Stafford High School Band Handbook

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Band Handbook

1.0 Purpose

The purpose of this handbook is to acquaint all Stafford High School Band students and their parents with the procedures and regulations that will help keep the Stafford High School band an organization that the community and students are proud of.

1.1 Our Mission and Goals

The mission of the Stafford High School Band and its directors is to create a program that provides the students with a strong background in instrumental music performance through daily instruction and public performances. In addition to musical skills, each student will develop skills in teamwork, citizenship, leadership, good sportsmanship, and responsibility. Our goal is that each student will have a sense of pride for their band program and an understanding that with hard work comes a sense of accomplishment.

2.0 General Conduct / Expectation

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

1. All students are expected to conduct themselves properly at all times. Display of profanity, bad temper, flagrant violation of rules, etc., will not be tolerated. Individual behavior during a band function is a reflection of the group and Stafford High School. Any behavior that does not represent the band program in a proper manner may result in the student's dismissal from the activity at hand as well as the band program.
2. Students will follow the directors' instructions at all times!
3. Students will be in their assigned places and ready to work two minutes before the bell rings or assigned time given by the director.
4. Students will bring all equipment including music, pencils, instrument, binder and all supplies to rehearsal daily.
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 are not allowed to bring food, drinks, candy or gum into the Band Hall area without permission from a band director.
8. Students will not play on equipment that 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 hand and waiting to be acknowledged. All rehearsals are expected to be 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 rehearsals in progress.
11. Students will only be allowed to use the student telephone before or after school with permission.

12. Students will respect the property of others and return their equipment to its proper storage area when not in use. Students are responsible for keeping their storage area clean.
13. Students will not enter the directors' office without permission.
14. Students will not deface or mark on music stands, wall, etc.

2.1 Consequences of Breaking the Rules

1st occurrence: Warning (This will be your only Warning)
2nd occurrence: Conference with student and parent, and detention.
3rd occurrence: Conference with student and principal plus detention (parents will be notified)
4th occurrence: Immediate removal from band

Severe discipline problems will mandate immediate removal from class and may incur removal from the band program at the discretion of the band directors.

3.0 General Daily Supplies

Students daily should have:

A. Instrument and accessories needed, sticks, valve oil, reeds, ect…
B. Music assigned to them
C. Pencil
D. Anything related to the time of year and rehearsal (Drill chart, Lyre, Etc.)

4.0 Personal Instruments

All Band students are encouraged to do the following:

1. Have a wire music stand as well as a tuner/metronome at home for daily practice.
2. Use a permanent marker to put your name and address on your instrument case as well as all the small articles inside your case.

Instruments must always be kept in good playing condition. Upkeep is an individual responsibility. If you need help getting your instrument fixed, or you need some additional music supplies, please see one of the band directors for the names and numbers of local stores that can help you.

4.1 School Owned / Issued Instruments

Stafford High School will provide a limited number of instruments for student use. These instruments include such highly expensive instruments as the bassoon, oboe, tenor saxophone, baritone sax, French horn, euphonium, tuba, and general percussion equipment. This equipment is generally purchased and owned 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 instruments will lose the privilege to use such instruments and will be removed from the band program.

The following are some guidelines for school owned instruments:

1. Each instrument will be issued in good playing condition and will be checked prior to being released to a student. Students are expected to maintain their issued instruments accordingly.
2. The band member is financially responsible for all equipment and/or material checked out to him or her.
3. All equipment and materials must be kept in their proper storage location when not in use.

5.0 Travel Guidelines

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

1. Students must travel to and return from events on the bus. Any student wishing to leave with his/her parent or legal guardian from the event, must give the director a handwritten note signed by the parent/guardian prior to the event. Changes of this nature must be approved in advance by the head director. A decision will be rendered based on the circumstances and/or reason provided.
2. Students must have all necessary forms completed and returned **before** being allowed to travel on any trip with the band.
3. Stafford MSD rules will apply on all band trips.
4. Students must stay with the band on overnight trips in the rooms they are assigned. They may not stay with parents unless it is for medical reasons approved prior to the trip by the principal or head director.

Chaperones

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

6.0 General Attendance

In order have a high-quality band program attendance for all members is a must. **The following guidelines outline the attendance procedures for all Stafford Bands.**

Roll Check

Roll check will be promptly at the start of rehearsal. Rehearsal start time TBA by the director.

Tardiness

Students not in their proper place by the appropriate time (set by the director) will be marked as 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 have been made and approved.

Unexcused Tardiness

1. Students who have an unexcused tardy will be required to do 5 push-ups for every minute they are tardy. (Marching Season Only)
2. After the 2nd tardy parents will be notified.
3. After the 3rd tardy students will serve a 30-minute detention.
4. Excessive tardiness will result in removal from a primary marching spot or moved down to a lower band placement during concert season.

Absence

A tardy will be converted to a mark of "absent" 10 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 an absence. Personal illness and death in the family, and serious problems will be considered an excused absence. If you are not sure about whether an absence will be excused, check with a director. If a student misses a Friday Night performance, they are required to turn in a 3-page report on any composer by that following Friday Night.

Unexcused Absence

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

1. Required to meet with the drum major for a make-up session for time missed.
2. Students with an unexcused absents on Monday night will not march on Friday Nights.

7.0 Marching Band

The Stafford High School Marching Band is the most visible organization of the instrumental program. All band students in 9-12 are expected to participate in the Marching Band. The band director will work with the schedules of students who are in other athletic events such as cheerleading or football. 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 director. If a student misses a Friday Night performance, they are required to turn in a 3-page report on any composer by that following Friday Night.

7.1 Marching Rehearsal Schedule

7:15 a.m. - 8:25 a.m.	Monday through Friday rehearsals
5:00 p.m. - 8:00 p.m.	Monday evening band rehearsal

In addition, each section of the band will be required to attend sectional rehearsal for 1 hour a week, TBA. (All Rehearsals are mandatory)

7.2 Marching Band Positions

Primary Marchers

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

1. Successfully completed the memorization requirements for the music by the appropriate time.
2. Demonstrates high quality marching skills.
3. Is punctual in report times.
4. Is present at all rehearsals and performance.
5. Maintains academic eligibility.
6. Has not failed more than 2 six weeks of the previous school year.

Alternates

Alternates are students who are substitutes for certain primary marchers.
Alternates will meet the same requirements of primary marchers.
Alternates will be given various opportunities to march in both rehearsals and performances. The position of the alternate will be utilized for those students who display difficulty in meeting the criteria of a primary marcher. Students who do not show up for summer band will automatically be placed as an alternate.

7.3 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.

7.4 Music and Uniform Inspection

A. 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.

B. Prior to departure for a marching band performance, students must have a uniform inspection, which will be conducted by the section leaders. All students must be wearing their band T-shirt with cotton or light weight shorts that fall within school dress code guidelines and have the following items in their possession: uniform including jacket and pants, black socks, clean black shoes, and garment bag.

*****The uniform and music inspection will be counted as a grade.**

8.0 Band Uniform

A. The Band Uniform is worn as a sense of pride for the Stafford MSD Band and School. Wearing the Uniform is a privilege and must be taken as that.

B. All Students will complete and sign a band uniform agreement.

C. Students will be held financially responsible for misuse or loss of any components of the uniform.

D. If the uniform gets dirty then students are responsible for getting that uniform clean.

9.0 Concert Ensembles

Students in the band program will be placed in the concert ensembles following marching season. The ensembles will be:

Wind Ensemble, Symphonic Band and Concert Band

We will have auditions at the end of marching contest season to determine the band that students will be in. If a student auditions for ATSSB All Region band and makes the top band at all Region, they will automatically be placed in the top band for the next semester and replace the person that is currently in the last seat of that section.

9.1 Performances/Rehearsal requirements for the Concert Ensembles

Concert band rehearsal times:

Rehearsals after marching band start at the time designated by the director.

Rehearsals

Each member of the **wind ensemble** will be required to attend a one-hour rehearsal each week after school. One or two after school rehearsals may be called after school for the purpose of having clinicians come in and listen to the band. All rehearsals are mandatory.

Performances

Christmas Concert
Spring Concert
Band Festivals/Pre UIL-Contest
UIL Contest

*All performances are mandatory and will follow the guidelines set forth in the UIL and School policies.

10.0 Region Band/ Solo Ensemble Contest

Students will have the opportunity to perform in other various music activities. These activities help build stronger players and teach each student discipline.

All students are expected to work on the region band music even though they may not be trying out. But why learn the music and not go the extra distance?

11.0 Band Yearly Fees

Yearly fees are necessary to help keep up with the running of the band program. These are some of the yearly costs students may incur while in band. Costs may go up or down each year. If finances are a problem, please ask to speak to one of the directors and we will help with the situation. We will not deny any student the opportunity to experience band and the wonders of music just because of finances.

- **$80 fee**

12.0 General Grading Policy

Students will be graded on the following scale:

- **Daily/ Participation**
- **Extension of Class (**Games, Sectionals, Concerts, Parades, Etc.)
- **Tests (**Playing and Classroom Tests)

13.0 Color Guard

A Panel of 2 to 4 judges not associated with SMSD will select the Color Guard. The band director along with the color guard instructor will select the audition process.

Uniform

The guard members are responsible for purchasing their uniforms.

Dress

The color guard instructor or band directors will decide on the appropriate dress for the guard. The instructor is also responsible for makeup and hair. Hair and makeup will be worn the same on every guard member.

14.0 Drum Majors

- **Drum Majors**

  A panel of 2 to 4 judges not associated with SMSD will select the Drum Major. The band director will select the audition process. The band director will choose the number of drum majors that her/she deems appropriate. The drum major has many responsibilities throughout the year. The drum major is a drum major for an entire school year.

Letter Jacket Awards

15.0 Letter Jacket Award System

Students can earn their letterman jacket in band. This means that when a student has met certain requirements as shown below, then the band will pay for the student's jacket with letter only. Any other fees are paid by the parents. A student may receive their jacket their junior year in band. The following conditions must be met to qualify for a jacket. At any time should a student qualify for High School ATSSB State Honor Band then that student will automatically qualify for a letter jacket.

The requirements are:

- The student must have attended 3 of 4 UIL band contests. (Either Marching UIL or Concert and Sight-Reading)
- The student must have completed 4 semesters of High School band and be enrolled for a 5th semester and Senior Year.
- The student must have an overall grade average in all classes of a C or better.
- If a student wishes to order their letter jacket at the end of their sophomore year then that student must have attended 3 out of 4 Solo and Ensemble contests or ATSSB All-Region contests while in High School. Also, that student must be enrolled in band for the next semester.
- All other students who qualify will order their jackets at the beginning of their junior year.
- Any student who is sent to SAC does not qualify for a jacket.

16.0 Photo and Photo Release

During the school year, we take photographs of school activities involving students to share the school's positive vibe and updates. By which incidentally, some photographs may capture your child's participation, directly or indirectly.
These photos may be published through our website, social media pages, news bulletins, billboards.
If you wish for your child's photo not to be used, you may submit in writing to the band director, and we will keep the letter on file and their image will not be used in band publications.