be present along with sincerity, concentration, and dedication. Make the most of every rehearsal and performance. Work hard, push through, and put in the time.

### ATTITUDE

*"The longer I live, the more I realize the impact of attitude on life.  
Attitude, to me, is more important than facts.*

*It is more important that the past, than education, than money, than  
circumstances,  
than failures, than successes, than what other people think or say or do.  
It is more important that appearance, giftedness, or skill.  
It will make or break a company ...a church ... a home.*

*The remarkable thing is we have a choice every day  
regarding the attitude we will embrace for that day.  
We cannot change our past ... we cannot change the fact  
that people will act in a certain way.  
We cannot change the inevitable.  
The only thing we can do  
is play on the one string we have, and that is our attitude ...*

*I am convinced that life is 10% what happens to me and 90% how I react to it.  
And so it is with you ... we are in charge of our Attitudes."*

*- Charles Swindoll -*

## THE IMPORTANCE OF DISCIPLINE

Because of the nature of the organization and the number of participants, band procedures must be clear and followed. The structure in place is to ensure your safety as performers and to achieve the best educational environment for ALL students. Band students and parents must be willing to accept the ideals, principles, and rules of the organization in order for all of us to strive for excellence. Keep in mind that ALL school rules apply to all band activities.

### DISCIPLINE

*The value of discipline is the way to do what needs to be done. Discipline creates habits, habits make routines, and routines become who you are daily.*

## THE IMPORTANCE OF COMMITMENT

When a student becomes involved in the band program, they commit to the entire schedule. Rehearsal & Performance schedules are published well in advance so conflicts between band and other activities can be reduced. When selecting non-band activities, students should consider the band schedule to decide whether or not the student can responsibly participate in both activities.

Please remember each member is supremely important to the entire band. We are all part of the same team, working toward the same goal. In many athletic activities, coaches can rely on 2<sup>nd</sup> and 3<sup>rd</sup> string players if a player is absent. In the band, every member is a starter. Each student's commitment is very important. One absence in a rehearsal or performance has a large impact on everyone.

Work is not an excuse for missing a band activity. If a student plans to work during the school year, managers should be notified that the student has a prior commitment to a school activity, band. When students plan ahead, many things are possible.

### COMMITMENT

*“Individual commitment to a group effort – that is what makes a team work, a company work, a society work, a civilization work.”*

*-Vince Lombardi*

## ATTENDANCE POLICY

In order for all students to have a successful experience, each member needs to attend **all rehearsals and performances**. One student's absence affects more than the one student. This organization can only be successful when it acts as a cohesive team. In intricate drill and musical preparation, one single absence can hold back the entire organization.

All members are expected to attend every function in which the band participates. If you are unable to attend a performance, you must provide a written excuse to the director five (5) days or more in advance. Personal illness, death in the family, weddings, and religious holidays are usually the only legitimate excuses for missing a performance.



With proper planning,  
**CONFLICTS CAN BE AVOIDED!**

### Absence and Tardy Procedures:

#### TARDY

Students who are tardy to marching band will be disciplined. Disciplinary action will be assigned by the Director(s).

Three unexcused tardies will count as an unexcused absence, which may affect a student's eligibility to letter in band. Additional tardiness will result in the placement of the student to alternate status and possible loss of performance eligibility. Being tardy due to approved school activities requires prior communication with directors one week in advance to avoid penalization.

#### EXCUSED ABSENCE

An absence will be counted as excused *if approval is given in advance* (\*see below) and the absence falls under school system guidelines for excused absences, such as illness, death in immediate family, or religious holiday. If all criteria are met for an excused absence, it is the student's responsibility to learn all missed music, drill, and choreography.

\*In order to obtain an excused absence, the following criteria must be met by student/parent:

- A parent/guardian fills out the Absence Request Form on the Band website
- The director should be notified in writing in advance of the anticipated. In the unfortunate event of an illness or emergency, please email Ms. Clark at [cecilia.clark@bartow.k12.ga.us](mailto:cecilia.clark@bartow.k12.ga.us) or Ms. Maldonado at [holly.maldonado@bartow.k12.ga.us](mailto:holly.maldonado@bartow.k12.ga.us)
- Confirm with the Band Captain or a director that the absence has been excused.

**If a student has 4 or more absences or is absent for a performance, the student may not be eligible to letter in band.**

**UNEXCUSED** An absence will be counted as unexcused if the absence is not for an excusable reason (such as vacation, community sports, work, feeling tired, homework, not having a ride, haircuts, etc.).

Students who are absent from rehearsals unexcused could be moved to alternate status and lose performance eligibility.

**SCHOOL SPONSORED EVENT** If the conflict is approved by a director before the missed rehearsal, then the absence will be counted as excused. If the director is not given at least one week's notice of the absence, then the unapproved absence will be counted as unexcused.

**DRESS REHEARSALS** The final rehearsal prior to any performance (game or competition) is considered a dress rehearsal. This includes each (typically Thursday) practice prior to football games and Saturday morning rehearsals prior to competitions.  
**You must be present and participating in the dress rehearsal to be eligible to perform in that performance.**

***IF A STUDENT IS IN SCHOOL, THEY ARE EXPECTED AT REHEARSAL THAT DAY!***  
***Students must be present for at least half of the school day to participate in afterschool activities.***

## **BAND EXPECTATIONS & PROCEDURES**

1. Band members of Woodland High School will always be expected to maintain an attitude of **professionalism** and **pride at all times!**
2. The use of illegal drugs, alcohol, tobacco, and vape products in any form is not permitted at any Woodland High School band function. Violations will result in permanent dismissal from all aspects of the Woodland Band Program.
3. Publicly displays their affection for each other in an inappropriate manner.
4. The use of foul language and profanity is unacceptable.
5. Students should respect the bands from other schools and be supportive of their performances.
6. Inappropriate behavior or distractions from the group goals will not be accepted. Violations will result in a parent conference and a re-assessment of the student's participation in the band program.
7. No initiation or hazing of rookies will be tolerated.
8. The WHS band program's reputation is built on the attitude, character and musicianship of its members. **NOTHING LESS THAN YOUR BEST IS EXPECTED!**
9. Each student is assigned a locker for storing music and folders. Students should keep their locker clean and only use areas assigned to them.
10. Bus sign-ups will be completed before the first away game. Changes will not be made once the season is underway.
11. Use of the band facility by students for practicing, rehearsals, or any other reasons must be approved in advance by a director.
12. Leadership positions and/or membership in the marching band can be revoked if a student violates the rules of WHS or this band program.

## **BUS EXPECTATIONS**

1. When the band is traveling as a group, all students are expected to travel to and from the event on the buses. If a student **MUST** travel home with a parent from the field-trip, advanced notice must be given in writing and the parent **MUST** be present to check out their child from the trip.
2. Bus Captains will take attendance as students enter their assigned bus. Only when necessary will roll be taken aloud on the bus.
3. When the bus is in motion, students are to remain seated at all times.
4. Instruments that do not go on the equipment truck should be kept on the floor whenever possible.
5. Absolutely no playing is allowed on the bus unless otherwise instructed by a director.
6. Screaming or excessive noise **WILL NOT** be tolerated.
7. The bus should be kept clean at all times. Bus Captains and Chaperones are **NOT** bus maids.
8. Students are to remain seated until final instructions to unload are given.
9. PDA is prohibited! Violations will result in moving seats or being assigned a different bus.
10. All music from phones/computers are permitted with headphones only.

## **MARCHING BAND PASS-OFF EXPECTATIONS**

Pass-offs are designed to assure accountability to all players. All students pass-off either music or routines to a director, staff member, or student leader. All music is required to be checked-off by deadlines assigned by the Student Leadership Team. If a student does not meet the deadline for each piece of music, they will be required to perform their music for a director. If it is determined that the student is not putting forth the appropriate effort, they will not perform in the next performance until the pass-off has been completed.

The pass-off procedure begins with all drum majors, student captains and section leaders checking-off to the director by memory. Once these students have passed-off, they will then begin evaluating students in their sections. All section members must pass-off each piece of music by memory to their section leader. Section leaders are responsible for keeping track of students who have completed the pass-offs.

Passing-off is a pass/fail grade. Students will be “passed-off” once they demonstrate mastery of all aspects of the music and/or choreography.

# FOOTBALL GAME EXPECTATIONS

1. Band report times will vary with the football schedule and will be announced during the Thursday night dress rehearsal (see procedure models below).
2. No band member is permitted to leave the organization in advance of group dismissal at any time, unless excused by a director PRIOR TO THE PERFORMANCE.
3. While seated in the stands, only **current** band members are allowed in the band seating section. Third quarter break is your chance to catch-up with alumni and friends.
4. The band will always sit in sections of like-instrumentation.
5. Attention should be given to the Band Directors and Drum Majors when they are standing in front of the band.
6. We play only as a group in the stands. Unapproved solo/section performance is strictly prohibited.
7. Inappropriate cheers are not allowed. Organized cheers, planned ahead of time, or performed with the cheerleaders are permitted.

## Sample Schedule for home Football Games

- 3:20 School Ends – All students leave campus
- 5:05 Band room opens – students arrive in approved under-uniform shorts/shirt
- 5:30 Property Crew Set Up/Percussion Set Up
- 6:00 Unit warm-ups begin; Colorguard already in full uniform
- 6:20 Full band rehearsal
- 6:35 Final dress-out/bathroom break/prepare for entrance into stadium and performance
- 6:50 Form full arc in band room for full inspection
- 7:00 March into stadium for Pre-Game
- 7:12 Pre-Game
- 7:30 KICK-OFF

## Sample Schedule for away football games

*(All Band Students Remain On-Campus After School For All Away Games)*

- 3:35 Rehearsal, Pack and Load
- 4:15 Dinner provided for all band students in Café  
Uniform Inspection
- TBA\* Depart for away football game  
(Departure time determined by location and distance of away site)
- 6:45 Arrive at away football game site  
Unload, Warm UP
- 7:30 KICK-OFF
- 10:00 Game Ends – Return to WHS  
(REMIND texts will be sent upon departure for estimated return to WHS)

## AFTER GAME EXPECTATIONS

Following dismissal from HOME and AWAY games, as well as band competitions, it is each student's responsibility to put all equipment and uniforms in their proper place. Any items not returned to their proper place will be held in the directors' office. Equipment on the band trailer will be unloaded by the equipment crew, but must be returned by the individual student to the proper place. Clean-up duty may be assigned for the following week for any student not returning equipment or uniforms to the proper place after games and competitions.

**\*\* ALL STUDENTS NEED TO BE PICKED UP WITHIN 30 MINUTES OF THE END OF THE FOOTBALL GAME OR WITHIN 30 MINUTES UPON RETURNING TO THE SCHOOL \*\***

*Thank you for being on time for pick up!*

## SCHOOL-OWNED PROPERTY (Instruments & Uniforms)

**Instruments** - Each student who uses a school-owned instrument is completely responsible for the care of the instrument or piece of equipment. Lost or damaged items shall be replaced or repaired at the student's expense (This includes regular maintenance). Before school-owned instruments are checked out, a check-out form must be filled out and filed with the band director. Students must return any checked-out item(s) after the Spring concert or at the directors' request. **Any loss, damage or unaddressed repairs will be reported to Woodland High School.**

**Uniforms** - Each student is assigned a performance uniform. This uniform is the property of Woodland High School and therefore must be returned to Woodland High School. Paying dues does not grant you permission to keep your uniform or any of its parts. You will be assessed the full cost of new uniform replacement if you fail to return the uniform.

**Any loss, damage or unaddressed repairs will be reported to Woodland High School.**

## INSTRUMENT REPAIR INFORMATION (School-owned instruments)

1. Instruments owned by the Bartow County School System include those that are not normally purchased by individuals (i.e., marching instruments, percussion, tubas, low reeds, and other expensive "specialty" type instruments). These instruments are purchased through the Booster club or with County funds.
2. These instruments are signed out to individual students (or may be shared depending on the number of students vs. instruments owned) for use during the year.
3. School instruments require regular maintenance and upkeep.
4. Any damage is the responsibility of the individual student/parent. (Read the statement on the sign-out form.)
5. BEFORE ANY SCHOOL INSTRUMENT IS TAKEN TO THE SHOP, it must be cleared by a director. If

the instrument is taken in for repairs without the knowledge of the directors, then the family whose name appears on the sign-out form will be responsible for paying the full cost of the work.

## **UNIFORM INFORMATION AND RULES**

**The overall look must be professional and not detract from a neat, disciplined appearance.**

**BASIC UNIFORM INFORMATION** - Band members will be issued uniforms before school starts. Each student will be issued a complete uniform/costume and garment bag. Students must supply the designated style shoes and executive-length black socks. Members of the color guard must check with their instructor for uniform information. Uniforms are to be hung neatly at all times. Any items not stored at the school are the responsibility of the student who must keep them cleaned, in good repair, and ready for performance. Each student who uses a school owned uniform is responsible for the loss of damage to their uniform.

**WEARING OF NON-UNIFORM ITEMS WHILE IN UNIFORM** - While in uniform, no performing students will be allowed to wear earrings or other jewelry unless issued with a uniform. All piercings must be removed. Band-aids **will not** be used to cover-up piercings. For all students, nails must be bare or painted the same color as the student's skin. If un-issued items are seen on a student during an inspection, the student will be asked to remove the item. The student will not be able to perform until they remove the item(s) and meet appearance requirements.

**HAIR** – All hair needs to be up and out of the face and must not touch the collar. Long hair accessories used to secure your hair may not be distracting or decorative - they should be black or a color that matches the student's hair. While in uniform, students should have a natural hair color. Colors deemed extreme, trendy, or eccentric (e.g., pink, blue, neon) are prohibited, though dyed, natural-looking colors are acceptable.

**ACCESSORIES** - Marching shoes and executive-length black socks are part of the uniform and are the financial responsibility of the student. This includes cleaning and upkeep expenses. Such accessories are not to be stored at school. The band will not be responsible for the items in any way. Orders for accessory items will be placed online during the summer.

**INSPECTIONS** - All band members are expected to keep their uniforms looking good at all times. Prior to each performance an inspection will occur of all uniforms, shoes, instruments, and equipment. Students who do not meet appearance requirements may be removed from the performance.

**GOLDEN RULE** Always hang up your uniform properly to ensure its care and quality!

***Last, but not least,  
OUR uniform should always be worn properly, with pride and dignity.***

# USE OF BAND FACILITIES

The use of band facilities before, after, and during school is a privilege. Students who abuse the facilities and its contents will be disciplined accordingly. Any abuse or damage will be considered vandalism.

The following rules are in effect for the entire band area:

- Only band students are permitted inside the facility. Please do not invite your non-band friends to hang out in our facility.
- No playing around or horseplay.
- NO FOOD, DRINKS, OR GUM are allowed in the band room at any time! Permitted: water with no additives.
- All equipment, including instruments, auxiliary items, percussion items, etc., are off limits without expressed permission of the director.
- No rearranging furniture.
- No storing personal items such as books, clothing, lunches, etc., will be allowed. THE BAND FACILITY IS NOT A LOCKER. The band will not be responsible for such items.

**Instrument Locker Room** - The students will not loiter in the instrument locker room. Instruments will be taken out promptly and returned promptly after use. Books, clothes, shoes, etc., will not be allowed in this area unless they are being stored for the duration of the rehearsal during the same day.

**Instrument Lockers** – Students will store only music and instruments in the locker that is assigned. “Locker Sweeps” will be held to ensure no personal items are being stored in lockers (including shoes, socks, gloves, food, etc). Lockers are not private spaces and directors are able to inspect lockers as needed. Failure to maintain a clean locker will result in consequences given by directors. Every student will have a locker assigned to them for storage of their instrument and music. All lockers are suggested to be with a lock furnished by the student. Students are encouraged to bring a personal lock. Combinations for personal locks must be supplied to the directors.

**Library** - The library area is private and is to be used only by the Band Librarians. Students are not allowed to copy their own music without permission from the directors.

**Band Office** - This area is private and is not to be entered by any student unless a director is present. Visiting is fine, just be okay when we kick you out to work.

**Uniform Area** - The uniform areas are private areas and are to be used by Uniform Managers only. This area is to be kept clean and neat at all times.

**Telephone** - The band telephone may be used by students with the permission of a director. No personal calls allowed. Transportation arrangements should be made in advance.

