

Band Handbook

Cinco Ranch

High School Band

1.0 Purpose

The Instrumental Music Code has been written to help students gain the most from their band experience as well as provide guidance to the practical everyday experiences of the band program.

1.01 Our Mission

The High School Band will continually raise our standard of excellence through unified efforts, mutual respect, and common goals, while building upon our tradition of success.

1.02 General Goals and Objectives

- I. Mental and physical discipline***
 - A. Develop powers of concentration
 - B. Memorize music
 - C. Learn techniques of preparation as they relate to group and individual performances
 - D. Develop self and group discipline

- II. Citizenship through group endeavor***
 - A. Develop leadership abilities
 - B. Develop responsibility
 - C. Develop ability to cooperate with others and to work as a team member
 - D. Develop diligence
 - E. Develop mutual respect

- III. Physical conditioning***

Develop strength, stamina, endurance and coordination through or for marching.

- IV. Cultural growth***

Provide opportunities to attain knowledge of music history through performance of various types of instrumental literature.

- V. Value judgments***

Ability to make musical value judgments (as they pertain to a musical setting) through critical listening. The student will recognize quality of sound, pitch, style, tempo, rhythm, blend, balance, phrasing, dynamics, and articulation.

VI. *Music theory*

1. Know and utilize note values and rest
2. Know and utilize keys, key signatures, and scales
3. Know and utilize musical terms, signs, and symbols
4. Recognize and tune intervals and harmony
5. Ear training / listening skills

VII. *Proper instrumental technique*

1. Care of the instrument
2. Assume correct posture and playing position
3. Develop the embouchure / stick grip / hand position
4. Develop characteristic instrumental tone
5. Develop proper breathing techniques
6. Develop technical instrumental proficiency (fingerings, articulation, rudiments, scales, etc.)

VIII. *Creative self-expression*

1. Express oneself in every performance experience
2. Explore careers

The High School Band will strive to:

1. Provide any interested student with opportunities for musical knowledge, musical fellowship, and fun through participation in band.
2. Provide for the mental, physical, social, and emotional development of students.
3. Instill pride and discipline in each student.
4. Provide each student with solo and group endeavors to achieve personal goals and satisfaction.
5. Provide basic psychological needs such as recognition, belonging, self-respect, and a feeling of achievement.

2.0 General Conduct / Expectations

Band Members will observe all policies set forth by the School District, as they pertain to the instrumental music setting, in addition to the following:

1. All students are expected to conduct themselves properly at all times. Displays of profanity, temper, flagrant violation of rules, etc., will not be tolerated. Individual behavior during a band function is a reflection of the entire group.
2. Students will follow director's instructions.
3. Students will be in their assigned rehearsal area ready to work at the set rehearsal time.
4. Students will bring all equipment including music, pencil, instrument, and all supplies to rehearsals daily. (See detailed supply list for each instrument.)
5. Students will keep hands, feet, and other objects to themselves.
6. Students will maintain a high level of good and acceptable behavior.
7. Students will bring no food, drinks, candy or gum in the Band Hall area without permission from a band director.
8. Students will not play on equipment they do not own or have permission from a director to use. Students will not touch, handle, borrow, or use anyone else's instrument, uniform, or personal belongings.
9. Students should ask for permission to speak by raising their hands and waiting to be acknowledged. All rehearsals are expected to be extremely quiet so that our time will be utilized wisely.
10. When allowed in the band hall, either before or after school, students will not disturb any rehearsal in progress.
11. Students will respect the property of others, and return their own and all equipment to its proper storage place when not in use. Each student is responsible for keeping their storage area clean.
12. Students will not enter the directors' offices without permission.
13. Students will not deface or mark on music stands, walls, freshmen, etc.
14. Students should keep their equipment in the designated storage area, and keep said storage area clean and neat in appearance. Students who demonstrate great difficulty with this may lose the privilege of having a storage area in the band hall.
15. Students will utilize their assigned storage slot / locker for instrument cases during rehearsals. Cases should not be brought into rehearsals unless requested by a director.
16. Any behavior, which is not representative of good citizenship, as perceived by the band staff, may result in the student's dismissal from the activity at hand as well as the band program. This also applies to the actions of students in both public and private events.

3.0 General Daily Supplies

- A. All issued music
- B. Pencil
- C. Instrument
- D. All supplies relative to the instrument
- E. Metronome/tuner
- F. All marching-related equipment (during marching season):

1. Drill/chart book
2. Lyre/folder
3. All issued music
4. Other marching equipment as needed

Flutes

- Tuning and cleaning rods
- Cleaning cloth
- Key oil
- Approved type of instrument
- Screwdriver set

Clarinets

- Three good playable reeds. Vandoren is the approved reed.
- Reed guard
- Ligature
- Proper mouthpiece with cap (Vandoren 5 RV Lyre)
- Key oil (Case Storage)
- Bore oil (Home Storage)
- Cleaning swab
- Approved type instrument
- Cork grease

Saxes / Low Reeds as applicable

- Three good playable reeds. No harder than #3 Vandoren is the approved reed.
- Reed guard
- Ligature
- Proper mouthpiece (Selmer C star)
- Pad and neck saver
- Approved type instrument

Trumpet

- Valve oil (Al Cass)
- Polishing cloth
- Mouthpiece (Bach 5B) or other director approved mouthpiece
- Approved type instrument
- BERP

French Horn

- Rotary / Valve oil (Al Cass - Marching Horn) (Holton Rotary - Concert Horn)
- Polishing cloth
- Approved mouthpiece (Holton Farkas)
- Approved type instrument
- BERP

Trombone

- Slide cream
- Spray Water Bottle
- Polishing Cloth
- Mouthpiece (Bach 6 1/2 AL) or other director approved mouthpiece
- Approved type instrument
- BERP

Baritone / Euphonium

- Valve oil (Al Cass)
- Mouthpiece (Bach 6 1/2 AL) or other director approved mouthpiece
- Polishing cloth
- Approved type instrument
- BERP

Tuba/Sousaphone

- Rotator / Valve Oil (Al Cass -Valves / Holton - Rotors)
- Mouthpiece (Bach 24 AW / Miraphone Rose Model)
- Polishing cloth
- Approved type instrument
- BERP

Percussion

- Snare sticks (Vic Firth or IP General)
- Xylophone mallets (Balter Blue)
- Vibes / Marimba mallet (IP 240)
- Timpani mallets (Vic Firth General)
- Stick bag
- List of approved equipment provided by the percussion instructor.

Color Guard

- Pole
- Flag
- Rifle (if applicable)
- Saber (if applicable)
- Electrical Tape
- Wind Suit

4.0 School Owned / Issued Instruments

The School District will provide a limited number of instruments for student use. These instruments include such highly expensive instruments as the Bassoon, Oboe, Tenor Saxophone, Baritone Saxophone, French Horn, Euphonium, Tuba, and general Percussion equipment. This equipment is generally purchased by the school district for student use because of its extremely high value. **Thus, all school owned equipment must be handled with optimum care.** Students failing to care for, or take care

of their school issued instrument will lose the privilege to use such instruments. The following is a list of general procedures for school owned instruments:

1. If at all possible, students will be issued one instrument for home use and one for school use. Order of distribution will be done based on chair order.
2. The School District does not provide insurance for individually or school owned equipment. It is required of all students utilizing school owned instruments to provide insurance coverage for the said instrument. **Students will be held responsible for school owned instruments issued to them. This responsibility will include fire, theft, accidental damage, abuse and general maintenance not incurred through normal use.**
3. Students and parents must sign an instrument check-out form and pay the district maintenance fee before the instrument can be used by the student.
4. Each instrument will be issued in good playing condition. Each issued instrument will be checked and cleaned prior to issue. Students are expected to maintain their issued instruments accordingly.
5. The band member is financially responsible for all equipment and/or materials checked out to him or her.
6. All equipment and materials must be kept in their proper storage location when not in use.
7. The School District will assess a fee for routine cleaning and maintenance of school district owned instruments.

*****Special Note**

School owned instruments are not to be treated as "free" instruments. Basic supplies must still be purchased and repairs must still be made just like personally owned instruments. Please strive to treat these instruments as if they were your own. Most school owned instruments exceed a \$2,000.00 value. **Since the expense of purchasing, leasing or renting is deterred, students using school owned instruments are strongly encouraged to participate in the private lesson program.**

5.0 Travel Guidelines

The band will frequently travel on both school and commercial buses. Student conduct is expected to be at the highest level on any trip.

1. Students must travel to events and return from events on the bus. Any student wishing to arrive or leave with his/her parents must notify a director in writing *prior* to the event. A decision will be rendered based on the circumstances provided.
2. Students must have all necessary forms completed and returned before traveling on any trip with the band,

3. While on the bus, students will:
 - a. Remain seated at all times
 - b. Sit properly in a forward position
 - c. Keep the bus clear of food, drinks, and debris
 - d. Keep all body parts inside the bus
 - e. Use only approved-type headset radios
 - f. Remain silent when addressed by the person in charge on the bus
 - g. Refrain from loud, boisterous talking, screaming, whistling, etc.
 - h. Refrain from intense public displays of affection

*****Special Note:**

Students are reminded that all performances / concerts start and conclude at the band hall. As a member of the band, you are a representative of your school. Always be on your best behavior. If you are in doubt about an action, DO NOT DO IT! Your conduct must be such that at no time could it be considered a bad reflection on the school, the band, your home, yourself or the community.

Chaperones

Adult chaperones are a great asset for the band program. Proper respect will be shown to all adults associated with the band program at all times.

6.0 Marching Band

The High School Marching Band is the most visible organization of the instrumental music program. All band students in grades 9-12 are expected to participate in the Marching Band. Students who participate in certain school sponsored varsity level events such as cheerleading, drill team, or football may be excused from participation at the discretion of the band director. Please note, different solutions will be presented for varying situations. Students may also be excused from participation in the marching band for other reasons, such as medical complications or physical disabilities. Such exemptions will be at the discretion of the directors.

6.1 Marching Rehearsal Schedule

Monday	Full Band	4:00-6:30 P.M.
Tuesday	Full Band	4:00-6:30 P.M.
Wednesday	No Rehearsal	This is the time to schedule all activities that may interfere with band, such as doctor appts., etc. Some rehearsals may be rescheduled for Wednesdays due to holidays, inclement weather, etc.
Thursday	Full Band	4:00-6:30 P.M.
Friday and Saturday	Decision based on contest schedules and football games.	

CHECK YOUR CALENDAR!

6.2 Marching Band Positions

Primary Marchers

Students who earn a position in the marching band will carry the designation of primary marcher. A primary marcher is a student who:

1. Successfully completes the memorization requirement for music by the appropriate time.
2. Demonstrates high quality marching skills.
3. Is punctual in report times.
4. Is present at all rehearsals and performances.
5. Maintains academic eligibility.

*******Special Note: Students who fail to meet the music memorization requirement may be penalized by one of the following: a) loss of position as a primary marcher, b) loss of performance opportunity, or c) performance as a marcher only.***

Football Marchers

Football marchers are students who:

1. Substitute with certain primary marchers
2. Will meet the same requirements as primary marchers
3. Will be given various opportunities to march in both rehearsals and performances

A minimum number of Football Marchers is preferred. The position of Football Marcher will be utilized for those students who display difficulty in meeting the criteria of a primary marcher.

6.3 Marching Band Student Leadership Positions

Section Leader(s)

Section leaders will be selected through the first portion of the drum major audition process. They will also:

1. be responsible for efficient operations of their sections
2. complete weekly inspections
3. maintain field discipline
4. provide instruction

5. serve as positive role models
6. assist the drill instructors as needed

Drill Instructor(s)

Drill instructors will be selected through the drum major audition process, which will include chart reading, quality marching skills, use of vocal commands, and conducting skills. Drill instructors will also:

1. be used in the instruction of marching skills as well as the general marching drill
2. serve the marching season for which they are selected.

Drum Major(s)

Drum major(s) will be selected by the drum major audition process. Drum Majors will be selected by an audition process that will involve chart reading, quality marching skills, use of vocal commands and conducting skills. They will also:

1. be the field commander and conductor of the marching ensemble
2. will serve for the marching season they are selected for; and in the event that an underclassman is selected as drum major, he/she must re-enter the selection process for the next year.

Special Note: Please see conduct expectation in all sections pertaining to general conduct of students as well as band council positions.

6.4 General Attendance

In order to have and maintain a high quality marching band, attendance from all members is essential. The following guidelines outline the attendance procedures and policies for the marching band:

Roll Check

Roll will be checked promptly at the start of rehearsal and in the attendance block.

Tardiness

Students not in the attendance block at the appropriate time will be marked tardy.

Excused Tardiness

Tardiness will be excused at the discretion of the directors only, with proper documentation 24 hours in advance. Tutorials, appointments, etc., will not be an excuse for tardiness unless prior arrangements are made and approved.

Unexcused Tardiness

Students who have more than one unexcused tardy shall be subject to one of the following consequences*:

1. Loss of spot as a primary marcher
2. Loss of marching privileges for one football game
3. Required to stay after rehearsal or report early to next rehearsal to make up the lost time
4. Students who are tardy will be required to make up 15 minutes of fundamental marching with his/her section leader.

* Consequences will be issued at the discretion of the band directors.

Absences

A tardy will be converted to a mark of “absence” 15 minutes after the rehearsal begins.

Excused Absence

Absences will be excused at the discretion of the directors. Appointments, tutorials, etc., will not be an excuse for absence. Personal illnesses requiring medical attention, a death in the family, and/or other serious problems will be considered as an excused absence. Students who are continually ill may need to provide a doctor’s note releasing them for participation in order to insure the well being of the child and to reduce band director concerns. If in doubt, an absence should be checked with a director.

*****Special note: Students have one afternoon free per week during the marching band season, and these days should be used for appointments and routine professional visits.**

Unexcused Absence

Students who have an unexcused absence will be subject to one of the following consequences:

1. Loss of spot as a primary marcher.
2. Loss of marching privileges for one game.
3. Loss of attendance privileges at one game.
4. Removal from the marching band and loss of physical education credit.

6.5 Marching Band Performances

The primary performances of the marching band will be at the football games. The marching band will also perform at various competitive marching festivals, the U.I.L. Marching Contest, as well as local and national parades.

6.6 General Performance Procedures

1. **Report time:** this is the designated time at which all band members should be at the high school or set location. Students should have all attire and necessary items for the designated performance with them at the report in time.
2. **Load time:** this is the designated time at which all members should be on the appropriate bus with all equipment loaded.

*****ALL EQUIPMENT WILL BE CHECKED BY THE SECTION LEADERS.**

STUDENTS WITHOUT APPROPRIATE EQUIPMENT WILL BE SENT HOME AND AN UNEXCUSED ABSENCE RECORDED.

6.7 Music Inspection

Music inspection will occur before all football games and marching band performances that will utilize music which is not part of the field / competition show. Students will be asked to display music, lyre (if appropriate), and flip folder. Students who do not pass music inspection will not be allowed to perform.

6.8 Uniform Inspection

Prior to student departure for a marching band performance, students must pass a uniform inspection. In order to board the bus, students must have complete uniform, music, flip folder, and other components for the marching performance. Students who do not pass the uniform inspection will not be allowed to attend the event.

6.9 Instrument Loading / Unloading

All percussion instruments and Tuba's will be allowed to transport instruments on the band trailer / instrument truck. All others will transport their instruments on the bus. Students will be responsible for seeing that their instrument or empty case is in the proper location. Students will also be responsible to see that their instrument is picked up and stored correctly upon the unloading of the instrument truck or buses.

Loading Procedures

The VP of Logistics will designate the appropriate area for all instruments. Students should insure that their instrument is in the proper place. Cases should be closed and secure. Instruments in the wrong area may be overlooked and not loaded.

Unloading Procedures

The VP of Logistics will designate the unloading area. Students should uncase their instrument and leave cases in the appropriate area. Unloading should be done in a timely and efficient manner. No loose music.

7.0 Football Game Procedures

The football game is viewed as a performance of the band program. Such performances include all aspects of the game from arrival to departure:

1. Students will arrive at the set report time. Students will load and be prepared to travel at the set load time.
2. Students will load the buses with all equipment needed for the performance.
3. The section leaders will inspect all students boarding buses prior to departure. Students not meeting uniform, music, and loading guidelines will be sent home and not allowed to participate. Students will receive an unexcused absence for such occurrences.
4. Upon arrival at the performance area, students will don all uniform components and prepare equipment for unloading. Students will unload buses when instructed to do so by a chaperone or director.
5. Students will report to designated seating area to place hat boxes in the stands. All students will then report to the designated warm up area. After warm up, the band will march in parade formation into the stadium by cadence or music.

6. Students will report to seating area. Students will remain standing until all band members have arrived and are prepared to be seated. Students will sit when instructed by a drum major or director. (Students will sit in assigned section. Students will remain in that section at all times.)
7. Students will remain in the band seating section at all times during the game. Students will refrain from accepting food or drinks from parents, relatives, or friends.
8. Students needing a restroom break must be accompanied by a chaperone. Restroom breaks will not be granted in the second quarter of a football game.
9. Students will be allowed to have water or Powerade only. Parents will refill water cups as needed.
10. Students will be expected to listen for and to watch the directors and drum majors during the game. Students will need to be prepared to perform at all times.
11. Students will refrain from playing their instruments on an individual basis. The band will perform as a group or with approved small ensembles.
12. At the appropriate time, the band will be dismissed from the stands for the half-time performance. At this time, the band members must move quickly, quietly, and efficiently to the appropriate area. Students will need to be focused on the directors/drum majors instructions.
13. At the conclusion of the half-time performance, students will return to the stands and continue the stand performance throughout the remainder of the game.
14. During the 3rd quarter, we will participate in the good sportsmanship procedures of officer meetings and introductions. The band president will create a schedule of which student leaders participate in this event.
15. At the conclusion of the game, students will load buses quickly and efficiently.
16. Upon return to the band hall, students will insure that personal items, uniforms and instruments are placed in the proper storage areas.

8.0 Band Uniform Guidelines

All students are assigned both a marching uniform and concert attire that is the property of Katy Independent School District. Students are expected to follow the listed uniform guidelines. No variations will be allowed.

8.1 Marching Uniform Guidelines

RESPONSIBILITIES:

1. The issued marching uniform includes a white marching jacket with a sweat band at the collar, a jacket hanger, black bibber pants, a hat, and a hat box.
2. At the beginning of each school year (usually during summer band) each student will be fitted for uniform parts.

3. The uniforms are stored in the uniform closet in the band hall throughout the year. The hat boxes are stored in the hat box room next to the uniform closet.
4. If a student damages or loses any part of the uniform, including the hangar, the student is responsible and will pay the cost of repair or replacement of the article.
5. In addition to the issued uniform pieces, each student is expected to provide a band t-shirt, a “show” t-shirt, a polo shirt, black marching shoes, black socks, a garment bag, a rain poncho, luggage tags, and a tote. To insure complete uniformity, these items are sold through the band booster organization from a specific supplier. All students are expected to purchase these items on “Money Day” at the beginning of the school year. Students are also required to have light weight athletic-type shorts which one can purchase on your own.

CHECK-OUT/CHECK-IN PROCEDURES

1. The assigned parts of the uniform will be checked-out to each student before each performance at a specific time designated by the band director. **Be on time!**
2. The uniforms will be checked-in immediately after each performance upon return to the band hall. Only properly hung uniforms will be accepted at check-in.
3. Students who fail to follow the appropriate check-out / check-in procedures will be dealt with by the band director.

CLEANING

1. The uniforms will be professionally dry-cleaned through out the year as determined by the band director and uniform chairman.
2. Each student is required to pay a “uniform cleaning fee” on “Money Day” at the beginning of each year to cover this cost.
3. Under NO circumstances should a student ever take one’s uniform to the cleaners without expressed permission from the band director or uniform chairman.

DONNING THE UNIFORM

1. Always wear and treat you uniform with pride.
2. The uniform should be worn as a complete unit at all times when in public. The only exception to this will be when a director instructs students to remove hat and/or jacket.
3. The following checklist should be used when preparing for a performance:
 - garment bag
 - black socks
 - black marching shoes
 - light weight shorts (which are worn underneath bibbers)
 - black bibber pants
 - Cougar band t-shirt (gray t-shirt) (which is worn underneath bibbers)
 - white jacket on hanger with attached sweat band at collar

- hat
 - rain poncho
 - hat box (with hat and neatly folded poncho inside)
4. Hair is to be worn up and under the hat if hair is below the collar whether male or female. Students can use hair-colored pins, clips, rubber bands, etc. but no ribbons. Natural hair colors will be the only style of color accepted.
 5. No jewelry including watches, earrings, necklaces, etc., is allowed.
 6. No make-up or fingernail polish is allowed.

8.2 Casual Uniform Guidelines

When stipulated by the band director, students may wear casual attire. The casual uniform consists of the following:

- polo shirt or “show” t-shirt (determined by band director)
- shirt must be tucked in
- denim shorts, capris or blue jeans (determined by band director)
- black socks and black marching shoes OR tennis shoes when appropriate and approved by band director.

8.3 Concert Attire Guidelines for MALE Students

RESPONSIBILITIES

1. The issued male attire includes a black tuxedo coat and pant, tuxedo hanger, black cummerbund, and black bowtie.
2. In the autumn each student will be fitted for their concert attire.
3. The tuxedos are stored in the uniform closet in the band hall throughout the year.
4. If a student damages or loses any part of the uniform, including the hanger, the student is responsible and will pay the cost of repair or replacement of the article.
5. In addition to the issued attire, each student is expected to provide the additional required accoutrements of a white tuxedo shirt (1/4” pleats) of good quality, black socks and black shoes. A male student may wear his black marching shoes if they are polished and in good condition.

ALTERATIONS

1. Each student is responsible for having the required alterations, if necessary, on their garments. The tuxedo pant for male students will be marked appropriately.
2. The pant may be taken to an alterations business or sewn by parent. Do not cut the pant hem in any way without permission from the uniform chairman. NO

“shirt-tail” style hems are allowed. No permanent alterations are to be made since the pant will be reassigned year after year.

CHECK-OUT/CHECK-IN PROCEDURES

1. The tuxedos will be checked-out to each student before each performance at a specific time designated by the band director. **Be on time!**
2. The tuxedos will be checked-in immediately after each performance upon return to the band hall. OR at a designated time set by the band director/uniform chairman. Only properly hung tuxedos will be accepted at check-in.
3. Students who fail to follow the appropriate check-out/check-in procedures will be dealt with by the band director.

CLEANING

1. The tuxedos will be professionally dry-cleaned through out the year as determined by the band director and uniform chairman.
2. Each student is required to pay a “uniform cleaning fee” on “Money Day” at the beginning of each year to cover this cost.
3. Under NO circumstances should a student ever take one’s tuxedo to the cleaners without expressed permission from the band director or uniform chairman.

DONNING THE TUXEDO

1. Always wear and treat your tuxedo with pride.
2. The tuxedo should be worn as a complete unit at all times when in public. The only exception to this will be when a director instructs students to remove the coat due to heat or unloading/loading instruments.
3. The following checklist should be used when preparing for a performance:
 - garment bag, if necessary
 - black socks
 - black formal shoes
 - white tuxedo shirt
 - cummerbund
 - bowtie
 - black tuxedo on hanger
4. No jewelry including watches, earrings, necklaces, etc., is allowed.

8.4 Concert Attire Guidelines for FEMALE Students

RESPONSIBILITIES

1. The issued female attire is a black formal dress and hanger.
2. In the autumn each student will be fitted for their concert attire.
3. The dresses are stored in the uniform closet in the band hall throughout the year.

4. If a student damages or loses any part of the uniform, including the hanger, the student is responsible and will pay the cost of repair or replacement of the article.
5. In addition to the issued attire, each female student is expected to provide the additional required accoutrements of black, formal, closed-toe shoes with heel not to exceed 2", black or off-black stockings/panty hose/knee highs, and black undergarments which must be worn due to the low-cut back of the dress.

ALTERATIONS

1. Each student is responsible for having any required alterations on their garments. The dresses are to be hemmed 2" from the floor while in their concert attire shoes or where marked appropriately.
2. The dresses may be taken to an alteration business or sewn by a parent. Do not cut the dress hem in any way without permission from the uniform chairman. NO 'shirt-style' hems are allowed.
3. No permanent alterations are to be made since the dress will be reassigned each year.

CHECK-OUT / CHECK-IN PROCEDURES

1. The dresses will be checked-out to each student before each performance at a specific time designated by the band director. **Be on time!**
2. The dresses will be checked-in immediately after each performance upon return to the band hall OR at a designated time set by the band director/uniform chairman. Only properly hung dresses will be accepted at check-in.
3. Students who fail to follow the appropriate check-out/check-in procedures will be dealt with by the band director.

CLEANING

1. The dresses will be professionally dry-cleaned through out the year as determined by the band director and uniform chairman.
2. Each student is required to pay a "uniform cleaning fee" on "Money Day" at the beginning of each year to cover this cost.
3. Under NO circumstances should a student ever take one's dress to the cleaners without expressed permission from the band director or uniform chairman.

DONNING THE CONCERT DRESS

1. Always wear and treat your dress with pride.
2. The following checklist should be used when preparing for a performance:
 - Garment bag, if necessary
 - Black hose/stockings, knee highs
 - Black formal closed-toe shoes
 - Black undergarments
 - Black formal concert dress on hangar

3. Hair may be worn up or down. Hair- colored pins, clips, rubber bands, etc., but no ribbons. Natural hair colors will be only style of color accepted.
4. No jewelry including watches, earrings, necklaces, etc., is allowed with the exception of post earrings (studs).
5. Clear finger nail polish is allowed.
6. No makeup except for waterproof mascara is allowed.

UNIFORM COSTS

If a uniform part is damaged beyond repair or lost, the student will be responsible for all the replacement costs.

9.0 Concert Ensembles

Students in the band program will be placed in a concert ensemble by audition. The concert ensembles will be:

- Wind Ensemble
- Symphonic Band
- Concert Band I
- Concert Band II

To be selected into the Wind Ensemble, Symphonic, or Concert Band I students must:

1. Participate in the audition process.
2. Have successfully participated in the marching band.

Winter Guard:

Students in the color guard will also take part in the winter guard program during the second semester. Winter Guard rehearsal dates, performances, and cost to be announced.

9.1 Performance / Rehearsal Requirements for the Concert Ensembles

Each of the concert ensembles will perform at various times throughout the school year. Students are expected to participate in the performances of their assigned ensemble. Failure to participate in either rehearsals or performances will result in student removal from the organization at the discretion of the band directors. (See general attendance policies.)

Performances of the concert ensembles will include but are not limited to the following:

- Fall Concert (Marching Band Concert)
- Winter Concert
- Spring Concerts

- Band Festivals / Pre U.I.L. Contest
- U.I.L. Contest

9.2 Concerts / Performances

Concerts and performances are frequent with all bands. Students should consult their schedules for dates and times. Periodically, the schedule will change and updates will be made.

1. Concerts are considered to have three parts: warm-up, performance, and listening.
2. The concert begins for the student at the warm-up. Punctuality is essential.
3. A concert concludes when the last group performs and directors have given permission for students to be dismissed.
4. A general report time will be given for all students.
5. All concerts are a group effort, thus, attendance is required.
6. All concerts are an extension of the classroom and will be graded appropriately.
7. Students should be punctual and prepared for each performance/concert.
8. In the event a performance causes a student to miss another class, the student is responsible to make up all missed work!
9. The appropriate dress for all concerts will be a dress uniform (see 'Uniforms' section).
10. Students are to expected to stay the entire concert, and to stay in their dress uniform until the last band has finished performing.

9.3 General Attendance

In order to take part in and maintain high quality concert ensembles, attendance from all members is essential. **The following guidelines outline the attendance procedures and policies for concert ensembles as it relates to after school rehearsals and section rehearsals**

Roll Check

Roll will be checked promptly at the start of each rehearsal.

Tardiness

Students not seated at the appropriate time will be counted tardy.

Excused Tardiness

Tardiness will be excused at the discretion of the directors. Tutorials, appointments etc. will not be an excuse for tardiness unless prior arrangements are made and approved.

Unexcused Tardiness

Students who have more than one unexcused tardy shall make up missed time at a time to be arranged by the director.

Absence

Students not seated at the appropriate time may be marked absent.

Excused Absence

Absences will be excused at the discretion of the directors. Appointments, tutorials etc. will not be an excuse for absence. Personal illnesses, a death in the family, or other serious problems will be considered as excused absences. Students who are ill for extended periods of time may need to provide a doctor's note in order to insure the well being of the student and to reduce band director concerns. If in doubt, this should be checked with a director.

Unexcused Absence

Students who have an unexcused absence will be expected to make missed time up at the discretion of the director. Also, a student may lose his/her position in the band for such absences.

*****Special note: During the concert season, students will generally be responsible for only ONE weekly section rehearsal and group rehearsals as needed. Thus, students will have ample days available for tutorials and appointments.**

9.4 Section Rehearsals

Students will have a weekly section rehearsal for the fundamentals of instrument technique, region music preparation, and solo and ensemble preparation. Section rehearsals will begin immediately after football season and will be held the rest of the school year. These are considered separate from all other rehearsals.

Students are expected to be punctual and prepared on a week by week basis. Absence from section rehearsals must be in accordance with the attendance policy. Students must make every effort to attend. Section rehearsals are an extension of the classroom and are graded accordingly.

9.5 Region Band / Orchestra Guidelines *

1. All Wind Ensemble and Symphonic Band students are expected to audition for All - Region Band.
2. All freshman students are encouraged to audition.
3. Any person who is fortunate to be selected will attend all rehearsals and the performance of the All – Region Band. (Check your calendar for dates.)

It is quite an honor to be selected to the All Region Band. Hundreds of students throughout the region will audition. Even if you are not selected, the experience you receive by preparing will enhance your musical ability and education!

10.0 Solo and Ensemble *

1. All band members are encouraged to prepare and perform a solo and/or in an ensemble. All Wind Ensemble and Symphonic Band students are expected to perform.
2. Grades will be issued for preparation and participation in the Solo & Ensemble process.
3. Students must use an approved accompanist. The accompanist fee is set each year.

**** See Appendix I and II for rehearsal suggestions.***

11.0 Eligibility

1. Many band activities are designated by the state as extra-curricular. These activities are therefore governed by the state laws regarding participation. The state law is such that a student shall be suspended from participation in all extra-curricular activities sponsored or sanctioned by the school district during the six week period following a grade reporting period in which the student received a grade lower than seventy in any one class. However, the student may not be suspended from participation during the period in which school is recessed for the summer. Also, students are not suspended for practice or rehearsal of extra-curricular activities.
2. Students may regain eligibility under certain circumstances. If a student has been suspended as a result of failing, he / she may regain eligibility by passing ALL courses in the third week of the affected grading period. Thus, eligibility may be regained at the conclusion of the 4th week of the suspension period.
3. A few band activities are designated by the state as co-curricular. These activities are those which occur on campus, and are a natural extension of the learning taken place in the classroom. Examples of this type of activity are the public concerts which are presented at Cinco Ranch High School. These activities are not governed by the state eligibility law.

12.0 Grading Policy

Students will be graded on the following scale:

1. Marching Band Season Grading Policy:

- 50% Daily rehearsal attendance and participation
- 35% Performances/Tests
- 15% Daily instrument/Music/Drill charts/Uniform/Supplies

Grading Policy for Football Game Performances

- Performance = 100 pts.
- Late for the bus = -20 pts.
- Food/drink other than water = -30 pts.
- Incorrect uniform = -30 pts. (this includes correct shirt, black socks, etc.)
- No black socks = no performance at half-time
- No half-time performance = -50 pts.
- Moving or talking while at attention = -10 pts. for each offense
- Not following directions of directors, drum majors, or parents = -50 pts.
- Missing stand tune music = -30 pts.
- Not playing on stand tunes = -10 pts. each offense
- Moving from spot in stands without permission = -10 pts. for each offense
- You must get permission to use the restrooms from the chaperones. (Please, let's have only a few from each section at any one time.)
- Uniform, instrument, hat box, & music are the only items allowed in the stands.
- Students **must** rise home from the games with the band. (Only under special circumstances may students ride home with/only their parents. A district alternate travel form must be on file with Mr. Ouellette prior to the event.)
- No student will be released to anyone other than their parents without special approval from Mrs. Brasic, Principal, prior to the game.
- Missing a performance will result in a 0 for that performance and will start the process of removal from the band program.

2. Concert Band Grading Policy

- 50% - Performances/Tests
- 35% - Rehearsals
- 15% - Daily instrument, music & supplies

13.0 General School Conduct

As a band member, you are expected to display above average conduct at all times! This is not limited to only band activities, but encompasses daily classroom and campus behavior. Failure to maintain good conduct will result in disciplinary action at the discretion of the band director.

14.0 Private Lesson Program

This is a district wide program that provides a high quality enhancement to classroom instruction. Teachers are all specialists on their instrument. Most of our teachers are professional musicians or college students in the Houston area. Lessons are extremely valuable to the individual student and are highly encouraged.

1. ***ALL*** students are ENCOURAGED to take individualized private instruction.
2. Teachers are provided by the district.
3. Lessons will be given weekly.
4. Detailed information is available on the private lesson program.

15.0 Financial

Summer Band Camp

All Marching Band members will be responsible for an annual fee. The purpose of the assessment fee is to help with the various expenses that are necessary to run a quality band program, but are not covered by the school district. These include such items as clinicians, contest entry fees, band banquet costs, printing specialty items, general supplies, marching band design coordination, Band shirts, gloves, bus rentals, and social activities. It is preferred that the entire fee be paid at registration.

Assessed Fees

Shoes:

All marching band students must have the approved black shoes. No other shoe will be acceptable. Cost will vary.

Misc. Supplies:

These will be supplies such as lyres, flip folders, raincoats, etc. The costs on these items will vary from year to year.

16.0 Band Council

- Band council positions are open to all students in the band program.
- The band council shall serve as an advisory / action body for numerous band functions.
- The council shall assist the band directors and band students in planning, preparing, and operating band functions.

Cougar Band Council

President

The President has numerous responsibilities. Primary responsibilities of the President are to:

- Plan and guide all band council meetings.
- Plan and publish an agenda for meetings.
- Serve on every band council committee and ensure that all committees and council members are performing their assigned duties to a satisfactory level.
- Ensure that all members of the band council are executing their duties.
- Assist other band council members in the performance of their duties as needed.

Vice President

The Vice President has numerous responsibilities. Primary responsibilities of the Vice President are to:

- Liaison between Band Council and Band Booster organization.
- Organize and coordinate the duties of the class officers.
- Maintain CBC phone and e-mail list.
- Maintain and coordinate bus lists and all supplies chaperones will need for all football games, contests etc. This will include changes on the bus lists, flashlights, name tags, etc.

Vice President of Administration

The Vice President of Administration has numerous responsibilities. Primary responsibilities of the Vice President of Administration are to:

- Assist the President in the performance of duties.
- Maintain the music library.
- Appoint and train librarians to serve in each band class.
- Ensure librarians are completing assigned projects.
- Create and maintain a master folder system for music in each class.
- Maintain copy room operations.
- Communicate with band staff regularly.
- Assist in the coordination of summer mail outs.
- Maintain all bulletin boards.
- Maintain a posted calendar system with assistance from the historian.

Vice President of Logistics

The Vice President of Logistics has numerous responsibilities. Primary responsibilities of the Vice President of Logistics are to:

- Assist the President in the performance of duties.
- Create a process to select the loading crew.
- Appoint the loading crew.
- Work with band staff and the loading crew to ensure effective loading and movement of band equipment for ALL travel.
- Create a system to ensure that all equipment is loaded and transported correctly.
- Maintain the weekly Pre-Departure Inspection forms from the Section Leaders.
- Issue appropriate inspection sheets to section leaders on each event.

Vice President of Uniforms

The Vice President of Uniforms has numerous responsibilities. Primary responsibilities of the Vice President of Uniforms are to:

- Assist the President in the performance of duties
- Appoint and train uniform captains
- Ensure uniform captains are completing their tasks
- Communicate with the uniform captains regularly
- Communicate with band staff when appropriate
- Coordinate student volunteers for Money Day, including those sizing hats, shoes, t-shirts, etc.
- Manage the uniforms of the band program as detailed by parent uniform coordinator

Secretary

The Secretary has numerous responsibilities. Primary responsibilities of the Secretary are to:

- Maintain and publish minutes from all meetings.
- Create and distribute all concert programs.
- Track and maintain an accurate service hour list for the school year.
- Maintain all correspondence to CBC Members.
- Assist the other student officers when requested.

Historian

The Historian has numerous responsibilities. Primary duties of the Historian are to:

- Create and maintain a historical record of the school year as it pertains to band (i.e. band slide show).
- Ensure as much exposure of the band program as possible to the general public including the school newspaper, the yearbook, and local news media.
- Work with the Vice President of Administration in maintaining a bulletin board of photographs.
- Assist the other student officers when requested.

Class Officers

The Class Officers have numerous responsibilities. Primary duties of the Class Officers are to:

- Coordinate all aspects of the Big Brother/Big Sister Program
- Plan all aspects of social events
 1. Swimming Party
 2. Winter Party
 3. Spring Dance
 4. Band Banquet
 5. Other Special Engagements
- Plan an activity every six weeks for the band.
- Encourage and ensure that section leaders are planning events for their sections.
- Be involved all across the band in all events.
- Coordinate and communicate the meal clean up plans to the section leaders.
- Communicate to the band members and staff regarding social events.
- Work with the Band Boosters to secure food items etc...
- Assist the secretary in the bus assignment system.
- Create a system to accurately determine which students will participate at social events such as sign up sheets.

Letter Jacket Points

<u>Honor Organization Participation:</u>	<u>Points</u>
(Points will be awarded for the highest position earned each year)	
Freshman All Region Band	2
HS TMEA All District Band	2
HS TMEA All Region Band	8
HS TMEA All Area Band	12
HS TMEA All State Band	15

Individual Music Competitions:

UIL Regional Solo and Ensemble	
Division I: Class I Solo (by memory)	6
Class I Solo (with music)	5
Class II Solo	4
Class III Solo	3
Division I: Class I Small Ensemble	3
Class II Small Ensemble	2
Class III Small Ensemble	1
Division I: Medium Ensemble	2
UIL State Solo and Ensemble	
Division I: Solo	5
Small Ensemble	3
Division II: Solo	3

Participation:

To receive participation points, students must have successfully completed one year, enrolled in the band program, fulfilling all responsibilities as defined by the campus band director and printed in the campus handbook.

- Preparation and participation as member of school Symphony (Full) Orchestra at UIL Concert and Sight Reading Contest (wind/percussion) 1
- Ninth (9th) grade year 2
- Tenth (10th) grade year 2
- Eleventh (11th) grade year 2
- Twelfth (12th) grade year 6
- 12th grade (w/3 previous yrs. successful completion) 10

Appendix I

Guide to Region Band and Solo Preparation

When you play a solo or region music, **you must understand that it is classified as serious music literature**. Further, you must perform and practice the music accurately and precisely. By following the steps listed below, you **can** achieve a high level of performance.

***Play all the notes in the music correctly.** Make sure that each note has a clear and good sound. Good sound is achieved by maintaining good air support and a firm embouchure. Strive to keep your facial muscles still as you play. Make the best possible sound every time you play your horn!

***Play all the rhythms accurately.** Make sure that each rhythm is counted correctly. Make sure that you maintain a steady slow tempo when learning your solo. **USE A METRONOME!**

***Play the entire selection at a slow pace.** One half of the correct tempo is a good starting tempo. For instance, if a selection is marked 120 beats per minute, then a good beginning tempo is 60. Once you can accurately play all notes and rhythms at half the tempo, the tempo should be increased by 10 beats per minute, per week. If the tempo is not marked, a director or private teacher will be glad to give you a tempo marking.

***Play the music with the correct style.** For instance, make sure you are aware of accented notes, staccato notes, legato notes, slurs, and non slurred notes. Articulation and achieving the correct style go hand in hand.

***Play the music with all dynamic markings in place.** Make sure that you are aware of crescendos, diminuendos, volume marking (f, ff, p, mp, etc.), and any other listed change in volume. It is a good idea to highlight dynamic markings with a color that will catch your attention as you play.

***Lastly, it is important that your music be practiced daily with all of the above items in place.** You must play with the best possible sound on your instrument each and every time that you perform or practice!! High level work is difficult!! A little hard work will go a long way. Remember, hard work guarantees nothing, but without it, you do not stand a chance for top performance!

Appendix II

General Guide to Daily Practice

Practicing!!

by Mike Fischer
Baylor University School of Music

Playing any musical instrument well takes work. You must practice daily and develop a sense of pride in your musical endeavors. Studying with a qualified private teacher will certainly be to your advantage. If interested, ask your band director about the Private Lesson Program in your school.

I. Warm-up

Warming up correctly prepares our entire body for a productive practice session. It especially relaxes and stretches our embouchure muscles for the upcoming session.

Exercises

1. Breathing (We play **wind** instruments, so we must practice taking deep and relaxed breaths.)
2. Mouthpiece Buzzing (5 - 10 minutes of buzzing before you play the instrument)
3. Long Tones
4. (Woodwinds) - Embouchure exercises

II. Daily Routines

Daily routines allow the musician to focus his attention on proper breathing, tone production and articulations needed for playing.

Exercises

1. **Listen!**
2. Lip slurs
3. Upper/lower registers
4. Scales
5. (Woodwinds) – Finger coordination exercises

Specific Needs of the Individual

1. Tonguing, multiple tonguing, slurring, range, tone, breathing, etc
2. **Listen!**

III. Fix-it Now!!

This portion of your practice time is aimed at fixing specific problems in your band music, solos, private lesson materials, etc.

Achieving Results

1. **Listen!**
2. Have a reasonable goal to achieve each day.
3. Work on sections that you are having problems playing. Practice a difficult measure until you can play it right several times in a row then add another measure until you can play both measures correctly several times. Continue this routine until you have worked out the difficult parts.
4. Slow down.
5. **Listen!**
6. Use a metronome.
7. Use a tuner.
8. Be patient.
9. **Listen!**

Technique Development

1. The metronome is a very important tool for playing fast.
2. Begin very slowly and learn the notes. ***BUT USE THE METRONOME!***
3. Don't be afraid to **SLOW** the metronome **DOWN**. (You must be able to walk before you run.)
4. Practice the difficult passages away from the instrument by fingering the notes and tonguing the rhythms. ***USE THE METRONOME!*** Alternate the fingering and tonguing technique with practicing the music on the instrument. **AFTER** you can play the passage two or three times in a row without any mistakes, increase the tempo by three to five beats. Then work on the passage again until you can play it two or three times in a row without any mistakes. Continue this method every day until you can play the passages at the desired speed.
5. **Have a reasonable goal every day.** Learning and playing two to four measures correctly is a much smarter method of developing fast technique than playing eight to sixteen measures incorrectly.

Ear Training

Sit at a piano or electronic keyboard with your instrument and music. Play music on the piano and try it on the instrument. **ALSO, BUZZ THE MUSIC ON THE MOUTHPIECE!**

Range Development (Brass)

A. Playing Higher and Higher

Practice scales: Start on a lower scale and play it up and down. Then, play the next higher scale. Continue ascending through the scales until you reach your limit. Then, when you think you can't go any higher, try one or two more scales. You may surprise yourself and play a higher scale. Eventually, you **will** increase your high register.

B. Playing Lower and Lower

Do the opposite of Playing Higher and Higher: Start on a higher scale and play it down and up. Then, play the next lower scale. Continue descending through the scales until you reach your limit. Then, when you think you can't go any lower, try one or two more scales.

IV. Perform Your Music

Performing your music from beginning to end without stopping builds the physical endurance required for playing that particular piece. It also enables you to become familiar with the complete work and see how the phrases fit together.

V. Fun-time

Play music you enjoy playing.

We spend a lot of time and effort learning to how play our instruments and it is enjoyable to play, so take time to have fun.

VI. Stage Fright - Solo Performances

How to overcome stage fright.

1. Breathe slowly and deeply two or three times before you begin.
2. Perform your music for family and friends.
3. Perform your music for the band directors and private teachers.
4. Practice performing in similar situations.
 - A. If you will be performing on stage with hot lights, practice in a hot room or wear a heavy coat while practicing.
 - B. Wear your performance attire during a practice session.
5. Eliminate unnecessary worries.
 - A. Empty all tuning slides before entering stage
 - B. Oil the valves regularly
 - C. Have **four good** reeds available
 - D. Make sure all pads and keys are in good and working order.

Appendix III

Healthy Eating

We would like to continue to stress the importance of eating both healthy, and well-balanced meals everyday.

- During summer band camp, students need to eat a healthy breakfast every morning. **Stay away from milk.**
- Students need to bring a healthy sack lunch to summer camp. We do not recommend fried foods, chips, soft drinks, or sweets.
- DRINK PLENTY OF WATER!

As the new school year begins, students should continue their healthy diet throughout the day.

- Continue to eat a healthy breakfast every morning.
- Eat a healthy lunch. Stay away from greasy foods such as pizza, chips, and candy during the school day.
- LUNCH FROM THE VENDING MACHINES IS NOT APPROPRIATE
- Students should continue to drink plenty of water throughout the day to stay well hydrated for afternoon rehearsals.

Eating healthy meals and drinking plenty of water is essential so students can remain in good health.

BAND HANDBOOK SIGNATURE PAGE

Please return this page to your band director.

I have received, reviewed and understand the policies and guidelines in the Cinco Ranch High School Band Handbook and the Instrumental Music Code. I further agree to abide by the procedures set forth.

Student Name: _____
(print)

Student Signature _____

Grade _____

Class period _____

I have received and reviewed the Instrumental Music Code and Band Handbook.

Parent signature _____

Date _____

Table of Contents

1.0	Purpose	page 1
1.01	Mission statement	page 1
1.02	General goals & objectives	page 1
2.0	General conduct/expectations	page 2
3.0	General daily supplies	page 3
4.0	School owned/issued instruments	page 5
5.0	Travel guidelines	page 6
6.0	Marching band	page 7
6.1	Marching rehearsal schedule	page 7
6.2	Marching band positions	page 8
6.3	Marching band student leadership positions	page 8
6.4	General attendance	page 9
6.5	Marching band performances	page 11
6.6	General performance procedures	page 11
6.7	Music inspection	page 11
6.8	Uniform inspection	page 11
6.9	Instrument loading/unloading	page 12
7.0	Football game procedures	page 12
8.0	Band uniform guidelines	page 13
8.1	Marching uniform guidelines	page 13

8.2	Casual uniform guidelines	page 15
8.3	Concert attire guidelines for male students	page 15
8.4	Concert attire guidelines for female students	page 16
9.0	Concert ensembles	page 18
9.1	Performance/rehearsal requirements for concert ensembles	page 18
9.2	Concerts/performances	page 19
9.3	General attendance	page 19
9.4	Section rehearsals	page 20
9.5	Region band/orchestra guidelines	page 20
10.0	Solo and ensemble	page 21
11.0	Eligibility	page 21
12.0	General grading policy	page 22
13.0	General school conduct	page 23
14.0	Private lesson program	page 23
15.0	Financial	page 23
16.0	Band council	page 24
	Letter Jacket Points	page 26
	Appendix I	page 27
	Appendix II	page 28
	Appendix III	page 31
	Signature page	page 32

