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# **HANDBOOK INTRODUCTION**

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(Henceforth, the term "Band" will refer to Band , Percussion, and Colorguard Students).

The Harlandale High School Band Handbook has been established to encourage musical and educational excellence and outstanding citizenship in our program. This handbook will set goals, establish procedures, and explain the importance of the band experience. All guidelines set by this handbook are expected to be followed by all band members.

All band members should read this handbook and keep it throughout their high school career. New handbooks will only be given to incoming freshmen and when an update is issued.

## **HARLANDALE HIGH SCHOOL BAND PHILOSOPHY**

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The philosophy of this band program is based on a commitment to excellence in music and education. Our members will strive for quality in all performance areas. Band members will know that a good education is the most important part of their lives. Part of their education will include learning both self-respect and discipline. We will instill pride in our students individually, for the band, and the school. A sense of community and civic responsibility will be developed by participation in community activities. Through a student's band experience, they will know the importance of working together in a large group. Short and long term goals will be set and through hard work will be accomplished. The Band experience at Harlandale High School will be a positive experience for everyone.

## **GOALS AND OBJECTIVES**

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The Harlandale High School band goals and objectives will be consistent from year to year. We will strive for excellence in all of our endeavors.

All instructors will promote the musical qualities of the program. It is the responsibility of the students to learn and demonstrate mastery of the essential elements of our program.

The following goals are set forth to challenge the members of the band:

1. All performances will be musically satisfying and entertaining to both the audience and performers.
2. We will strive to earn top ratings at all competitions.
3. All members will attend as many civic functions as possible to promote the organization and develop civic responsibility.
4. Members are to take advantage of the many opportunities given to enter competitions and attend clinics and concerts to improve their musical experiences.

# **PERFORMING GROUPS**

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## **The Million Dollar Band From Indian Land**

The Harlandale High School Marching Band is the largest and most publicly visible performing group in the Harlandale Band Program. The band performs at all varsity football games, community parades and various marching band competitions.

The Marching Band meets after school for a total of eight hours of rehearsal per week. Scheduled time may vary due to holidays and each year's football schedule, but will usually be from 5PM-7PM, Monday through Thursday. Any modifications will be announced as soon as possible.

Though this is the largest performing group, there are limited spots available for the competition band. All band students are required to participate. In order to be guaranteed a spot in the competing marching band, students must meet the following criteria.

1. ***ACADEMICS ARE YOUR FIRST PRIORITY!!!*** Students must be eligible to participate in UIL sanctioned activities according to UIL eligibility requirements. If you lose eligibility, you will automatically be placed in an alternate spot and may forfeit your competition spot for the remainder of the season.
2. Students must exhibit good physical conditioning (ability to endure long outdoor rehearsals and difficult physical movement). Band counts toward the Physical Education requirement as sanctioned by TEA. We will do our best to get each student ready for the physical demands of a competitive marching band. If a student is struggling with the physical demands of marching band, other ways in which the student can participate and contribute to the success of our band will be considered.
3. Students must exhibit good fundamental marching abilities (a good understanding of the marching style, a good sense of body balance, good foot coordination in regards to tempo and music) and a good level of technical and musical proficiency on their respective instruments *as determined by the high school band staff.*
4. Students must exhibit good attitudes, punctuality, dedication and **ADEQUATE COMMUNICATION** at the end of the school year and during the summer months leading up to Summer Band. *Communication is defined as individual student or parent communication with high school band staff.*

Some students may be on family vacations, attending summer school or participating in various summer activities or college preparatory programs. This is not an excuse to avoid communicating with the Directors. If a student does not communicate with one of the High School Band Directors before summer band starts, they will be assigned an alternate marching spot.

### Alternates

Any student assigned an alternate spot is still responsible for attending all rehearsals and performances. Any alternate may earn a spot in the competition band at the Directors' discretion (such as replacing a student with: failing grades, a poor attitude, attendance issues, or discipline problems).

***All decisions will be left solely to the discretion of the Band Directors.***

## **Symphonic Band**

The Symphonic Band is the competing Varsity Concert Ensemble. This select group of students is an elite performing group.

1. Students in the Symphonic Band must exhibit a high level of technical and musical proficiency on their respective instruments *as determined by the High School Band Directors*.
2. Students who are not willing to meet the strict standards and obligations of this organization will be placed in the Concert Band.
3. There will be times when this group must meet together for rehearsal after school. Students not attending these scheduled rehearsals may not be allowed to perform and may not be allowed to sign up for band the following year.
4. Symphonic Band members are required to participate in the TMEA All-Region Band audition process in December. Exceptions are at the discretion of the Directors.
5. This band currently meets 1<sup>st</sup> Period
6. Membership in this group is based on the results of a placement test performed by all wind players in May of the previous year.

## **Concert Band**

The Concert Band is the competing Non-Varsity Concert Ensemble.

1. Students in the Concert Band must exhibit a moderate level of technical and musical proficiency on their respective instruments *as determined by the High School Band Directors*.
2. There will be times when this group must meet together for rehearsal after school. Students not attending these scheduled rehearsals may not be allowed to perform and may not be allowed to sign up for band the following year.
3. This band currently meets 5<sup>th</sup> Period.
4. Membership in this group is based on the results of a placement test performed by all wind players in May of the previous year.

## **Concert Band II**

This is an ensemble comprised of students needing further development of technical and musical skills.

1. If instrumentation allows, this group may compete in the spring as the Sub-Non-Varsity Concert Ensemble.
2. There will be times when this group must meet together for rehearsal after school. Students not attending these scheduled rehearsals may not be allowed to perform and may not be allowed to sign up for band the following year.
3. Students in the ensemble who show adequate progress may be asked to perform with the Concert Band.
4. This band currently meets 6<sup>th</sup> Period
5. Membership in this group is based on the results of a placement test performed by all wind players in May of the previous year.
6. Students who show constant disregard to the attendance policy or fail to maintain satisfactory grades will also be placed in this group.

## **Jazz Ensemble**

The Jazz Ensemble is a performing and competing group that focuses on the performance of Jazz Literature, and Jazz Improvisation.

1. This ensemble is open to students currently enrolled in one of the other ensembles (the only exception is if there is no student in band who can play Bass, Guitar or Piano).
2. Instrumentation is normally limited to:  
5 Trumpets, 5 Trombones, 2 Alto Saxes, 2 Tenor Saxes, 1 Bari Sax, 2 Percussionists, 1 Bass Guitar, 1 Guitar, 1 Pianist and a Male and Female Vocalist.
3. This ensemble also serves as the core group for the annual school musical and Senior Honors Night.
4. There will be times when this group must meet together for rehearsal after school.
5. Class currently meets 7<sup>th</sup> Period.

## **Colorguard**

The colorguard provides visual enhancement for the Marching band show and participates in Winter Guard competitions in the Spring. Members of the colorguard are considered members of the Band and thus bound by all rules pertaining to the Harlandale Band Program.

1. The guard is open to any student who has good grades, can provide a reference on his/her character, and qualifies at the three day open auditions held in May.
2. Membership is also open to current Band students for the Winterguard season by audition only. Band students must continue their obligations to Band and must remain in Band for the Fall seasons. Exceptions can be made on a case-by-case basis at the discretion of the Band Directors.
2. The members must demonstrate proficiency on their equipment in order to be allowed to perform *as determined by the High School Band Directors and Colorguard Staff*.
3. There will be times when this group must meet together for rehearsal after school. Students not attending these scheduled rehearsals may not be allowed to perform and may not be allowed to sign up for band the following year.
4. Class currently meets 7<sup>th</sup> Period.
5. Colorguard is a year long commitment. In order to maintain the privilege of performing with this group each student must participate in every and all activities.

## **Percussion Ensemble**

The Percussion Ensemble is a performing group consisting of only percussion students.

1. During Marching Season, the ensemble is broken up into the Drumline and Pit. After Marching season, the ensemble will prepare and perform full percussion ensemble works of variable difficulty, and selected students will be members of the Concert Ensembles.
2. There will be times when this group must meet together for rehearsal after school. Students not attending these scheduled rehearsals may not be allowed to perform and may not be allowed to sign up for band the following year.
3. Class currently meets during 8<sup>th</sup> Period.

# **RULES**

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## **General Rules**

The following basic rules apply to everyone in the organization:

1. All adults shall be addressed as Mr. \_\_\_\_\_, Sir, Ms. \_\_\_\_\_, or Ma'am.
2. Do not tamper with equipment that is not your responsibility (Musical Instruments, Speakers, Amplifiers, Color Guard equipment, Percussion Equipment, etc.).
3. At the end of the day, ALL equipment and furniture must be stored in the proper fashion and in the correct location.
4. All instruments and instrument cases are to be kept in their locker and the lock must be locked.
5. Students are not allowed to hang around the music building or AV hallway when they do not have a scheduled band class.
6. Students are not allowed to eat lunch in the music building.
7. If it's left on the floor, it will be thrown away.
8. No student is allowed in the library, colorguard room, or percussion studio without permission.
9. Students who are not members of the band are not allowed in the Band Hall without the permission of one of the Band Directors.
10. No running, wrestling, or fighting in the Band Hall. Anyone involved in a fight will be referred to school officials for disciplinary action. This could result in dismissal from the program.
11. No public displays of affection (kissing, grabbing, and any form of body to body contact). Your parents will be contacted if this continues to be a problem.
12. No profane language.
13. Anyone caught stealing, vandalizing, or damaging school property or someone else's property will be turned over to the school authorities. Stealing, vandalizing, or damaging school property or someone else's property will result in dismissal from the program. Please report any incident
14. All school rules in the Student Code of Conduct apply to all band members. This includes the dress code rules.
15. If you have concerns about anything a fellow student has been doing or saying, please talk to the directors.
16. No gum chewing during rehearsals or performances.
17. No piercings, make-up, or painted finger nails are allowed when you are in uniform.
18. If you are asked to do something by a director, Band Booster member, or student leader, you must comply. You will never be asked to do anything unreasonable. If you have a problem with what is being asked of you, you must comply with the directive, and the matter can be discussed with the Band Directors at a later time.
19. Be on time to all rehearsals and Band Activities.

***Your lack of preparation and responsibility does not constitute an emergency for the Band Staff.***

## **Indoor Rehearsal Rules**

1. Do not do anything you have not been told to do.
2. Do not talk.
3. If you have a question, raise your hand
4. You must be seated and ready to rehearse at the specified time (ex: be seated at the beginning of class with necessary equipment and materials).
5. Do not question anyone in a position of authority. If you have concerns about something it can be addressed with the directors after rehearsal.
6. Do not stand in doorways or hallways.

## **Outdoor Rehearsal Rules**

1. Do not do anything you have not been told to do.
2. Do not talk.
3. If you have a question, raise your hand.
4. Run back to your spot.
5. Drink all your water and throw only empty water cups away.

## **Travel Rules**

These rules apply to trips to football games, contests, and Fiesta activities. Special rules are given to the students attending the trip to Florida.

1. All members are expected to behave in a socially acceptable manner as set by the band Directors. No loud talking, profanity, singing, etc.
2. Do not take valuables (iPod, purses, etc.) since the buses may not always be locked and there is no one else to take care of them.
3. If there is assigned seating, you must stay in that seat.
4. No flash photography at night since this is a hazard for the driver.
5. Everyone must ride the bus to the event. If you wish to return with your parents or legal guardian, you must check out with a director and we must see you together.
6. No one will change clothes on the bus unless instructed to do so by the directors. You may remove your jacket during the ride but as you exit the bus you must be in full uniform (zipped and snapped).
7. Memorize your Uniform Bag Number or make sure your Uniform Bag is labeled with your name.

## **Stand Rules**

These rules apply to football games and marching contests. Students caught not adhering to this rules may be asked to leave or not perform.

1. Uniforms must be zipped and snapped when in public. Sashes must stay hooked. No make-up, nail polish, or earrings when in uniform.
2. Do not eat or drink anything other than water when in uniform.
3. No movement from section to section. Movement within the section should be kept to a minimum. If a seating chart is used, you must stay in formation.
4. You must check with a staff member if you need to go to the restroom. You must go with a partner. No one will be allowed to go during the 1<sup>st</sup> half so please go before we meet for warm-up.
5. No "Outsiders" (relatives, friends, etc.) are allowed in the Band Section unless given permission by the Band Directors.
6. You are not allowed to leave the band area unless allowed by a director (this includes visiting with family and friends).
7. Everyone must have his or her own flip folder. No sharing!

8. Dancing during the cadences, etc. shall be kept to a minimum to protect you, your uniform and your instrument.
10. You must be attentive during the playing of the National Anthem and both School Songs.
11. No cell phones or iPods may be used during the game. This includes pre-game activities.
12. You must exhibit good sportsmanship at all times. No bad language—ever!

## **Consequences**

Violation of the rules above will also result in the following consequences at the discretion of the High School Band Directors.

1. Conference with student.
2. Push-Ups or laps.
3. Call to parents.
4. Conference with parents.
5. Discipline referral and second conference with parents. (Student will subsequently be placed on probationary status and be required to sign a “Good Behavior” Contract. Failure to sign by the designated deadline or failure to adhere to contract terms will result in dismissal from the program).
6. Dismissal from the program.

## **OTHER POLICIES**

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### **No Talking Policy**

There will be no tolerance for talking during rehearsal. Talking is any verbal noise or sign language that does not contribute to the positive atmosphere of the rehearsal. Section leaders may make appropriate comments to give directions or make corrections when instructed to do so by the Band Directors. They must lead by example and not talk when a director is talking. If a student has a persistent problem with talking, he may be assigned laps to run at the end of a marching rehearsal, required to have a conference with a director, or lose their spot in the show.

### **Eligibility**

In addition to the UIL prescribed eligibility rules along with House Bill 72, the band members will follow these guidelines.

1. Everyone will make a sincere effort to pass all of their classes each grading period.
2. Grade checks will be done on the 2<sup>nd</sup> and 5<sup>th</sup> weeks of the 6 weeks grading period. Grade checks are due on the Friday following the day they are handed out. Grade Checks are considered a grade. Failure to turn in the Grade Check form will result in a 10 point deduction every school day the Grade check is late.
3. Students are encouraged to attend tutoring in order to keep their grades up but must schedule the tutoring outside of rehearsal time. In the event that the student must go to tutoring during rehearsal, the student must inform the Directors before hand and bring a note when returning to rehearsal stating when the tutoring session ended.
4. Students who consistently fail classes will not be able to sign up for band the next year.

### **Attendance**

We cannot teach an empty spot in the show or an empty chair in a rehearsal, therefore your attendance is critical to the success of the organization. Every effort should be made to schedule appointments, tutoring sessions, and other activities outside of rehearsal time. With such a large group, emergencies will arise from time to time and we are willing to work with you if you let us know ahead of time. If you miss a rehearsal, you must notify the directors ahead of time and bring a note upon your return. If for some reason you cannot notify the directors ahead of time it is even more important to bring a note explaining your absence. Failure to do so on a consistent basis

could jeopardize your position in the program. Students who miss performances and contests will be removed from the program. Remember, you have made a commitment to this program and you must follow through with your obligations.

1. A valid excuse is one from a parent, teacher, administrator, doctor, etc.
2. An unexcused Tardy will result in a lowered grade.
3. An unexcused absence will result in a grade of zero.
4. The validity of any excuse is left to the discretion of the Band Directors.
5. Consistent tardiness and absence can result in a student not being allowed to participate or may result in a student being removed from competition.

As with the absences, if you must be tardy to a rehearsal, you must let the Band Directors know ahead of time. If you are detained in another class or office or due to a scheduled appointment, please bring a note from the teacher, administrator, doctor, etc. If you must leave a rehearsal or performance early, you must notify the Directors ahead of time and then again when it is time to leave. As with all other absences, you must bring a note upon your return.

At the beginning of each season, a schedule will be given to the students and parents. It is your responsibility to make the appropriate arrangements to fulfill your obligation to the organization. This includes transportation to and from the meeting site (Band Hall, stadium, etc.). The directors will always inform you (and your parents) of the approximate return time. You must make arrangements to be picked up at the appropriate time at the end of rehearsals and performances. Students who are not picked up within thirty minutes of the end of rehearsal or upon our return, will be left on their own at the school. Parents need to make every effort to pick up their child in a timely manner for the safety of their child.

## **GRADING POLICY**

Grades will fall into one of three categories in all band classes: participation, assignments and test grades. Participation grades are defined as those grades a student earns by way of active participation in class, sectional attendance, and evidence of outside practice including but not limited. Assignments can include anything that is not either a test grade or participation grade (Grade Checks, Research, etc.) Test grades come from playing tests given in class and selected performances such as region auditions, contests, and concerts.

### **Make-up Work**

Students who miss class will be expected to make-up any work that is missed during the time of the absence. If they are absent for a medical reason such as getting braces, surgery, broken bones etc. the time allowed to make-up the work will be adjusted pending a doctor's release. Depending on the type of illness or injury, the Directors may choose to assign written work in lieu of the standard playing assignments. In all other cases, the students are expected to complete playing assignments (know their part) at the specified deadline (modifications to the music is made at the Director's discretion).

### **Late Work**

For the most part, we do not have assignments that can be turned in late. However, during marching season, students are informed that if they do not turn in grade checks on time or take their uniform to the cleaners by the specified time, they will be required to run a lap around the practice field during the water break at rehearsal.

## Retesting

Students who make 85 or lower on a playing test in a concert band class will have one week from the day of the test to replay the test for the Directors. The retest must be played out of class time (before or after school).

## Semester Exams

Semester exam grades are earned as follows:

1. In the fall, Symphonic Band members must learn the three etudes for the Region Band auditions. A schedule for learning the music will be posted. If the student attends the audition, he/she will earn a grade of 100 no matter what their chair placement is. If they do not attend the tryouts, they must play the three etudes for the head director no later than the last bell on the last day of the semester. Failure to do so will result in a grade of 1. In the spring, all students must perform a solo with the SmartMusic accompaniment by the date specified by the directors. Solos performed without accompaniment will result in a grade no higher than 70. Again, failure to perform a solo will result in a grade of 1.
2. In the fall, the Concert Band members will be graded on playing the major, minor, and chromatic scales. As with the etude schedule for Symphonic Band, the concert Band will have a schedule for learning the scales. In the spring, the students must perform a solo with SmartMusic accompaniment. Solos performed without accompaniment will result in a grade no higher than 70. Failure to perform a solo will result in a grade of 1.
3. In the fall, the members of the colorguard class will perform a 64 count fundamental routine in groups of 2 or 3. In the spring, the grade will be based on their participation in winterguard.

## UNIFORMS

The uniform for the marching band consists of pants, long sleeve jacket, short sleeve jacket, hat, gloves, shoes, and socks. The students must provide the gloves, black shoes and socks. A day is scheduled in August of each year when the uniforms are checked out and shoes, band shirts, and other items may be ordered. It is important that you show up at your assigned time on this day in order to get all of the items you need. The marching band uniform must be cared for properly as it has to last many years. Failure to keep the uniform cleaned and pressed will lead to loss of the privilege of wearing the uniform and being a part of the band program. All new students will be charged a \$10 uniform fee. Below are the uniform guidelines.

### Uniform Guidelines

Your uniform is the biggest reflection of you and your band. We are all extremely proud of our band and our uniform. They will be worn to reflect this pride. In addition, they must also last. Proper care is a must to achieve this. The following guidelines have been set up to insure that we all care for and wear our uniform in a proper, presentable manner. Please read this document carefully and keep it handy for further reference.

#### Issued To You

Coats	Hat
Pants	Hat Case
Plume	Uniform Bag
Sash	Neck Liners
Hanger	

#### You Buy

White Cotton Gloves
Black Socks
Black Shoes (ordered)
Band Shirt (ordered)
Poncho

The uniform will be worn in its entirety at all times. Coat must be completely buttoned. You must wear your band shirt underneath your coat. Your hat must be kept in its case when not being worn. You must bring your hat case to all football games. You must keep your plume in its case when not worn. You will wear white cotton gloves with your uniform and black socks. A cleaning schedule will be set up at a local dry-cleaning company.

Your trouser length is flush with your ankle bone. This length must be consistent, no exceptions will be made. You are allowed to hem up your trousers, but you may not cut off any material. Your coat and trousers must be neat and unwrinkled. Hanging the uniform properly will keep the pants' crease in place. Do not attempt to press your uniform at home.

No one is allowed to wear jewelry with the uniform. Ladies may not wear any make-up. Both men and women must wear hair up under the hat; no exceptions. Gentlemen must shave any facial hair. If there is a personal problem with this, we will handle it on an individual basis.

Please be sure that you have good hygiene habits. Use deodorant and wash the collar liner to your uniform every week. Do not wear perfume or cologne when in uniform as the fabric will pick up the scent and/or be discolored. Be very careful not to spill anything on your uniform. If an accident occurs, have it cleaned immediately.

Inspections will take place prior to all performances. You will suffer the following consequences if the above guidelines are not followed:

1. You will run (1) lap after marching rehearsal for each violation that you have. If you miss rehearsal you will run your laps during band class.
2. If we see that your uniform is extremely messy, (wrinkled, dirty, dirty gloves, wrong socks, etc.) we may ask you to go home or sit in the stands and not perform.
3. If violations continue, your uniform will be taken away from you.

Each individual is responsible for their uniform. You will have to replace it and/or any missing or damaged parts of your uniform at your expense. Students forgetting any part of their uniform for a performance shall be barred from performing and will sit in a designated section.

After the last marching performance of the year, students will be asked to send their uniforms to the cleaners and return their uniforms on a designated date. All uniforms must be returned! No exceptions! Leave the cleaner's bag and tags on the uniform!

Students who return uniforms dry-cleaned will receive a credit for the \$10 uniform fee for the following school year. Seniors who return their uniform dry-cleaned will be given back \$10.

**Students who do not take their uniforms to be dry-cleaned will be asked to pay the \$10 Uniform Fee the following school year.**

***WE EXPECT ALL UNIFORMS TO BE RETURNED. STUDENTS CAN NOT "BUY" THEIR UNIFORM.***

Failure to return your complete uniform will result in the following itemized charges made as holds on your student records until the uniform is returned or charges paid:

Plume	\$15.00
Shako (Hat) and Box	\$35.00
Sequin Sash	\$20.00
Long-sleeved Coat	\$60.00
Short-sleeved Coat	\$60.00
Bibbers (Pants)	\$60.00
Garment Bag	\$10.00
<b>TOTAL</b>	<b>\$260.00</b>

Uniforms of returning students will be labeled with student's names, stored and re-issued in Mid-August.

### **Pep Rally Uniform**

The pep rally uniform consists of the maroon band shirt, blue jeans, and tennis shoes. No jackets may be worn during the pep rally except in the case of the night pep rally.

### **The Concert Uniform**

The concert uniform for the ladies consists of a black dress (you must have it made), black hose, and black shoes. Hair must be neat. Minimal jewelry and make-up may be worn (no lipstick or gloss). The concert uniform for the gentlemen is a black tuxedo, red bow tie and cummerbund (provided by the band) and a tuxedo shirt, black socks, and black shoes (you provide these items).

### **Dress for marching rehearsal**

Students should dress appropriately for marching rehearsals and wear sunscreen, sunglasses, and hats. Shorts must be dress code length and midribs and underwear should not show when you raise your arms or bend over. Sneakers are required in order to be able to march properly.

## **SCHOOL INSTRUMENTS**

The school provides large instruments, percussion equipment, and smaller instruments on a limited basis. The student and parents must sign a contract that states they will be responsible for any damage that occurs to the instrument while it is checked out to them. If an instrument is lost or stolen while checked out to a student, they are responsible for turning in a police report and possibly the replacement cost. The contract is given to the student at the time the instrument is issued. Other than the concert tubas, students will not share instruments unless given permission by a director. **All students must provide their own mouthpieces and accessories (valve oil, reeds, etc.).** Lockers with locks are provided for storage and security. Instruments and cases should be locked in the locker when not in use. The students may keep other items in the locker provided there is room but the priority is the instrument.

Instruments and locker assignments will be made during the last week of the school year.

## **MUSIC**

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The students are given copies of the music to be performed each semester. They are also given a folder to keep the music in. It is the responsibility of each student to keep up with their folder of music and method books. If the students have to share a method book it must be kept in an easily accessible place in case someone is absent. Books and music must be turned in when called for in order to keep the library in order. Students will be charged the appropriate fees for lost music and books.

## **STUDENT LEADERSHIP POSITIONS**

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Student leaders are critical to the success of the Harlandale High School Band program. Student leaders are the section leaders, officers, drum major, color guard captain, drumline captain and band manager. Section leaders, officers, and drumline captain are appointed by the directors and are members of the Symphonic Band. The drum major and color guard captain must tryout for their positions each year. The student leaders should reflect the best the band has to offer and serve as role models for all other band members. They serve as a link between the band and the directors. Failure to fulfill the responsibility of the position will result in dismissal from the position and possibly dismissal from the program.

### **The duties of the student leaders are as follows:**

- A. Serve as a role model for all students in playing, marching, and behavior.
- B. Help with any aspect of the marching Band Program as listed, but not limited to:
  - 1. Report attendance problems, behavior problems, instrument problems, uniform problems, etc. to the directors.
  - 2. Collect grade checks in a timely manner and turn them into the directors.
  - 3. Help with distribution, maintenance, and collection of uniforms.
  - 4. Help with copying and distribution of music.
  - 5. Keep the Band Hall area neat and clean.
  - 6. Other duties as assigned by the directors.
  - 7. Maintaining order and discipline during rehearsal

### **The duties of the Drum Majors are as follows:**

- A. Serve as a role model for all students in playing, marching, and behavior.
- B. Fulfill the duties of section leaders as listed above.
- C. Call section leaders to pass along information to the rest of the band.
- D. Lead stretching fifteen minutes before rehearsal starts
- E. Maintaining order, refocusing the band during moments of lag, and helping to maintain a quick rehearsal pace.

### **The duties of the Band Manager are as Follows**

- A. Designate an Equipment Team
- B. Be sure all equipment is ready for marching rehearsal, including podium, metronome, Long Rangers, yard markers, etc.
- C. Be sure all equipment is returned to the Ball Hall after each rehearsal.
- D. Maintain cleanliness and take proper care of the bandhall.
- E. Make sure all chairs and stands are put away at the end of the day.

## **SENIOR LETTERMAN AWARD JACKETS**

The Senior Letterman Award Jacket is a privilege for those band students who remain in band and fulfill their band obligations for their tenure (4 years) at Harlandale High School. Students are eligible at the end of their third full year as a member of the band program. Jackets are usually ordered in mid to late May. Jackets will not be issued until September of the students' senior year. Any exceptions to the afore-mentioned stipulations are at the discretion of the Band Directors.

## **HARLANDALE BAND BOOSTERS**

The Harlandale Band Boosters organization was established to promote the band program and help with the financial needs of the band program. Any band parent or legal guardian is welcome to join. Dues are \$5.00 and a criminal background check form needs to be filled out. The meetings are held the second Tuesday of the month at 7:00 in the Band Hall.

### **Fundraising**

The Harlandale Band Boosters will sponsor fundraisers several times throughout the year. All band students are expected to participate in these fundraisers since they will benefit from the profits. Before each fundraiser, it will be announced as to whether the profit will go to the Band Booster account or the individual student accounts. At the beginning of the year, the students and the parents will sign a form stating that they agree to be responsible for any items or tickets that are issued to them. In order to receive full credit (profit) on each fundraiser, the money must be turned in by the deadline established at the beginning of the fundraiser. All money must be turned in before participating in the next fundraiser.

### **Harlandale Contest**

Each year the Harlandale Band and Band Boosters sponsor the Harlandale High School Marching Festival. Again, the students benefit from the profits from these contests so they are expected to help run these contests. Please keep these dates open so that you will be able to help.

## **AMENDMENTS AND MEMORANDUMS**

The Band Directors reserve the right to make any modifications or exceptions to this handbook as the need arises. Changes may be permanent or simply remain effective for the remainder of the academic year. Any changes and modifications will be posted and a letter may be sent home to parents. If need be, a revised edition of the handbook will be made available the following year to incoming freshmen. Students are held accountable to the information found in the most current and up-to-date version of the Band Handbook.

# **ACKNOWLEDGEMENT PAGE**

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This page must be signed and returned to acknowledge your receipt of this handbook and your agreement to abide by the rules set forth in this handbook.

I understand that as a member of this organization or its auxiliary groups I have committed myself to participate and fulfill all necessary obligations and that I am bound by all rules regulations, and procedures as defined.

I understand that if I violate any of these rules I will be subject to the consequences defined.

I have read and agree to abide by the rules of the Harlandale High School Band Handbook and any future revisions.

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Student I.D.#

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Legal Guardian Name

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date