

SPLENDORA HIGH SCHOOL

SPLENDORA BAND
OFFICIAL HANDBOOK

2018-2019

**SPLENDORA HIGH SCHOOL
BAND
2018-2019**

BAND STAFF:

DIRECTOR OF BANDS
ASSISTANT BAND DIRECTOR

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AUXILIARY STAFF:

COLOR GUARD
PERCUSSION
SAXOPHONE
TRUMPET

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INTRODUCTION

By accepting membership in the SHS Band, you agree to perform to the best of your abilities and work together with the directors in making this year's band the finest musical organization that our combined efforts can produce. We do not expect every person in the band to be a virtuoso musician or performer. We do expect mature, responsible attitudes and actions - and lots of hard work!

The success of any organization is dependent on the spirit, pride, leadership, teamwork, dedication and cooperation of its members. Certain rules, policies and procedures are necessary so that the overall goals of the band are met and the welfare of each individual member is best served.

The purpose of this handbook is to familiarize each band member and his/her parents with: (1) the general operation and procedures of the SHS Band, and (2) the standards by which all band members are expected to conduct themselves. This handbook is not intended to be all-inclusive, as every possible situation and question cannot be predicted in advance; however, a thorough knowledge of these materials is essential to the smooth operation and success of the band this year. Basically, all of our rules and procedures can be summarized into the following four rights:

1. Be at the right PLACE
2. At the right TIME
3. With the right EQUIPMENT
4. And the right ATTITUDE.

When compiling a handbook listing the rules and regulations of an organization such as a band, quite often certain members of that organization experience a feeling of restriction. However, just as there are laws that govern the citizens of a nation, there are also necessary rules within any large organization. No one wishes to impose regulations on a group simply for the sake of forcing its members to do something that they do not wish to do or for the sake of not allowing something that is enjoyable. Rather, the purpose is to maintain adequate control so that the goals of the organization may be achieved. Nothing will be asked of you in this band that is not reasonable or necessary. We want you to do your work well and to enjoy band, but we shall insist that you conform to the rules and regulations that pertain to school and the band, as well as those required of you by the society in which you live.

In conclusion, there is one basic and underlying fact:

WE ARE ALL WORKING TOGETHER
TOWARD ONE GOAL:

WE WANT OUR BAND TO THE BEST WE CAN POSSIBLY MAKE IT!

MISSION STATEMENT: Splendora I.S.D. Music Program

To provide a quality music program for all SISD students which encompasses musicianship, self-discipline, leadership, respect, problem-solving skills, responsibility, pride, citizenship, and enthusiasm; with life-long learning and self-development that ensures, through a strong work ethic, a successful and fun-filled musical experience on every level.

GOALS FOR MEMBERS OF THE SHS BAND

It is our goal that every student in the SHS Band develops a lifelong appreciation for the value of music. We want each and every student to become the most proficient musician and performer possible. We will strive to help you develop the widest range of musical tastes by exposing you to many different musical styles and ideas.

Through rehearsal situations, we hope to instill a strong sense of self-discipline, self-motivation, and an inner drive for excellence in everything you do. From our performance opportunities, we want you to gain the self-confidence to know there is nothing you cannot achieve, no obstacle you cannot overcome, if you are willing to utilize your talents and work hard enough and long enough. Through your social relationships within band, we want you to develop lifelong memories and friendships that are bonded by the adversity and success you will face together. Most of all, we want you to be able to view band as an experience that had a positive effect on your life for years to come.

SECTION I: BANDS

A. MARCHING BAND

1. **Schedule** - Marching Band off-season training begins in late April and continues through the end of the school year. Summer band camps begin in late July or early August and continue until the first day of school. The marching season ends at the end of football season, or until the band completes the final marching contest of the year. Once the first day of school begins, marching band rehearsals will not exceed eight hours per week. There is also additional time required for contests and performances throughout the season.
2. **Non-Contest Spots (Alternates)** - During marching season, not all students march in a contest spot. This is because students are needed to fill marching spots that are vacated due to emergencies, illnesses, no pass/no play, or other reasons. Students are also needed to assist with the equipment necessary to produce a quality half-time performance. Some students in each section are selected as “marching alternates”. Alternates are an integral part of any outstanding band program. Alternates will be expected to participate fully at all rehearsals and will be responsible for the same material as all other band students. No student will go an entire season without giving a marching performance, and all students will have the opportunity to earn a marching spot.

Alternates are chosen during summer band when we audition for marching positions. We only have a predetermined number of marching spots available, therefore we hold auditions during summer band and the marching positions go to the best marchers, while taking into account proper instrumentation and attendance. Those who do not earn a marching assignment at that time become Alternates. Alternates will usually march non-contest spots when not performing other

assignments. Two weeks before a contest, non-contest spots will not be used. Instead, alternates will be learning and practicing their contest duties. Alternates are expected to be at all practices and performances.

Alternates earn marching positions based on several factors including instrumentation, marching audition score, previous marching experience, amount of time before the next performance, attendance, level of responsibility, and attitude. They may earn a “like-instrument” marching spot under the following conditions:

- a. Someone misses a rehearsal or performance at which the Alternate is in attendance, and the rehearsal or performance absence is unexcused.
- b. A marching spot is vacated due to no pass/no play.
- c. A marching spot is vacated due to disciplinary reasons.

Note - Except in very rare cases, once an Alternate earns a marching spot, it is theirs to keep unless they lose it due to conditions cited above. Again, this is not intended to be an all-inclusive listing, but it rather is an explanation of the general guidelines used in administrating Marching Alternates.

3. **Activities** - A student who does not fully participate in daily marching activities may not receive PE credit for the course. Failure to meet play-off or testing deadlines, or failure to meet daily requirements may result in probation or suspension from performances. Activities include:
 - a. Summer Band rehearsals - beginning late July or the first week of August.
 - b. Weekly after school rehearsals
 - d. All football games (includes playing in the stands)
 - e. Parades
 - f. UIL and Marching Contests
 - g. Other performances as scheduled

B. WIND ENSEMBLE, SYMPHONIC WINDS, AND SYMPHONIC BAND

1. **General** - Concert season begins at the conclusion of marching season and continues until the end of graduation. Band members are auditioned and divided into three bands, Wind Ensemble, Symphonic Winds, and Symphonic Band. The audition material, which all students are required to learn and perform, will be the Region Audition Scales as well as the first four lines of each Region Etude. Students, who are not eligible for at least two complete six-weeks during the Fall Semester, may not be placed in the Wind Ensemble or Symphonic Winds. Students wishing to be members of the top two performing bands should plan to attend Region Band try-outs. All students are required to learn and perform a solo or an ensemble during the Spring Semester. All bands require attendance at weekly rehearsals after school during concert season for contest preparation. Wind Ensemble and Symphonic Winds students must not become ineligible during any grading period of the current school year and must maintain good behavior to keep their position in the top bands. The Directors may elect to use some students in a higher band on a trial basis if behavior or grades have the potential to improve. Students who fail to attend any rehearsals or performances may be placed in a lower band. In conclusion, the directors will be using all of the following four criteria in determining band placement:
 - a. Playing ability as demonstrated on the audition
 - b. Behavior (School-wide & in Band)
 - c. Eligibility Record

- d. Rehearsal Attendance/Preparation Record
- 2. **Activities** - All Bands will participate in the following activities:
 - a. Weekly after school rehearsals
 - b. Region Band try-outs (December)
 - c. Christmas Concert
 - d. UIL Solo & Ensemble Contest (February)
 - e. UIL Concert & Sight Reading Contest (April)
 - f. Spring Concert
 - g. Competitive Band Festivals
 - h. Perform for SHS graduation ceremony (May/June)
 - i. Other practices/performances as scheduled
- 3. **Placement & Advancement**
 - a. Original Placement will be determined by the performance of the required Audition Music.
 - b. In the event that a student does not make the band they want after an audition, the student may be considered for advancement within one week of the audition. Requests must be submitted in writing to the band directors. New audition material will be provided and the final audition will be scheduled at that time.

SECTION II: GRADING

According the Texas University Interscholastic League that regulates all extracurricular activity in the state of Texas, Band (both marching and concert) is considered a co-curricular activity in which rehearsals and participation in competitions are a part of the curriculum that students must do to complete their requirements for the TEKS standards set forth by the state of Texas. Every student in the band program will be held responsible not only for their performance and responsibilities in the classroom, but all rehearsals and performances outside of the school day as well. In all good bands, grading is based on attendance, preparedness for class, playing and written tests or projects, progress, neatness, and cooperation. Below is an excerpt from the official TEA & UIL Side by Side:

May a (fine arts director, coach, or academic sponsor) teacher or extracurricular sponsor responsible for posting a student's grade give points or subtract points from a grade when a student (excels in or) does or does not (fully) participate in an extracurricular activity? The teacher of a class is responsible for assessing students for promotion based only on "academic achievement or demonstrated proficiency of the subject matter of the course or grade level" (TEC §28.021). The board of trustees of a school district may adopt a policy governing methods of assessment in the district. Unless prohibited by local policy, if a student is enrolled in a class in which participation in extracurricular activities is a reasonable expectation of the class, the teacher may consider the student's participation in the extracurricular activity when assigning the grade for the grading period during which the extracurricular activity occurred. A student may not be failed in a class solely on participation in the extracurricular activity component of the class. The student should be made aware of the requirement to participate in extracurricular activities prior to or upon enrollment in the course.

A. DAILY REQUIREMENTS (40% of six-weeks grade)

1. **Attendance** – A major factor of our band’s success is based on students receiving instruction and applying it on a consistent basis. Therefore, students are expected to attend all rehearsals and performances outside of school hours. In the event that a student is absent from school, which leads to absence from a rehearsal on the same day, the student will need to provide a copy of the documentation given to the attendance office to the band director within 24 hours of their return for the absence to be excused. While every effort should be made to attend all rehearsals and performances, it is understandable that circumstances that prohibit participation can occur. Students will additionally be expected to follow the band absence policy as follows:
 - i. Student missing a rehearsal or performance must either fill out an absence form on the band website (www.splendoraband.com) or turn in a copy to a band director 24 hours *in advance* of the missed rehearsal.
 - ii. Directors will determine if the absence is excused. Submittal of an absence form does not guarantee an excused absence from a rehearsal or performance.
 - iii. Any absence form that is not received within 24 hours prior to the absence will not be accepted under any circumstance. (The only exception is cases of extreme emergency or absence from school, which will be determined case by case by the band directors.)
 - iv. Students are expected to be on time to all events and stay for the entirety of the activity. Any student who is more than ten minutes late or leaves more than ten minutes early will receive no credit for the activity. In the event that a student has a conflict that will cause them to be extremely late or leave extremely early; the student should submit an absence form at least 24 hours in advance for approval.
 - v. Students who do not attend rehearsals, performances, or other activities in their entirety will receive no credit (a zero) for that activity that will be averaged into their grade. Students who comply to the attendance policy in a timely manner will be given alternative assignments or extra time as determined by the band director to make up the work that was missed.
2. **Neatness** - Each student is expected to keep his/her rehearsal area and instrument locker clean and well ordered (as per instructions). Each student is expected to treat the Music studio with respect and to follow all rules governing its use.
3. **Instruments & Accessories**
 - a. Woodwinds: Reeds, Cork Grease, Cleaning Equipment, Lyre, and Flip Folder, Pencil, Journal Notebook, 3-ring Black Binder, Protective page inserts
 - b. Brass: Mutes, Valve Oil, Slide Lube, Cleaning Equipment, Lyre, and Flip Folder, Pencil, Journal Notebook, 3-ring Black Binder, Protective page inserts
 - c. Percussion: Correct Instruments, Mallets/Sticks/Supplies, Flip Folder, Pencil, Journal Notebook, 3-ring Black Binder, Protective page inserts
4. **Outdoor Marching Practices**
 - a. Eat a healthy meal (bananas, oranges, and salty snacks)(avoid Milk)
 - b. Bring a labeled WATER BOTTLE full of water only (no carbonated beverages or sports drinks) –
 - c. Coordinate charts, drill chips (as instructed)
 - d. Hat, sunglasses, comfortable shoes (no sandals), PT gear, wear light colors, sunblock, and lip balm

- e. Music binder or folder and lyre
- 5. Music & Supplies**
- a. Daily studies (chorales, scales) and music in rehearsal order.
 - b. Sharpened pencil with eraser each day.
 - c. 3-ring Black Binder, Protective page inserts
- 6. ULTIMATE DRILL BOOK** - Each band member will be required to have a cell phone at all marching rehearsals. In order for students to access drill and coordinate charts, students must have access to a cell phone with the Ultimate Drill Book app downloaded. Students may not be permitted to use the Internet, text, or access social media while at rehearsal. The app will not work unless the phone is in "Airplane/Non-transmit mode." Special cases will be made if the student's parent(s)/guardian(s) alert the directors with any issues pertaining to the possession of a cell phone. In the event that a student does not have the ability to have a smart phone, directors should be notified, and the student will be given an alternative drill book.
- 7. SMART MUSIC** – each student will be issued a free Smart Music account that can only be accessed on designated computers in the music studio. Students will be given assignments throughout the year that must be completed by the deadline. These assignments will be a regular part of the student's daily grade. Smart Music subscriptions may be purchased independently that will allow your student access to the program from any smart device or computer. Please see www.smartmusic.com for more details.
- B. TESTS & PROJECTS (60% of six-weeks grade)**
- 1. Playing Tests** - Students will be asked to play individually for the Directors each grading period. Materials for these hearings may include major scales, contest music, Region try-out music, solo & ensemble material, etudes, sight-reading, or other music. This playing test may be during class or after school. Any student who misses a scheduled test will be required to schedule to take the make-up test outside of regular instructional time within one school day. Consideration will be given for extended excused absences.
 - 2. Performances** – All performances in marching season and concert season will be counted as a test grade.
 - 3. Written Projects** - Written projects may be assigned in order to help students gain a broad musical education. They also serve to reinforce the student's writing and organizational skills.
- C. SEMESTER EXAMS**
- 1. Fall:** Annual Christmas Concert and written evaluation as assigned
 - 2. Spring:** Spring Concert and Written Exam as assigned

SECTION III: GENERAL BAND REGULATIONS

- A. ATTENDANCE**
- 1. Rehearsals** - All band members are expected to attend every rehearsal in which they are involved unless they are excused in advance by the director. The only acceptable

excuses for missing a rehearsal are: (1) personal illness, and (2) an immediate family emergency. These must be documented via the band absence form in advance of the absence. In other rare, emergency situations, the Band Director will give fair and just consideration. An unexcused absence from a rehearsal may cause the student to lose his/her position in the marching band. Excessive absences may result in being transferred to a lower band in concert season. Unexcused absences from a rehearsal will result in a lowering of the current six-week average, and the possible suspension from future band activities. Work and other school activities are not an excused absence. (Make sure your employer does not schedule you to work at the same time as your rehearsals.) Problems due to routine medical appointments or not having a ride are not an excuse for missing a rehearsal. Any absence must have a written note from a parent or an excused admit slip from the attendance office, or it will be considered unexcused.

2. **Performances** - Every member of the band is required to attend all band performances. This is an integral part of band membership. The only acceptable excuses for missing a performance are: (1) personal illness, and (2) an immediate family emergency. These must be discussed with the Band Director in advance of the absence. In other rare, emergency situations, the Band Director will give fair and just consideration. An unexcused absence from a performance may cause the student to lose his/her position in the marching band, or to be transferred to a lower band in concert season. It will result in a lowering of the current six-week average and the possible suspension from future band activities. Work is not an excused absence. (Make sure your employer does not schedule you to work at the same time as your performances.) Problems due to routine medical appointments or not having a ride are not an excuse for missing a performance. Any absence must have a written note from a parent or an excused admit slip from the attendance office, or it will be considered unexcused. Students will not be excused from attending a performance due to other school activities without prior contact between the director and the requesting teacher/sponsor.
3. **Punctuality** - This is of vital importance in a band. The nature of the band's operations makes strict adherence to a schedule very important. All band members are expected to be in their designated place with all the necessary equipment at least five minutes before the scheduled time. If a student is late he/she must report to the band director before taking his/her place in the band.

B. REHEARSAL & PERFORMANCE CONDUCT - Band members must be prompt, courteous and cooperative at all times and must exhibit good discipline and attention throughout rehearsals and performances. A band's performance will only be as good as its best rehearsal. Disturbance by any band member in a rehearsal slows the band from achieving its goals, and it shows a lack respect for the band as a whole. Therefore, students who repeatedly disturb rehearsals may be placed on alternate status, moved to a lower band, or removed from the band program. Students who disturb a performance may be placed on alternate status, moved to a lower band, or removed from the band program.

C. CELL PHONE POLICY – Our time together to prepare is limited. Therefore, in order for us to achieve our performance goals, that time must be of the utmost quality. If your attention is at all divided during rehearsals, you will miss things going on of which you need to be aware. The Cell Phone Policy of the district will be strictly enforced during rehearsals. Other than during designated BYOT times, any electronic devices seen out,

whether in use or not, during a rehearsal will be picked up and turned into the office. For the same reasons, any distractions caused by the same devices during any of our other times together will be discussed. Repeated distractions during non-rehearsal times will also result in the device being pickup and turned into the office.

D. GENERAL CONDUCT - Any organization is judged, in the eyes of others, through the actions of its individual members. Whenever you dress in a band uniform or wear other band identifications (letter jacket, shirt, etc.), your actions reflect on the entire band. ALWAYS conduct yourself in such ways that you bring only CREDIT to yourself and the band. One thoughtless individual can destroy, in one instant, years of developing a good reputation. Always conduct yourself with pride, not arrogance. The use of profanity is strictly prohibited at all band functions. This includes rehearsals, performances, parties, during trips, etc. No alcohol, tobacco, or controlled substances of any kind will be permitted on any bus trip or at any band function. If you are under prescribed medication, inform the band director at least one day in advance. (A note from your physician or parent is required and all school policies regarding medication will be followed.) There are to be no public or private displays of affection at any time during a band activity. All school rules and regulations as stated in the High School Student Handbook are in effect whenever we are together. Problems with conduct will be dealt with in a firm manner. Excessive or severe problems may result in the student not being allowed to perform with or remain a member of the band.

E. DISMISSAL – Once dismissed from a band rehearsal or performance, students should wait only in the designated area to be picked up by their rides. At SHS this area is either:

1. At the covered area outside the front main entrance to the High School, or
2. At the end of the sidewalk in the front of the HS that is immediately outside of the Music studio.

SECTION IV: BAND REGULATIONS FOR SPECIFIC SETTINGS

A. CARE OF THE MUSIC STUDIO – The SHS Music Studio is an excellent facility. Our music studio is a special place, which only instrumental music students have earned the right to enter. We must treat the room, our fellow musicians, and their instruments with respect. The way you enter the room should demonstrate your respect of our high standards (loud talking, running, and other “horseplay” is unacceptable). Only band members are to enter the music studio. It is off-limits to all other Splendor students. It is an honor to be in the music room, which only band students have earned. This will help us, in a big way, to ensure that all school and personal equipment is treated well.

1. **Refreshments** - No gum, food, or drinks will be allowed in the music studio, except for special occasions approved by the band director.
2. **Litter** - All trash, including paper, broken reeds, broken drumsticks, etc. is to be deposited in the wastebaskets provided.
3. **Lockers** – each member of the Splendor Band will be issued a locker and a lock. Students should only keep necessary band supplies in the locker. The locker should not be used to store textbooks, personal items, food, etc. The locker and locks are school property, and any destruction of these items will result in consequences deemed by Splendor High School administration. Lockers are not considered a

- student's personal space, and can be accessed by a director or school administrator at any time. It is the student's responsibility to keep a clean and organized locker. Furthermore, it is the student's responsibility to keep their locker locked at all times. The student that has been issued the locker will be held responsible for all contents and the condition of the locker and lock.
3. **Vandalism and Theft** - Respect for the property of others is becoming a serious problem in our society today. While most band members are responsible, mature and law-abiding students who would never consider such actions, there may exist a small percentage who would. They should realize that all such acts of vandalism, theft, or the willful misuse of school property will be dealt with severely and appropriately, with school consequences and possible expulsion from the band program. Furthermore, it is the responsibility of every band member to help the director monitor and control vandalism and theft. Please be aware that vandalism includes writing on walls or equipment, destroying music provided by the school, or the intentional breakage of band or school property.
- B. REHEARSALS** - Rehearsal time is short and valuable. Every possible moment must be used for rehearsal purposes. The following regulations are used in all GOOD music organizations.
1. **Rehearsal Discipline** - When a director steps on the podium, all activity and talking should stop at once. Your full attention should be given to the director, and nothing should be allowed to distract your attention. At no time during rehearsal will noise making of any kind be allowed. Uncooperative students will be suspended from rehearsal and appropriate disciplinary measures taken. Excessive suspensions may cause the student to be moved to a lower band, or they may result in the student not being allowed to perform with or remain a member of the band.
 2. **Equipment** - Each band member is responsible for having all necessary equipment ready at the beginning of rehearsal. This includes instrument, music, mutes, reeds, chair, music stand, and a pencil with an eraser.
- C. INSPECTIONS** - Inspection will be held prior to all performances and any other time deemed appropriate by the Director. During inspection, you will stand at attention. Remain quiet unless required to respond to a question from an inspecting officer.
1. **Woodwinds** - No lipstick on reeds, instruments clean and free of dust or dirt under the keys. Lacquered and silver horns must be shiny and free of fingerprints and dirt. There should be no lipstick or gross deposits inside mouthpiece. All single reeds must have a mouthpiece cap and an extra reed.
 2. **Brass** - Check valves and slides, making sure all work freely. Instrument should be clean, mouthpiece stems round and horns spotless. There should be no lipstick or gross deposits inside mouthpiece. Lacquered and silver horns must be shiny and free of fingerprints and dirt.
 3. **Percussion** - Drumheads clean with no rips, drum shells and chrome clean and polished. Harnesses should be clean with all bolts tight. Cymbals should be polished, all pit equipment in good repair with bolts and screws tight, keyboard instruments polished or oiled. All sticks and mallets should be in good repair and taped properly.
 4. **Flip Folder, Lyre (all winds) and Music Binder (percussion)** - Must be presented during inspection. The student supplies these items.

5. **Summary** – The list of items at which the inspectors will be looking include, but are not limited to the following:

- Flip Folder/Binder – In Hat Box
- Black Socks – No stripes or design, and no skin showing
- Black Band Shoes – Clean
- Correct Trouser Length – just off of the shoe with no break in the front seam
- Band Shirt
- Uniform Jacket - On completely, fully zipped and buttoned in back with no missing buttons
- Instrument – Clean, ready to play, with brass instruments polished
- Hat – Clean
- No Jewelry– this includes any jewelry in any visible piercings.
- Compliance with all ISD dress code grooming/hair standards

Note: Inspection is a serious part of our activities and will be carried on in a business-like manner. A band member failing to pass inspection will have their grade lowered and they may not be allowed to perform or even march into the stadium with the band. Failure to pass inspection may result in that member losing his/her position in the drill and becoming an alternate, or in being moved to a lower band.

D. UNIFORMS - Your uniform is a symbol of your school pride. At football games, as well as other performances, the quality of your appearance is just as important as the quality of your marching and/or playing. All uniforms are considered school property and every effort must be made to keep the uniforms in excellent condition. Students will be issued a uniform in their name, for the entirety of the season. Any damage whether due to negligence or carelessness will result in the student paying for the cost to repair or replace the item.

1. **Uniform Use** - The band uniform began as a traditional military uniform. Like the American flag and other patriotic symbols, it will be treated with respect at all times. The uniform jacket is to be either on or off. It is never worn halfway. The jacket collar should be buttoned at all times unless otherwise authorized by the band director.

- a. **SHAKO** - The shako (hat) should be worn straight on top of the head, with the brim two fingers above the bridge of the nose. It should be kept clean and in good repair. When off the head, it should be carried upright over your hand, cradled inside the bend of your right elbow, or in the box in your right hand.
- c. **JACKET** - The jacket should be worn completely fastened at all times in public. This includes the hook on the collar.
- d. **PANTS** - The pants should be 1 – 1 ½” above, but not touching the shoes.
- e. **SHOES** - Shoes must be consistent throughout the band, and should be purchased through the band. They must be kept polished and spotless. Solid black socks are to be worn. There should be no excess polish on the shoes that will rub off on the uniform.
- f. **UNDERNEATH** - Shorts and Band Shirts should be worn underneath the uniform to facilitate speedy dressing and comfort during bus rides.
- g. **PERSONAL GROOMING** - All students will conform to standards set forth in the SHS Dress Code. In addition, no jewelry is to be worn. Long hair

must be put up into hats, so that it does not lie over the back of the uniform. Students should not wear excessive make-up.

Note - The night of Homecoming, Corsages/Boutonnieres may be worn into the stadium, but must be removed for half time. In addition, the Director **may** decide to forego hats on Homecoming night, depending on the scheduling of marching contests.

2. Uniform Care - Care is taken to be sure that you are issued proper equipment and uniforms that fit as well as possible. If you have a problem with your uniform, check with the uniform staff. Take care of any problems well ahead of the performance. The uniform is to be treated with respect at all times. After a performance it is easy to dismiss proper treatment of the uniform because you're exhausted. It is important that you do your utmost to keep the uniform in excellent condition.

- a. Distribution - All band uniforms and shakos, with only rare exceptions, will be kept at SHS, and distributed before and collected after each use. It is each student's responsibility to plan extra time for this to occur; before and after the performance.
- b. The uniform shall remain on its hanger at all times when not in use. It shall be hung in the following manner:
 - 1) The pants shall be folded on the creases and placed neatly across the hanger and under the slip bar.
 - 2) The jacket shall then be hung and fastened at the neck.
- c. All uniforms will be passed out by the uniform staff before each game and properly checked in after each game. The uniform staff will inspect each uniform when it is checked in for proper placement on the hanger, etc.
- d. Band members are responsible for hanging up their uniforms properly, and keeping up with their shako and hatbox. Shakos and hatboxes will be checked in and out with the uniform.
- e. Shoes are to be kept cleaned and polished, and should be brought to school on uniform days. Shoes or socks are never to be put into the uniform bag.
- f. Band members are to make no alterations on the uniforms. If the uniform does not fit properly, bring it to the attention of the uniform staff.
- g. Other than during initial uniform sizing, there is to be NO ONE in the uniform room except for the uniform staff and band directors without the specific expressed permission of a band director.
- h. Cleaning the uniform is the responsibility of the uniform staff. Please bring any stains to the attention of the uniform staff, so that it may be taken care of. Improper cleaning could ruin the uniform.
- i. If a band member loses any part of their uniform, they will be required to pay the replacement cost of the missing part.
- j. All band members are required to wear **BLACK** socks with the uniform. Socks must be without any striping or design and must be at least mid-calf in height.
- k. Uniform inspections and checks will be made periodically by the uniform staff to insure proper handling and correct parts. A director will handle any misuse or mistreatment of the uniform. A director will handle any taking or switching of uniform parts without the approval of the uniform staff.

3. Concert uniforms

- a. The same guidelines used for marching uniforms apply for concert attire.

- b. Girls will provide black dress shoes and black hosiery that goes above the ankle.
 - c. Boys will provide a white, long-sleeved, button-down shirt with a collar, black dress shoes, and black socks that go above the ankle.
- E. MUSIC** - Music is one of the valuable assets of the Splendora High School Band, and it needs to be treated as such. The band library is continually growing and consists of many arrangements suitable for various occasions. It also includes many method books and other materials for instruction.
- 1. **Each band member will need to obtain a black 1” three ring binder with pockets and sheet protectors.** The binder should be labeled with the student’s name, and all music should be kept in it.
 - 2. It is the responsibility of all woodwind and brass students to also obtain a Flip Folder, and Lyre. Each band member will be supplied one piece of all music to be performed. Keep your binder and music in good condition.
 - 4. Keep a soft (#2) pencil with an eraser in your binder or instrument case, and bring it to every rehearsal. NEVER write on music in ink!
- F. EQUIPMENT CARE** - Proper care and maintenance of school and personal equipment is vital to the success of any band program. All equipment must be kept in good repair so that proper individual, as well as group progress is achieved.
- 1. School owned equipment is expensive and usually inappropriate for individual students to purchase. We expect our band members to treat all school instruments with respect and to take care of them as they would if they owned them themselves.
 - 2. All school equipment has been serviced and repaired over the summer and should be in perfect working condition. You should look it over and notify the director immediately if there is any problem, otherwise you will be held responsible for it’s condition.
 - 3. When checking out school equipment, the student will read the serial number off of the instrument and show his/her instrument to the band director. Be sure that all information recorded is correct.
 - 4. When a school instrument needs to be repaired, you must notify the director immediately. They will give you instructions for having it repaired. If a personal instrument needs repair, please notify him also. Do not show up at a rehearsal without an instrument.
 - 5. When school instruments are checked in, they must be clean, in acceptable condition, and in working order, just as they were when they were checked out.
 - 6. The student to whom the instrument is checked out will pay for the cost of any repairs, other than those due to normal wear and tear. **Never** allow another person to play on your instrument. You will be held responsible for any damage that may occur.
 - 7. While we do what we can to protect personal as well as school instruments, according to State Law, the school and/or directors are not liable for damage, loss, or theft of personal property. This includes musical instruments at the school or at school functions. It is therefore important that personal instruments are properly insured.
- G. TRANSPORTATION** - On band trips, all band members ride to and from the destination(s) in school designated vehicles. There are two exceptions to this rule:

1. A band member may be released to a parent only after the band has finished the performance under the following conditions:
 - a. Parent must notify the Band Director prior to the trip.
 - b. Band member must travel with the Band to the event.
 - c. Parent must fill-out and sign an “Alternative Travel” form in advance (needs the signatures of the Band Director or a HS Principal). A blank copy of the form is included in the back of this handbook and additional copies can be downloaded from the band website (www.splendoraband.com) or picked up from the HS Music studio.
 - d. If the request is for the student to ride with an adult other than the parent, then the request must be received by the band director at least one school day before the scheduled trip.
 - e. Parent must come to the Director personally to check-out the student. If prior approval has been given for transportation with anyone other than the parent, then that person must also present a valid picture ID.
 - f. Student drivers holding a valid driver’s license **MAY NOT** transport any student other than themselves.
 - g. Any student failing to properly check-out and/or failing to have an approved alternate travel form, but who leaves anyway, will be subject to band and school discipline.
2. In case of a bona fide emergency, the Principal may approve other means of transportation.

Note: Parents must fill out and sign the “Release Of Liability, Medical Release, And Handbook Agreement Form,” before students may participate with The SHS Band in any extracurricular performance outside of the regular school day.

H. BUS RULES - Making trips, as a part of the Wildcat Band, is a privilege granted to you, which carries with it certain responsibilities on your part. On the days we have to travel, it is vital that the buses leave at the scheduled time in order to arrive at the performance site with enough time to properly warm-up. To this end, the buses will leave at the scheduled time regardless of who is or is not there. Failure to show up at a performance will be considered an unexcused absence at a required performance. You will be expected and required to sit quietly on the bus as you load, ride and unload the bus, and to conduct yourself in a proper manner at all times. Band Officers will be utilized to assist with bus duties. The following rules suggest the expectations of the directors and SHS administration:

1. Be quiet any time roll is taken and instructions are given.
2. Remain seated whenever the bus is in motion. Do not move from your seat until you are told to do so.
3. No movement is allowed in the aisles except for the loading and unloading of the bus.
4. No changing of buses is allowed.
5. Do not put anything out of the window. Keep your hands, etc., inside the bus at all times.
6. Conversations must be kept at a moderate voice level. Directors and Chaperones determine what is “too loud.” After a second warning, the student will be moved to an isolated seat.
7. Avoid sudden bursts of high-pitched laughter.
8. Never throw anything on the bus.
9. Never play your instrument or make noise with any part of it on the bus.

10. Always show proper respect and cooperation to all adult supervisors, chaperones, and bus drivers.
11. No profanity or inappropriate conversation will be permitted.
12. Group singing is never permitted on the bus.
13. No private or public displays of affection are allowed on the bus or at any band activity.
14. Snacks may be taken on the bus as long as this privilege is not abused. An unclean bus will result in suspension of food and drink privileges.
15. Music or games with sound may be used only with headphones. Chaperones, Directors, or other SISD employees are not responsible for personal items that are lost or stolen.
16. There should be no use of hairspray, perfume, cologne, or lotion.
17. Co-ed seating is strictly prohibited on all school functions.
18. Students are not permitted to share blankets, jackets, etc. while sitting on the bus.
19. Once we have arrived at our destination, the band will unload and load the bus in an orderly manner. Do not get off the bus until instructed to do so by a band director. No one, except Equipment Staff, is to get off of the bus unless they are in full uniform.
20. After returning to SHS, make sure your instrument and uniform are put up, all personal are items taken off the bus, and the Music studio is in order.

I. FOOTBALL GAME RULES - The appearance (at ALL TIMES, not just on the field) that the band makes at football games is very important. Most people outside of Splendoria will see the band only once per year. The impression they receive has a great deal to do with the spirit, pride, and reputation of the band. The band, drill team, and cheerleaders reflect the image of Splendoria High School. The following procedures will be followed for every football game:

1. Meet at the music studio at the designated time. BE EARLY.
2. Each person is responsible for his/her equipment at all times.
3. Be in the proper uniform at all times.
4. At away games, do not leave the buses until instructed to do so by the band directors.
5. Sit in assigned seats and do not move about during the game.
6. There is to be no food or soft drinks in the stands. Do not take any unauthorized refreshments during the game. Students should have their water jugs with water only in the stands.
7. Students will only be permitted to use the restroom at the director's discretion.
8. No one except BAND PERSONNEL is allowed to be in the band section without the permission of the band director.
9. Play only when the entire band is playing. No "noodling" is allowed. Drums are to play only with the full band, during chants and cheers led by the cheerleaders, and on rehearsed cadences.
10. Watch the band directors or drum majors at all times when they are standing in front of the band. Get music up rapidly when it is called. Watch closely for cut-offs, etc...
11. File orderly from the stands to the designated formation before half time. Do not play on your instrument. If the weather is cold, then you should blow warm air through the instrument. Do not loiter out of formation.
12. Cheer with the cheerleaders, and support the team.
13. Treat visitors, other directors, other band members, and guests politely at all time.

14. If you drop something under the stands, notify the directors before going to get it.
15. Take only the equipment you need for performing into the stands. Cell phones are not permitted in the stands.
16. Always play in a musical way. Even outside you can play in tune, with a good tone, good attacks, good releases, etc. Our band is first and foremost a MUSICAL organization.

J. POLICY ON INCLEMENT WEATHER – Weather does not determine rehearsals or performances. A band member should plan to attend all activities regardless of weather. Only band directors have the authority to cancel a rehearsal or performance. Your student’s safety is of utmost importance, and in the event of inclement weather, the band directors will make a decision based on district policy. In the event that an activity is to be cancelled, students and parents will be notified via the REMIND system.

K. EARLY RELEASE DUE TO INCLEMENT WEATHER OR EXTENUATING CIRCUMSTANCES

1. NO band student will be dismissed prior to the completion of the event without authorization from a SHS official.
2. In the event that a SHS official releases the Band from the event, upon return to the SHS Music studio, students will be released as they would have been had our return been as scheduled. Parents are urged to discuss with their student what they should do if such a situation should arise.

L. LETTER JACKETS – Letter jackets are awarded to recognize participation and excellence. It is therefore understood that jackets will only be ordered for or given to students as long as they are enrolled in band. Letter Jackets will usually be ordered during April or May and will usually be received during August or September. It is also understood that the school only awards the jacket and the letter. Any other awards, patches, service bars, batons, etc... that are added to the jacket must be paid for by the student.

Letter Jackets are awarded to band students who have been in the Splendor High School band for at least three full years. A letter jacket can be awarded prior to the completion of three years if a student meets any of the following “Special Criteria:”

Special Criteria

1. Qualifying for and participating in the TMEA All-state Band.
2. Earning a first division rating at the UIL State Solo Competition.

NOTE: Students must be enrolled in band both when the letter jacket is ordered and when it is received. The only exception to the above is for a graduating Senior, who would otherwise qualify to receive a jacket.

M. FUNDRAISING - The Splendor Band will participate in various fundraising activities throughout the school year. Whether sponsored by the Band or the Band Booster organization, all proceeds are distributed to the general fund; where the Directors or Band Booster Board determine how the money should be allotted. Students are encouraged to fundraise, and donations are always welcome in lieu of fundraising activities. The more fundraising that is done gives the potential for lowered expenses throughout the band program as it pertains to travel, equipment, etc.

N. STUDENT JOB POSITIONS – In order to develop real world, professional skills and “ownership” of the program, the SHS Band provides job opportunities through its band job board. Once a student has completed one year of membership with the band program, they are eligible to apply for a job. The students must fill out an online application, as well as go through a professional interview process. If selected, the student will receive a contract for the upcoming school year. The students will not receive monetary or any tangible goods or services as compensation, but will work as an internship with the band directors serving the directors and students to take the band to new levels. This group of students will also work with the band directors in planning and preparing for events and activities. Job opportunities include but are not limited to: Attendance Clerk, Inventory Assistant, Logistics Assistant, Marketing and Media Assistant, Music Clerk, Student Conductor, and Tailor. Agreeing to serve in one of these positions will have increased time requirements and responsibilities. In the event that a student does not wish to continue in their position or is terminated at the director’s discretion, they will be required to give, or be given a two weeks notice. From that point they should not plan to reapply for a job until the following school year. These increased requirements include increased rehearsal requirements, increased eligibility requirements, increased behavior requirements, and increased financial requirements (see a director for more information). Increased eligibility requirements are as follows:

Information specific to the hiring process will be distributed well in advance of interviews, but students interested in these positions should be aware of the following items:

1. Student must meet all UIL Eligibility requirements and must be in good academic standing at the time of application.
2. It is understood that all previous playing successes and leadership experiences will enhance a student’s chance of selection.
3. Student must have been a member of the Splendora High School Band at least for the entire 2017-2018 school year.
4. Student must have shown acceptable conduct in both band and regular classes. Conduct during the current school year that required a consequence of ISS or higher may disqualify a student from auditioning.
5. Student is expected to have previously exhibited leadership, honesty, dependability, respect of peers, and the ability to work well in the band.
6. Student must be certified by the Band Director as having met these requirements.

O. COLOR GUARD – The Color Guard is an auxiliary unit of the band. They are an important part of the band that adds color and effect to our overall performance. Auditions for Color Guard will be held during the spring semester. Due to the upfront & critical nature of these performers, they have increased requirements to attain and maintain their position. These increased requirements include increased rehearsal requirements, increased eligibility requirements, increased behavior requirements, and increased financial requirements (see a director for more information).

Information specific to the tryout process will be distributed well in advance of tryouts, but people interested in these positions should be aware of the following items:

1. Student must meet all UIL Eligibility requirements and must have been eligible four of the six six-weeks of the current school year.

2. Student must have shown acceptable conduct all classes. Conduct during the current school year that required a consequence of ISS or higher may disqualify a student from auditioning.
3. Student must be certified by the Band Director as having met these requirements.

P. ANNUAL AWARDS

1. **Fall Awards** - Each year during marching season, the SHS Band presents a Marcher Of The Week Award to a freshman and a upperclassman student who have made significant contributions to the high school band through outstanding leadership, musicianship and spirit during the previous week. This is for students who have, in the eyes of their fellow band members and directors, exemplified the standard of what a Wildcat band member should be. It will be presented at each football game during marching season
2. **Spring Awards** - Each year at the Spring Concert, the SHS Band presents awards to students who have made significant contributions to the high school band through leadership, musicianship, and spirit.
 - a. John Philip Sousa Award - presented to a graduating band member in recognition of outstanding achievement and interest in instrumental music, for singular merit in loyalty and cooperation, and for displaying those high qualities of conduct that school instrumental music requires.
 - b. Director's Award - presented to the graduating band member who has distinguished him/herself throughout the school year in citizenship, leadership, musicianship, spirit, and assistance to the band directors.
 - c. Class Awards - presented to one member of each class who best exemplifies what a Splendor band member should be by displaying outstanding leadership, musicianship, and spirit.

Q. CALENDAR - The band calendar is a working document that is often updated. Remember that times and dates may change, but we will strive to be as accurate as possible. Please check the calendar regularly to stay up to date with any changes. The band calendar can be accessed at the band website (www.splendoraband.com.) Parents and students will want to pay attention to the performance dates and plan other activities around them. If you have a conflict with a specific date, please notify the band director immediately! Schedule conflicts can often be worked out in advance that cannot be solved at the last minute.

R. REMIND.COM – The band directors' primary means of communication to both parents and students is remind.com. We encourage you to get the app for your smart phone, or you can enroll for text messages or emails. At the conclusion of each school year, the remind system will be updated and all graduating parents and students will be removed from the remind system. You are welcome to join the alumni remind for updates on performances, contest results, and other activities the band is doing. Please see the band website for more information.

SECTION V: PRIVATE LESSONS

Instrumental groups are devoted to the study and performance of literature for a large group, therefore members of these organizations must gain many of the techniques which are essential to this experience through individual study. A student who attains a high level of musical achievement in high school, often continues to play a musical instrument in their college (music scholarships!!!) and adult life. Although much individual help is provided during rehearsals and sectional lessons, each band member is encouraged to study with a private teacher who is a specialist on that person's instrument. Such a teacher is able to devote an entire lesson toward solving the problems of the individual student or challenging them with new material. The results of this kind of attention simply cannot be attained in a group situation. Any student interested in a private teacher should see the director.

SECTION VI: DISMISSAL FROM BAND

Any student may be dismissed from the band because of poor or defiant attitude, lack of preparedness, failure to cooperate or participate, refusal to conform to rules and regulations (see Sections III, IV, or VIII), consistent or serious misconduct (in or out of band), or for any criminal activity (regardless of where the offense occurred). The Band Director must be notified before a schedule is changed. This is to ensure that all items have been returned to the Band department. All items must be returned and debts cleared before a student's grades will be released. Any such dismissal from band may also result in a failing grade and a loss of credit.

In the event that a student would like to be dismissed from the band program voluntarily, the following steps must be completed:

1. Student must notify band director in writing via a Band Dismissal Form which requires a parent signature
2. Student and parent may be asked by director for a conference before dismissal is granted.
3. Student dismissal from band must be approved by the principal.
4. Upon dismissal from the band program, students will not receive a refund of any funds that have been contributed, all school owned equipment must be returned to the band directors and student will no longer be permitted to enter the music studio or attend any band functions as a member of the band.

SECTION VII: PARENTAL INVOLVEMENT

It is understood that all parents want what is best for their child. In order to provide the best experience possible, we need to have a strong Band Booster organization. It is desired that all parents of students in the SISD Band program actively participate in the Band Booster organization. During the school year, the Splendor Band Boosters meet each month on the last Tuesday, in the SHS Library at 7:00 p.m.

Your attendance at meetings is important, but your participation in Band Booster activities is VITAL. The Band Boosters sponsor several fundraising activities throughout the year, providing necessary monetary support for the band program. As our band program continues to grow, it will become even more vital to have everyone's support and participation.

It is our hope that everyone involved in our program (i.e. - students, parents, and staff) have a positive experience. By pulling together to work for the overall good of our band, that can be easily attained. We want everyone involved to feel they are a part of our "band family" and to build and maintain these close relationships long after their "performing" days in the band are done.

This is going to be an exciting year for the **SHS WILDCAT BAND**. Our goals and rewards can only be accomplished through the hard work and preparation of everyone involved. The BAND is a single entity--made up of many talented individuals working as a family with one purpose, toward one set of goals. Thanks for being part of our family.

Note: At times, being a member of the band can place a temporary financial burden on families. If this situation should occur, band members and parents should feel free to discuss it with the Director. Assistance may be possible from several sources. Those needing assistance will be known only to the Director.

SECTION VIII: SHS BAND ACTIVITIES/TRIPS

Members of the SHS Band who choose to break the rules of conduct of the Band or the School while on a trip may be dealt with in the following manner:

A. Immediate suspension/removal from the activity/trip and sent home at their parent's expense. The parent will be called to pick-up the student. When the student is picked-up by the parent, their designee, or placed on alternative travel home, then Splendor ISD, Splendor High School, the Band Directors, and the Chaperones are released from any further liability.

B. At the discretion of the Band Director, the student will be on probation for one full year, be suspended from the SHS Band, or be removed from the band program.

NEED HELP?

If at any time during the year you have a problem whether it is in band or not, and you feel that one of the directors can help you, then please feel free to stop by the music studio. Big problems can become small ones with enough help.