



**Stephen F. Austin High School  
Band Handbook  
[www.sfaband.org](http://www.sfaband.org)**

# Stephen F. Austin High School Band Handbook

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## About This Handbook

This handbook is a resource of information on the policies and activities of the Austin High School Band program. It is issued to band members and parents by the band directors in order to provide basic information regarding the program. All band members and parents are responsible for familiarizing themselves with the contents of this handbook, and must complete and return the enclosed Membership Acknowledgement Form in order to participate in the SFA Band. This handbook is designed to function in harmony with the FBISD Student Code of Conduct and FBISD Board policies. This handbook is a living document. The band directors or campus administrators retain the authority to amend band policies if such action is deemed necessary to secure the interest of the overall band program.

## Austin HS Band Philosophy of Instrumental Music Education

Music is a subject that affects many facets of the human personality. It shapes individuals on an intellectual, physical, emotional, psychological, spiritual, and social level. Instrumental music can foster a lifelong appreciation of music as an art form. Instrumental music also fosters a sense of cultural awareness as well as an aesthetic appreciation for the arts. The SFA Band program engages students in a group activity that can enrich their life, personally and socially. It develops proper work habits through the successful implementation of a daily practice routine. It develops confidence and promotes students' abilities of self-expression and intelligent listening skills that encourage heightened communication skills. It is a departmental goal to instill in every member of the SFA Band a lifelong appreciation for music and to consistently embrace the ideals of self-discipline, commitment, and teamwork. Through the cooperation of band students, parents, campus administration, the community, and the Fort Bend Independent School District, the Austin High School Band will strive to provide a musical program that is consistently recognized as one of the finest of its kind.

## Objectives

The SFA Band Program, which encompasses wind and percussion students, forms an integral part of school life and is recognized as a co-curricular activity. The SFA Band is one of the largest and most visible student organization on campus, and its members consistently project a positive representation of their community.

The primary objective of the band program is to serve its members with the following opportunities for the duration of their membership:

Cultural Opportunities – to facilitate the continued development of music appreciation and understanding through the study and performance of outstanding music literature.

Educational Opportunities – to develop interested and discriminating listeners, provide a well-rounded music education, and prepare students for musical pursuits beyond high school.

Leadership Opportunities – to foster exceptional personal values through the emphasis of teamwork and integrity.

Service Opportunities – to lend color and atmosphere to certain school and community affairs while promoting and enhancing the distinction and reputation of Austin High School at all appearances.

Recreational Opportunities – to provide all students with the opportunity for worthy use of leisure time, an emotional outlet, and quality social experiences.

Sincerely,

Bob Chreste  
Director of Bands  
[robert.chreste@fortbendisd.com](mailto:robert.chreste@fortbendisd.com)  
(281) 634-2064

Risa Hsu  
Associate Director of Bands  
[risa.hsu@fortbendisd.com](mailto:risa.hsu@fortbendisd.com)  
(281) 634-2064

Jordan Garza  
Percussion Director  
[jordan.garza@fortbendisd.com](mailto:jordan.garza@fortbendisd.com)  
(281) 634-2065

## Stephen F. Austin High School Band Handbook

### Individual Band Responsibilities

No student is required to take part in the instrumental music program or University Interscholastic League contests, therefore, participation should be considered a PRIVILEGE. It is imperative that students and parents understand the following rules and procedures.

#### Performance Responsibilities

Students are placed into an appropriate band class that will ensure their success and continued musical growth based on an audition. Our curriculum is designed to improve individual and ensemble performing skills throughout the year. The responsibilities for students in each group are outlined below:

#### WIND ENSEMBLE:

- Performance of marching music by memory
- Participation in marching band
- Preparation of All-Region music during the fall, with tape tests and/or live performance tests assigned periodically throughout the first semester
- Participation in All-Region Band/Orchestra auditions
- Performance of a solo and/or ensemble at UIL Solo/Ensemble Contest as assigned by directors
- Performance of concert music as assigned by the directors
- Possible participation in full orchestra rehearsals, performances and contests
- Possible participation in musical theater rehearsals and performances for selected students
- Attendance at section rehearsals, hearings and full band rehearsals before and after school
- Students in the Wind Ensemble are expected to fully participate in all performance activities, including approved travel.

#### WIND SYMPHONY:

- Performance of marching music by memory
- Participation in marching band
- Preparation of All-Region music during the fall, with tape tests and/or live performance tests assigned periodically throughout the first semester
- Participation in All-Region Band auditions
- Performance of a solo and/or ensemble at UIL Solo/Ensemble Contest as assigned by directors
- Performance of concert music as assigned by the directors
- Possible participation in musical theater rehearsals and performances for selected students
- Attendance at section rehearsals, hearings and full band rehearsals before and after school
- Students in Symphonic Band are expected to fully participate in all performance activities, including approved travel.

#### CONCERT BAND & CADET BAND:

- Performance of marching music by memory
- Participation in marching band
- Audition for All-Region Band is optional and is determined by directors
- Performance of a solo and/or ensemble at UIL Solo/Ensemble Contest as assigned by directors
- Performance of concert music as assigned by the directors
- Attendance at section rehearsals and/or full band rehearsals before and/or after school
- Students in Concert Band are expected to fully participate in all performance activities, including approved travel.

## **Attendance**

All Band courses require some rehearsals and performances outside of the regular school day. Band members are required to attend ALL activities and rehearsals. Those who must miss a rehearsal, activity, or performance must consult with one of the directors WELL IN ADVANCE of the function. Failure to attend a rehearsal, activity, or performance without prior permission or good cause may result in suspension from future activities or performances.

- Section rehearsals shall be no more than 90 minutes in length and no more than one in a seven day period.
- Rehearsals shall be during the school day with the exception of section rehearsals, after school rehearsals for marching band, and
- One full band rehearsal per week outside of the regular school day for concert organizations. Rehearsals outside of the regular school day for concert organizations shall not exceed three hours per week. Special exceptions may be made for paid clinicians.
- Regularly scheduled sectionals, rehearsals, and concerts are curricular and have no academic eligibility requirements. Student members are expected to participate fully in all rehearsals regardless of eligibility.
- Students **MUST** participate fully in all performance activities of the group in which they are a member, including approved travel. After school begins, please do not schedule a family event or trip that conflicts with a band function. Work does not constitute an acceptable excuse from a band function.
- An excused absence is one that the director has prior knowledge of and/or is based on an acceptable reason.
- An unexcused absence is one that the director has no prior knowledge of and/or is based on a reason that is unacceptable to the instructor, or is not handled in a timely manner.

### Marching Band

The Marching Band consists of every high school band student in grades 9 through 12. The Marching Band will perform at every football game and will attend all scheduled band contests. A complete schedule for marching band rehearsals and performances is available on the band website. Any alteration in the schedule will be communicated to the students as soon as possible.

### Varsity & Junior Varsity Marching Positions

Students are placed in a varsity or junior varsity marching band position according to criteria set by the band directors. Students in a varsity marching band position will perform at ALL marching band performances. Students in a junior varsity marching band position will perform at all marching band performances, except contests. ALL students are required to attend ALL rehearsals.

### Concert Season

The directors will develop a sectional and rehearsal schedule for each band at the beginning of the semester that will be available on the band website. These sectionals and rehearsals will usually begin once marching season is over and continue throughout the concert season. When possible, the directors will attempt to schedule sectionals at times that do not conflict with individual students' school-related activities.

## **Rehearsal/Performance Schedules**

The Band Calendar is always available on the band website. Please check the calendar and report any conflicts to the directors. Attendance at all performances and rehearsals is a requirement of the class. If an excused absence is anticipated, written notification should be submitted as soon as the student/parents are aware of the conflict and no later than two days in advance of a rehearsal or one week in advance of a performance.

## Auditions

### Tryout Procedures

Each Spring, ALL students will audition for placement in one of the band classes. This placement will be determined by an audition on music materials selected by the director and on the student's past performance and/or recommendation from previous director(s). NO STUDENT WILL BE ENROLLED IN ANY BAND UNTIL THIS AUDITION IS COMPLETED.

### Leadership Positions

Auditions for band leadership positions are scheduled and held late in the spring semester. Auditions are comprised of a rigorous tryout process involving leadership training, paperwork, an evaluation of marching skills, an evaluation of teaching skills, an evaluation of conducting skills (drum majors only) and student interviews with the directors. Audition dates are posted on the band calendar. Directors and guest adjudicators will evaluate these auditions.

## Awards

Awards will be presented to band/orchestra students based on a point system for participation and service.

- |   |            |
|---|------------|
| • Freshman Region Band                        | 3 points   |
| • District Band                               | 2 points   |
| • Region Band/Orchestra                       | 3 points   |
| • Region Jazz Ensemble                        | 3 points   |
| • Area Band/Orchestra                         | 4 points   |
| • All state Band/Jazz/Orchestra               | 8 points   |
| • UIL Solo (Division I)                       | 3 points   |
| • UIL Ensemble (Division I)                   | 2 points   |
| • State Solo (Division I)                     | 6 points   |
| • State Solo (Division II)                    | 3 points   |
| • State Ensemble (Division I)                 | 4 points   |
| • Performing in the musical or full orchestra | 2 points   |
| • Senior                                      | 10 points* |
| • Participation each year                     | 2 points   |

15 points = Award

\*These points count only for students who have not received an award by their senior year. They may not be used to receive a second award letter.

Band members who are participating in the color guard during marching season may choose their award for band or color guard. However, a student may not combine points earned to receive an award.

A student may receive only one major award for combined activities during his/her four years in high school and no more than one award per year for participation in the same organization.

### Director Responsibilities:

The Band staff will enforce FBISD awards rules and regulations, as well as determine when band students will be fitted for Letter Jackets during the school year. It is each student's responsibility to keep track of points earned and notify the directors when he/she thinks that enough points have been earned to merit an award. The directors are responsible to verify that a student has earned enough points to qualify for the award and to communicate to the appropriate assistant principal that an award is warranted. Directors do not order individual Letters or Award Jackets for students.

### **Booster Club (AHSBBBC)**

The main objectives of the Austin High School Bulldog Band Booster Club (AHSBBBC) is to support and enhance the band and dance program and to provide program communication to students and parents. All parents are encouraged to become members of the Band Booster Club. Participation is optional. Attendance at all performances and meetings is encouraged.

There are various expenses necessary to run a quality band program not covered by the school district. Such expenses include education by top clinicians, contest fees and expenses, meals for students, student leadership conferences, student scholarships, etc. The vast majority of the booster club budget is spent on educational activities. We encourage all parents and students to participate in Booster Club fund-raising activities throughout the school year.

### **Conduct and Due Process**

All students are to conduct themselves properly at all times. Display of temper, profanity, flagrant violation of rules, etc. will not be tolerated. Any behavior which is not conducive to good citizenship will subject the student to "Due Process" that may result in dismissal from the organization. "Due Process" shall be defined as the student's right to discuss with the instructor and principal any decision regarding action that would result in the student's loss of grade, suspension from activities, or expulsion from the organization.

#### Band Rehearsal Guidelines

- Be seated with instrument, music, pencil, and supplies two minutes after the tardy bell rings.
- Show good rehearsal etiquette by being a good team player—pay close attention to all instruction and mark your music when you receive instructions from the director(s).
- Remain on task at all times; do not talk or interrupt the focus of a rehearsal.
- Maintain proper posture at all times, which is important for all players.
- Raise your hand and ask questions if you need more individual help.
- Leave large instrument cases in your locker during rehearsal and your backpacks at the side of the room.
- Do not leave purses, cell phones or other valuables unlocked in the band hall.
- No food, gum, or drink is allowed in the band hall. We all take pride in keeping our band hall clean and organized.
- All instruments remain in cases with latches closed inside a locker when not in use.
- Lockers shall remain clean. Items other than instruments, music, and instrument accessories should not be kept in lockers. If such items are found in lockers, they will be removed.
- No food should be left in lockers.
- Disorderly behavior and abusive language will not be tolerated.
- Please be considerate of directors' requests for assistance and/or performance of tasks around the band hall.

Due Process will be followed precisely as outlined in the FBISD Extracurricular Handbook. Students and/or parents may discuss any item of concern with their respective directors at an appropriate time in the appropriate place. If a satisfactory resolution has not been reached, the students/parents may contact the student's grade-level principal to discuss the matter further. If the concern has not been resolved by either the directors or the grade-level principal, the parents may contact the campus Principal to address their concern.

### **Online Protocol**

Students must maintain a high standard of online conduct and will include ensuring that band member websites are appropriate. The internet is a worldwide, publicly accessible form of communication. Any communication such as Facebook, Twitter, Instagram, Vine, emailing, texting, or other band related forums, etc., appearing on the internet is public domain, even if it is marked private. Members are responsible for their personal websites and postings, as well as posting from or on other students' websites. The areas of

appropriateness will include but are not limited to profane, foul, or disrespectful language (abbreviated or alluding to), pictures, suggestive poses, clothing, references to alcohol, drugs, and/or tobacco, and postings (either verbal or photos) that could be interpreted as being negative or threatening towards other FBISD teaching staff or band members, or that demonstrate poor sportsmanship or a disrespectful attitude towards other bands. Any such incident will result in review by the band director (or designee) and may lead to probation or dismissal from the band.

Band members that violate the above internet guidelines shall be subject to the following:

- Upon confirmation of a first violation, the member will be asked to remove any offensive items from the website(s) and will be asked to give an apology and plan of action to deter this behavior to the principal, directors, and band members. Parents/guardians will be contacted and made aware of the offensive behavior. The student may also be suspended from performances over the next 20 days.
- Upon confirmation of a second offense, the member will be asked to remove any offensive items from the website(s) and will be asked to give an apology and plan of action to deter this behavior to the principal, directors, and band members. Parents/guardians will be contacted and made aware of the offensive behavior. The student may also be suspended from performances over the next 40 days.
- Upon confirmation of a third offense, the member will be removed from band program.

## **Eligibility**

### Academic Eligibility Rules

A student shall be suspended from participation in all extra-curricular activities sponsored or sanctioned by the school district during the three week period following a grade reporting period in which the student received a grade lower than seventy in any class other than an identified honors or advanced class. This suspension continues for at least three weeks and is not removed during the school year until the student's grade in each class, other than an identified honors or advanced class, is seventy or greater. A student may continue to practice or rehearse with other students for an extracurricular activity, but may not participate in such an activity until the suspension is lifted. A suspended student may regain eligibility seven days after the grading period ends or seven days after a three week evaluation period.

A student must meet the following requirements in order to participate in extracurricular activities during the first six weeks of the fall semester.

NINTH GRADE - PROMOTED from the eighth grade to the ninth grade

TENTH GRADE - earned at least five (5) state approved credits toward graduation

ELEVENTH GRADE - earned at least ten (10) state approved credits toward graduation, or during the preceding twelve months he/she must have earned five (5) state approved credits

TWELFTH GRADE - earned at least fifteen (15) state approved credits toward graduation, or during the preceding twelve months he/she must have earned five (5) state approved credits

### Rules Relating to UIL Competition

No student may take part in any University Interscholastic League competition who, at the time of the contest, has not been a bona fide regular attendant of the school for fifteen (15) calendar days, or since the sixth day of the current school year.

No student shall take part in any UIL contest after the end of the fourth consecutive year following enrollment in the ninth grade, and/or third consecutive year following enrollment in the tenth grade.

No school may issue and no student may receive an award for participation in inter school competition in excess of \$50.00 (or the equivalent in value) during his/her high school enrollment in the same high school. Additional symbolic awards not to exceed \$8.00 each may be presented for each additional inter school activity each year. Students must abide by all other rules as set forth by the University Interscholastic League in Austin, Texas.



## **Grading Guidelines**

Learning objectives are based on performance skills, responsibility, and participation. Therefore, students are expected to fulfill individual as well as group responsibilities.

Since band is a performance-based course and a team activity, all students are required to attend all performances and rehearsals. Therefore, students may have points deducted for the following:

- Unexcused absence from rehearsals that are extensions of classroom activities such as section rehearsals = double daily grade
- Unexcused absence from a performance that is an extension of classroom activities, such as school concerts, which do not meet the definition of extracurricular = double major grade

Students must be committed to developing individual academic and musical skills and be disciplined with expectations to deadlines. A band member's grade will be an average of the following:

### Participation

- The student will receive a grade for each before and after school sectional and rehearsal during a grading period.
- The student will be on task and focused during all rehearsals.
- The student will have instrument, music, pencil, and supplies.
- The student will be prepared to play his/her part successfully.
- The student will mark music and take notes as needed.

### Fundamentals and Skills

- The student will be expected to improve performance fundamentals.
- The student will be evaluated for improvement of music fundamentals through daily observation during the skill-building part of each rehearsal and during sectionals.
- The student will be expected to demonstrate correct posture, hand position, embouchure, breathing, air support, articulation, technique, and attentiveness as monitored during rehearsals.
- The student will be expected to improve individual and ensemble music skills.
- The student's individual skill development will be evaluated through playing tests and written tests.
- The student will be expected to develop a historical knowledge of the literature relative to his/her respective instrument.

### Performance

- The student will receive a grade for each performance during a grading period.
- The number of performances will be determined by the performance calendar.
- If no public performance occurs during a grading period, the performance grade will be based upon criteria determined by the director.

### Motivational Plan/Reluctant Students/Retesting

- Students will be encouraged to perform all marching music by memory, demonstrate proficiency on all-region etudes, major scales, daily ensemble drills, and solo/ensemble music (see above). Students will be given regular graded tests to encourage and motivate them to develop performance skills and demonstrate proficiency on given assignments.
- Band directors or peer tutors will work with reluctant students in a one-on-one tutoring situation to re-teach and encourage the reluctant student until proficiency on assignments is demonstrated.
- Students may retest as many times as necessary in order to demonstrate proficiency on assignments. Point deductions on numerical grades may be taken even with retesting; however, chair placement may not change after the initial grades/chairs are posted. Grades will be updated accordingly upon demonstration of proficiency in re-retesting up to the last day of the three-week grading period.

Additional Criteria Affecting Grades

- Excused Absences:

In accordance with FBISD policy, all excused absences will be honored with no grade penalty. These will include:

- Medical emergency or illness
- Death in the family
- Family emergency
- Religious holiday

Circumstances may justify an excused absence for reasons other than those listed above in accordance with FBISD policy. Please refer to page 5 for the definition of an excused absence. If an excused absence is anticipated, a written notification should be submitted as soon as the student/parents are aware of the potential absence and no later than two days in advance of a rehearsal or one week in advance of a performance. A reminder e-mail should be sent to the directors one to two days in advance of pre-approved absences.

- Unexcused Absences:

An unexcused absence to a before or after school sectional or rehearsal will result in a reduction of the grade by the directors.

- Tardiness:

Each tardy to a before or after school sectional or rehearsal will result in a reduction of the grade by the directors.

Conduct Grades

- A student merits a conduct grade of “E” when he/she fulfills all classroom behavioral expectations consistently.
- A student merits a conduct grade of “S” when he/she fulfills most classroom behavioral expectations regularly.
- A student merits a conduct grade of “N” when he/she does not fulfill classroom behavioral expectations regularly and director feedback is occasionally necessary.
- A student merits a conduct grade of “U” when he/she does not fulfill classroom behavioral expectations, is disruptive to the educational process, and director feedback is regularly necessary.

**Instruments**Individual Equipment

Students will be required to purchase some materials for their uniform, as well as all materials necessary to perform on their instrument (example: reeds, drum sticks, valve oil, etc.).

Fort Bend Independent School District does not provide insurance for individually owned equipment. Insurance may be purchased by the parent/guardian.

School-Owned Equipment

Each member is financially responsible for all equipment and/or materials checked out to him/her for their personal use. Equipment is to be used, not abused. No charge will be made to the student if the instrument becomes damaged due to normal wear and tear. However, damages caused by fire, theft, or abuse will be charged to the student.

All equipment and materials must be kept in their proper storage location when not in use.

School owned instruments are furnished by the school for the purpose of avoiding large expenditures to the parent, and to provide a well-rounded instrumentation for the performing organizations. Students who use a school owned instrument will be expected to practice this instrument a reasonable amount of time each day. Failure to do so may result in the instrument being taken up and re-issued to a student who will make better use of it.

Personal Instruments:

- A quality program requires quality musical instruments. A list of recommended instruments is available in the band office. If a purchase is needed, the staff will be most happy to consult with the student and parents in order to avoid an inappropriate purchase and to assist in obtaining the best possible price for the instrument.
- With all personal instruments, it is strongly recommended that the instrument be insured through your homeowner's policy or a private company. The school District will not assume liability for maintenance, repair, or damage of personal instruments.

School Owned Instruments:

- Fort Bend ISD furnishes some musical instruments for student use.
- Students must provide their own personal accessories such as mouthpiece, various mutes, drum sticks, mallets, and reeds. The student is responsible for damage to the instrument while in his/her possession. The instrument will be inspected at the end of the year for damage and the student must pay for any repairs.

**Marching Band**

The marching band is a highly visible aspect of the band program which provides performance opportunities for band students and integrates band into school and community activities. As an integral part of the band program, the District's philosophy is that educationally, historically, and musically, marching band is an essential ingredient in a well-rounded music education. FBISD believes that music students need to develop the ability to participate and perform in different ensemble experiences which includes marching band.

Summer Rehearsals

There will be a series of summer rehearsals prior to the beginning of the school year, which all students participating in the marching unit MUST attend. These rehearsals will begin prior to the beginning of school and will be held daily, except weekends, until school begins.

State Curriculum Requirements

The music and performance skills and techniques, along with the associated academic skills in the band program, are derived from implementation of the expectations found in the Texas Essential Knowledge and Skills (TEKS). The curriculum specifically includes requirements such as demonstrating musical skills and artistry, performing in different musical mediums, and experiencing music through a wider range of music literature, which are addressed through the marching band. Each performance by the marching band provides students the opportunity to demonstrate musical artistry through the ensemble, individual music performance skills and techniques, marching performance skills and techniques, and critical thinking skills that include auditory, spatial, and visual awareness.

Participation

Marching band is required for all high school students who elect to take the academic band performance courses. Exceptions are granted for those students who play a school-sponsored sport that conflicts with Marching Band, such as football and volleyball. Any other conflicts should be addressed with the directors immediately.

Academic Standards

The opportunity for weekly performance is a motivating factor for academic achievement for marching band students, since only by maintaining their eligibility can they continue to perform in the contest drill.

Competitions

The marching band will attend UIL Marching Contests. The Marching Band may enter other additional marching contests as determined by the directors.

Grading

Since marching band is a part of the academic band course and therefore, part of the graded curriculum, students in marching band are responsible for assimilating the academic aspects of the band elective as found in the Texas Essential Knowledge and Skills (TEKS). Attendance at rehearsals and performances is mandatory (see page 5) and will be integrated into the students' grade for band in accordance with TEA/UII guidelines and FBISD policy/procedures.

Physical Education Waiver

As an artistic endeavor, each rehearsal and performance by the marching band is mentally and physically demanding. For the full marching band performance, students are always on task and must bring to the experience their best performance skills. As a result, each student in the marching band is eligible to receive a waiver for the physical education requirement in accordance with TEA guidelines and FBISD policy/procedures.

Instruments

- Marching band students who play an instrument that the District does not provide must personally provide, march, and perform with the same instrument they use in band or a second instrument of the same type that is listed on the FBISD Recommended Instrument List.
- The District assumes no responsibility for maintaining instruments they do not supply. Since these instruments will be played outside in various weather situations (sun, heat, wind, rain, etc.), students and parents need to be vigilant regarding instrument maintenance to keep the student's instrument in top playing condition.

Practice Time Limits

Marching band practice times are closely regulated by TEA/UII guidelines. Adherence to these guidelines is the responsibility of the Head Band Director and is monitored by the Director of Fine Arts. TEA and UII rules state:

The members of marching band or any of its components may not begin the marching preparation for a UII contest presentation prior to August 1. In addition, no more than ten hours of director-supervised instructional time may be devoted to marching fundamentals between the end of the previous school term and August 1.

Music preparation is not affected by this ten-hour rule between August 1 and the first day of school. Practice schedules are determined by the Head Band Director and Principal. During the school year, no more than 8 hours of rehearsal per week, outside of the school day, is allowed. Exceptions to the 8-hour rule include preparation immediately before games and competitions.

Summer Heat Guidelines / Outdoor Rehearsal Requirements

- Rehearsal dress includes shorts, a light colored T-shirt, hat or cap, tennis shoes (cross-trainer type), and socks. For health and safety reasons, students will not be allowed to march in any other footwear.
- Students must have their individual water bottle labeled with their name at all rehearsals. Water bottles will be kept close and frequent water breaks will be taken.
- Students should eat breakfast and drink plenty of fluids before morning rehearsals. Good nutrition is a must to remain healthy during marching season.
- Students are trained by the directors to watch for signs of dehydration. Students should monitor their bodies to make sure they perspire heavily during rehearsal. Lack of perspiration is a sign of dehydration.
- Students should sit down immediately if dizzy or weak. A director will provide assistance.
- During summer rehearsals, directors will constantly monitor the weather conditions and make adjustments as necessary for the safety of the students.
- Water will be provided by the Booster Club for students at games and competitions.

### **Medical Release Form**

All students enrolled in band must have a Medical Release Form on file in the Director's office no later than the end of the first week of the new school year. No one will travel or perform with the band without this form on file.

### **Orchestra**

Wind and percussion students participating in full orchestra must have concurrent membership in the band program.

### **Private Lessons – Voluntary Music Enrichment Program and Fees**

Private lessons are provided for interested students as an enrichment program in Band. Private study is encouraged, but not required, to participate in the band program. The advantages of a one-on-one experience are overwhelming. Private study fees are consistent throughout the District and are determined by the Director of Fine Arts. The current fees are between \$17 and \$23 per lesson, according to the qualifications of the private instructor. Private instructors are hired, supervised, and evaluated by the Head Band Director and must complete a Criminal History Check and pay a Building Use fee.

### **Required Expenses and Fees**

Members of the band program may have financial obligations for required materials, such as a uniform or t-shirt, and trip expenses. No student will be denied participation in the band program due to financial difficulties. Parents should contact the Head Band Director with any specific financial concerns.

#### Fund Raising

In compliance with Internal Revenue Service mandates, all monies earned through fund raising activities belong to the organization's general fund and will be dispersed equally among all band students participating in the activities of the band program. There are no refunds granted from fund raising monies.

#### Refund of Fees

Students may request a refund of his/her out-of-pocket trip money. Trip funds may be non-refundable depending on the specific trip payment agreement and date of request. Trip Insurance is available; however, insurance does not cover ineligibility due to failing grades. Any student who is removed or withdraws from the band program will forfeit any and all deposited monies.

Any student's parent may appeal in writing the decision of the band staff concerning refunds. Any appeal of this nature must be submitted to the Head Principal.

### **Transportation**

If a student is required to leave from an event or activity, the parent/guardian of the student must provide written notification to the instructor prior to the student leaving and the student may leave ONLY with that parent/guardian as stated in the written notification. STUDENTS MAY NOT LEAVE WITH ANYONE EXCEPT A PARENT/GUARDIAN. A telephone call confirming the written notification is also desired.

### **Travel**

It should be understood by both parent and student that the competition band may be involved in out-of-District traveling and that students who participate in these organizations must also participate in the travel. This may include a limited number of overnight trips for some competitive events. If the parent does not want the student to travel, the student should register for an organization that does not travel so extensively.

All members represent the school and community and are expected to conduct themselves in a manner in keeping with the following regulations when traveling in or out of the District.

- Be on time for all trips
- Dress as directed
- Be mannerly
- Avoid excessive noise on the bus
- Return on the same bus
- Return equipment to its proper storage place on returning to the school

#### Overnight Travel Requirements

- Out of district trips are not mandatory for any member and will not affect their status or grade in any way. However, students in the top performing music ensembles do have a travel expectation. Since participation in our music program is a team effort, any student not participating in a trip should advise the directors well in advance of the trip (a minimum of nine weeks is recommended). The directors can then initiate alternative arrangements to cover for missing students.
- When traveling, each student must meet all local and state eligibility requirements to participate in the competition. Students who are ineligible may not travel with the bands.
- Students must be able to satisfactorily perform the material assigned for the performance(s).
- Students must have attended scheduled rehearsals.
- Students must fulfill their financial obligation.

#### **Uniforms**

The District provides uniforms for high school music groups and these are mandatory for participation in Band performances. The individual student must provide uniform accessories as appropriate. Students are responsible for repair or replacement of any damaged or unreturned uniform parts.

Marching uniforms will be stored at school and issued before each performance. These uniforms will be returned after each performance prior to leaving the school.

Some uniforms may require minor alterations such as adjusting the hem of the pants. Make sure that the hem is simply raised or lowered, and that no material is removed from the garment.

Students are responsible for providing personal accessories for their uniform. These accessories may include gloves, marching shoes, undershirt, t-shirt, etc. During Concert Season, boys will provide a tux shirt, black bow tie, black cummerbund, black dress shoes, and black socks. Girls will provide black hose/stockings and black dress shoes. Each student is responsible for replacing any uniform part that is damaged or lost.