

Gunter Tiger Band



2010-2011 Policies and Procedures Handbook

Table of Contents

| | |
|---|----|
| Foreword | 3 |
| Mission | 3 |
| Conduct and Expectations | 3 |
| Care of Band Facilities | 4 |
| Internet | 4 |
| Attendance | 5 |
| Eligibility | 7 |
| Grading Guidelines | 7 |
| Daily Supplies | 8 |
| School Owned Instruments | 8 |
| Travel Guidelines | 8 |
| Uniform Guidelines | 9 |
| Performance/Rehearsal Requirements | 10 |
| Individual Band Member Events | 10 |
| Safety of Band Students | 11 |
| Football Game Procedures | 11 |
| Financial Obligations / Fundraising | 12 |
| Student Leadership | 12 |
| Letter Jacket Requirements | 13 |
| Private Lesson Opportunities | 14 |
| Due Process | 14 |
| Band Handbook Signature Page | 15 |
| Band Enrollment Form / Travel Release | 16 |
| Parent / Student Marching Band Acknowledgement Form | 17 |

Foreword

Any organization must have standards, rules, and requirements that need to be met and followed to be successful and so that all the goals of the group are met and the welfare of each individual member is best served.

The Gunter Tiger band has developed this handbook to familiarize each band member and parent with general operation and procedures of the Tiger Band, as well as standards by which all band members are expected to conduct themselves. The 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.

This handbook is a living document to be amended at the end of each school year. At any time, the head band director can give notice of any additional information regarding requirements or procedures. The head band director also has final say in all matters regarding any information given in this handbook.

Mission

The mission of the Tiger Band is to create memorable and entertaining musical experiences while developing the students' sense of pride in and responsibility to a group, themselves, and their musical abilities.

Conduct and Expectations

Band members are expected to follow all rules and policies set forth by the Gunter ISD, as well as the following as they pertain to the band setting:

- Students in band serve as representatives of the individual campus, school district, and band at many public extra-curricular activities. Membership in the organization is a privilege and the head band director can deny membership to any student at any time if he or she believes the student would not or does not positively represent the organization.
- Any behavior which is not considered good citizenship as perceived by the band staff may result in the students removal from the particular activity, any office held, or the band itself.
- Any display of profanity, violence, blatant disregard of the rules, etc. will not be tolerated.
- Students will follow all directors' instructions given in any form, vocal, written, published, etc.

- Students will be in their assigned rehearsal area ready to work at the set rehearsal time with all equipment, including, music, pencil, perfectly working instrument, and any other supplies needed for the specific rehearsal.
- Students will not touch or play on equipment that they do not own without permission from a director.
- Students will not touch, handle, borrow, or use anyone else's instrument, uniform, or personal belongings.
- There are a few occasions when quiet talking is permitted, but when the director is on the podium there should be no talking unless the student raises their hand and is called in.
- Students should not interrupt any rehearsal in progress that they are not a part of.

Care of Band Facilities

- Students are to respect all band facilities. They will have an area to store their equipment in the band hall. This area is to be kept neat. There will be no marking on the stands, chairs, walls, etc.
- NO GUM allowed ever.
- No food or drinks are allowed on the carpeted areas of the band hall unless given permission by the directors.
- Trash should be picked up and placed in the trash cans.
- Band electronics are not to be used unless with permission from a director. This includes computers, computer accessories, and projectors, etc.

Internet

Social networking sites have become a huge part of today's society, especially in the life of most high school students. Students are responsible for all their postings on any social networking sites. This includes bad or disrespectful language, pictures, suggestive poses, clothing, references to alcohol, drugs, and/or tobacco, or anything that could be interpreted as being a negative representation of the school, district, or band.

If any member violates these rules, these are the possible consequences:

- On the first offense, the band member will be asked to remove the post and will be asked to give an apology and plan of action to correct the behavior to the principal, director, and band members. Parents/guardians will be made aware of the offense.
- On the second offense, the above will apply as well as a possible suspension from band activities for a period to be determined by the director.
- On the third offense, the member will be removed from the band.

Attendance

Punctual attendance at all rehearsals is required. Students may only miss rehearsal with advance notice. It is required that parents contact a director in advance of an absence and explain the reason for the absence (which still may not be excused). Absences from performances must also be excused in advance. If students are absent from school and are excused, they are automatically excused from band **rehearsals** that day or night. Under no other circumstance could an absence be excusable **AFTER** the fact. Contact must be in advance. Absences from a performance would still require contact with a director in advance of the absence - even if the student is absent from school that day. This may seem harsh, but band is a group activity where all members participate. We need everyone here in order to accomplish our tasks and maintain our high standard of performance.

Tardiness

- Students not in their seats when the director steps on the podium (or the field) are counted tardy.

Excused Tardy

- A tardy may be excused only at the discretion of the director. Tutorials, appointments, etc. will not be excused **UNLESS** prior arrangements are made, with written documentation, phone call, or email and approved by director. Students may still be asked to make up the time that they miss at the discretion of the director.

Tutorials

- Students will be required to be in section rehearsals before school 2 days a week maximum. That leaves 3 days a week they are able to attend tutorials without hurting the band. If it is **absolutely necessary** to miss morning section rehearsal because you need to attend a tutorial, a note from your teacher will need to be presented to the Band Director **prior** to the day of that tutorial.

Unexcused Tardy

- Students who have more than one unexcused tardy shall make up the missed time at a time to be arranged by the director and **may** be subject to one of the following consequences:
 - Lowered weekly grade
 - Loss of spot in the marching show, or loss of marching privilege at a football game or contest, or loss of 3rd quarter privilege
 - Required to stay late or report early to next rehearsal to do fundamentals or practice music to make up the time
 - Loss of leadership position

Absence

- After 10 minutes of a rehearsal students will be marked absent.

Excused Absence

Absences will be excused at the discretion of the director. You must notify a director AS SOON as you know you will be absent. Any type of scheduled appointments, tutorials, etc. will not be excused, as there are many times to schedule appointments other than during band rehearsals. Students may still be asked to make up lost time and or be asked to do some extra work to make up for the absence. The following are examples of acceptable excuses for absence. These and any others must be communicated to and approved by the director before they are considered excused:

- Illness – a parent/guardian must notify the director by phone or email in the event of sudden illness. Students who are continually ill may be required to produce a doctor's note.
- Death/tragedy in the family
- If the student is a part of a wedding party.

If there is ANY question as to whether an absence will be excused, please check with a director BEFORE making plans to miss a rehearsal or performance. **Advanced communication is a must.** If there is no communication in advance, the absence will most likely not be excused. Remember absences are excused at the discretion of the director. Consequences for unexcused absences are outlined below but are also up to the judgment of the director for application.

Unexcused Absence

- Multiple unexcused absences may result in the same aforementioned consequences under unexcused tardy, as well as the following:
 - Receiving a 0 for that event in the gradebook for each unexcused absence
 - Loss of leadership position
 - Loss of eligibility for letter jacket
 - Loss of membership in band
- Parents will be notified
- In certain cases, if communicated well in advance, a student might be allowed to do extra work to make up for an unexcused absence to take the place of one or more of these consequences at the discretion of the director.

Absence due to other school events

Absences due to other school events are handled like any other absence, mainly in that the student must notify the adults in charge of both events **as soon as the conflict is made known.** There must be enough time to give the adults and students a chance to work it out. As long as there is advanced communication by the student and the adults can work something out, there is no penalty to the student.

One final note about absences. It is impossible to “make up” a performance and in many cases a rehearsal. Even if you go through the proper channels and have the absence excused or something worked out in advance to take the place of consequences for an unexcused absence, you are still hurting the people around you in the performance. Please always communicate the minute you know that you might be absent. Consider that band is a group activity and always make every effort possible to plan around band events.

Eligibility

Band is a co-curricular activity, but like any sport it falls under the “No Pass, No Play” rule. If the student is not passing as a 6 weeks grade report they are ineligible for the next 6 weeks. However, if they are passing all classes at the next 3 week progress report, they may regain eligibility. They cannot lose eligibility at a 3 week progress report, only regain it.

Grading Guidelines

Students will receive a minimum of one grade each week for “Participation.” This grade will be divided into 5 days at 20 points per day for a total of 100 points per week. Things that affect this grade are behavior during rehearsal, lack of supplies, tardiness, etc.

Each football game, competition, and Monday Night Rehearsal (marching season) will also receive a grade. These grades can also be affected by behavior, lack of supplies, tardiness, absence, etc.

The other way band is graded is through progress in musical ability. In marching season and sometimes during concert season, we will have “pass-offs” where students will play for the director for a grade. In these “pass-offs,” students must play their music for a director memorized while marking time and without any major errors, and very few minor errors. The grading scale for “pass-offs” is as follows:

Grade 1: 91 – 100

Grade 2: 81 – 90

Grade 3: 71 – 80

Grade 4: 61 – 70

Grade 5: 60 or lower

Daily Supplies

Students should always bring the following items to rehearsals:

- All issued music
- Pencil
- Instrument in proper working condition
- Supplies to keep the instrument in proper working condition
- Drill book in a small binder (marching season)
- Flip folder and lyre (marching band)
- Brass players need valve oil and/or slide cream
- Trombones need a spray bottle for water
- Woodwind players need a cleaning cloth/swab

School Owned Instruments

The following instruments are provided by the school for student use mostly due to their high expense. Bass Clarinet, Tenor Saxophone, Baritone Saxophone, French Horn, Baritone/Euphonium, Tuba, and most percussion equipment.

Students are financially responsible for the instrument(s) checked out to him/her. If there is any maintenance needed outside of normal wear and tear, the student will pay for these repairs. This includes fire, theft, loss, accidental damage, or abuse or neglecting to keep the instrument in working order.

Please do not treat the instrument as a “free” instrument. You still must take care of the instrument as if you did own it.

Travel Guidelines

The band travels very frequently on school buses and occasionally on charter buses. Student behavior is expected to be at the highest level. Students not behaving may lose their travel privileges. Remember you are a representative of the school district and the band!

Students must travel to and from events on the bus. If a student must arrive at an event with a parent/guardian (his/her own parent or another who has agreed to take several students) there must be written documentation presented to the director prior to the event. If a student wishes to leave an event with parents, they must sign out with the director or a chaperon. This releases the school district and its employees of all liability for the student in relation to travel from that event.

While on the bus students must follow these rules (some of these are a slightly more relaxed for charter bus trips):

- Remain seated in the proper forward facing position
- No food, and no drinks unless it has a screw cap on it and it is kept in the seat with the student. (Occasionally we will eat a meal on the bus, where this rule will be bent. You must clean up after yourself though.)
- Keep all body parts in the bus
- Use headphones with any audio devices (Ipods, MP3 players, etc.)
- Not make loud noises, singing, screaming, inappropriate jokes or behavior.
- No public displays of affection with anybody

The band will have adult chaperones for every trip. These chaperones are to be treated as an extension of the band staff, and will be shown the same respect as directors.

Uniform Guidelines

HANG IT UP CORRECTLY and DO NOT EVER CUT ANY FABRIC!!! Students will be issued a uniform and get a tutorial on how to hang up the uniforms during band camp. These uniforms are VERY expensive and need to be treated very well to make them last as long as possible. Students should have the following items as part of their uniform:

- Uniform Bag
- Pants (hung up correctly)
- Coat (hung up correctly)
- LONG BLACK SOCKS!
- Black Drillmaster band shoes (sold during band camp)
- Shorts for under the uniform
- Band T-Shirt for under the uniform
- Hat
- Gloves
- Pancho (folded up in hat box)

Here are a few other guidelines:

- Do not run in uniform
- No jewelry in uniform
- Students with long hair need to make sure all hair is put up before loading the bus or entering the stands.
- *Do not eat food or drink anything except water when in full uniform. Sometimes food is allowed while the coats are not on. We need to protect the uniforms as much as possible!*

Alterations and Care:

- Students need to get the uniform dry cleaned at least one time during the season. The school will pay to have the uniforms cleaned once a year, but that does not suffice.
- If a uniform needs to be altered in any way, DO NOT CUT ANY FABRIC!!!

If the band has to be out of uniform for a period of time at a contest or game, that clothing must be appropriate. Shorts must be appropriate length (fingertips or longer) and tops must cover enough skin to be in dress code.

Finally, if a uniform part is damaged or lost, the student will be responsible for the replacement costs.

At the Christmas and Spring concerts the “Uniform” is nice dress clothes. This means no tennis shoes, no t-shirts, and no jeans. Grades will be lowered for students not in uniform.

Performance/Rehearsal Guidelines

Students in the Gunter Tiger Band will have various required performances throughout the school year. Failure to participate in any of these performances or rehearsals for them may result in a 0 in the gradebook, lowering the final grade by one full letter grade, or removal from leadership team or the band at band director’s discretion. (See attendance heading)

Attendance is required at the following events:

- Band Camp
- All Monday Night rehearsals
- Sectional rehearsals
- All regular season and playoff football games. (With parent communication and an acceptable excuse, such as planned vacation, it is possible to be excused from the playoff game during the Thanksgiving Holiday.)
- All Marching Band festivals and competitions
- Christmas Concert
- Pre-UIL Concert Competition
- Spring UIL Concert Competition
- Spring Concert
- Spring Trip Festival (if the festival is local)
- Any special rehearsals called in order to prepare for an upcoming performance

Students are expected to make up any work for any classes missed. They need to stay for the entire concert and are expected to help set up, tear down, or clean up when needed.

Individual Band Member Events

Here is a list of individual or small group events that students have the option of participating in. If students choose to participate in a solo or ensemble, they cannot back out after committing unless a director permits it. They must have made a decision as to whether or not they want to participate in Solo and Ensemble by Thanksgiving break. After that, they are not allowed to back out. They may be allowed to participate if needed after the decision deadline if permitted by a director:

- All-Region Jazz Band (after 2011)
- All-Region Band (continues on to Area and State Level)
- UIL Solo and Ensemble (Region and State level)

Safety of Band Students

The health and safety of our band students is our first priority. Every effort will be made to keep our students out of harm's way at all times.

Extreme Weather Conditions – Lightning - At all events the band will attend, there will be a lightning detector in use. If lightning strikes within 8 miles of our location, we will head to the nearest safe location. In rehearsals, the director will use his best discretion pertaining to lightning considering he will be on the large metal tower during rehearsals.

Rain – Under rainy conditions, the band may still rehearse and/or perform at the discretion of the band director.

Football Game Procedures

Football games are viewed as performances and are graded as any other performance. Here are the guidelines:

- Each game will likely have a different report time, so students must pay attention when the time is given and arrive early so as to be ready at the designated time.
- For most away games, students will travel in their band pants with appropriate attire underneath. When the report time comes, students should be dressed and ready for a possible short rehearsal.
- Instruments are loaded in a certain order on the trailer, and the Loading Crew will be in charge of organizing so listen to the loading crew leaders.
- When arriving for a game, students will be in full uniform to exit the bus with the exception of the loading crew. The instruments need to be unloaded in the same order as loaded and all cases placed back on the trailer with latches closed.
- Once unloaded, students will assemble in a single file line to enter the stadium. All students will remain standing once we are in the stands in order to make it easy for adjustments.
- We are there to do a job, which is play music to entertain the audience and cheer on our football team. We need to be ready at a moment's notice, therefore students will remain seated in their section during the game.
- Restroom breaks may be permitted by the director. However, no restroom breaks will be taken during the second quarter of a game due to preparation for the halftime show.
- Students receive 3rd quarter off to do what they need to do. They may eat (not in uniform), go to the restroom, etc. but they must be back and ready to play at the beginning of the 4th quarter or they will forfeit the privilege of having 3rd quarter off at future games.
- When the game is over, students must clean up their section and any other trash in the band section they see. They will load the buses and trailer quickly efficiently so that when we arrive at home they may unload equipment, etc. into the proper places quickly.

Financial Obligations / Fundraising

The Gunter Tiger Band philosophy is that no student be denied the privilege of band membership due to financial hardship. If there is ever any problem in meeting a financial obligation, parents should contact the director.

The following are items that each band member is financially responsible for:

- Black Drillmaster marching shoes
- Regular Band T-shirt (same every year)
- Show shirt (changes each year)
- Flip Folder for the stands
- Lyre to hold music (not percussion)
- Binder and shoe string for drill and show music
- Uniform cleaning
- Students advancing to the UIL State Solo and Ensemble competition may be required to pay money for a few meals and entertainment

Fundraising

There will be a minimum of 2 fundraisers each year, one in the fall and one in the spring. Money raised in these fundraisers will be credited to the band activity account and distributed according to fundraiser participation. The money will only be used for direct benefit of the band program.

Student Leadership

Students that wish to have a more active role in the band may wish to be part of the Tiger Band "Leadership Team." The Leadership Team exists to help students develop leadership skills that they will use not only to help the band, but themselves in their future careers. Students on the leadership team are held to higher standards than regular band members in behavior and performance. Here are the available positions:

- Leadership Team Member
- Drill Leader (group and individual)
- Drum Major
- Officer
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Librarian
 - Uniform Captain
 - Historian

Students may not be a Drill Leader, Drum Major, or an Officer without first making the leadership team. See earlier categories on attendance for possible reasons for dismissal from the leadership team.

Leadership Team auditions are decided by the director and communicated to the students. The students are judged by their performance not only in the audition process but by their actions throughout the school year.

Letter Jacket Requirements

Students must earn a total of 50 points in one school year to qualify for a letter jacket from the Gunter Tiger Band. Students must sign up for band the year after they earn their letter jacket in order to receive it. Points may be earned in the following manner:

15 Points (these accumulate throughout a student's years in band, but students may only combine 15 points each year with other methods of earning points)

- Completing a year of successful participation in both concert and marching band (loss of eligibility may take away points for this portion)

25 Points (these do not accumulate from year to year)

- Selection to and performance with one of the ATSSB All-Region Bands

10 Points (these do not accumulate from year to year)

- Performance of a Class One or Two solo at the UIL Solo Contest earning a First Division Rating
- Performance of a Class One Solo at the UIL State Solo and Ensemble contest earning a First or Second Division rating
- Performance of a Class One or Two ensemble at the UIL Solo and Ensemble contest earning a First Division rating
- Performance of a Class One ensemble at the UIL State Solo and Ensemble contest earning a First Division rating
- Auditioning for the All-Region band AND following the preparation process as laid out by the director (student must sign up for lessons to get help from a director or a private teacher)

5 Points (these do not accumulate from year to year)

- Performance a Class One or Two solo at the UIL Solo and Ensemble Contest earning a Second Division rating
- Recognition points for leadership at the discretion of the director

Punctual attendance at all rehearsals is required. Students may only miss rehearsal with advance notice. It is required that parents contact a director in advance of an absence and explain the reason for the absence (which still may not be excused). Students with unexcused absences will not be eligible for a letter jacket and class participation grades will be adjusted accordingly as well. Absences from performances must also be excused in advance. If students are absent from school and are excused, they are automatically excused from band rehearsals that day or night. Under no other circumstance could an absence be excusable AFTER the fact. Contact must be in advance. Absences from a performance would still require contact with Mr. Autry in advance of the absence - even if the student is absent from school that day. This may seem harsh, but band is a group activity where all members participate. We need everyone here in order to accomplish our tasks and maintain our high standard of performance.

Private Lesson Opportunities

The fastest way for students to improve on their abilities as a musician is by taking private lessons on their instrument. The band program is always trying to hire private teachers for each instrument based on the number of students wanting to participate in lessons. If there are enough students to allow for the hiring of a teacher, students will be responsible for paying for a portion of the lesson. Payment amount will vary from teacher to teacher, but should not exceed \$8 dollars per weekly ½ hour lesson. This is VERY cheap for a lesson from a private teacher considering most will charge at least \$15 to \$18 for a ½ hour lesson. If students are wanting to take lessons but there is not enough interest from others in their section, students are encouraged to find a private teacher on their own or take lessons from the director each week.

Due Process

Our goal in the Tiger Band is to make sure that all students are treated fairly. If you have any concerns that you feel need to be addressed, please contact the director. Make sure you understand both sides of the story before making an assessment of the situation. The directors and administration are committed to working with you to resolve problems. We are here to provide a quality music education for all of our students.

Band Handbook Signature Page

Please return this page to your band director.

I have received, reviewed and understand the policies and guidelines in the Gunter High School Band Policies and Procedures Handbook for 2010-2011, and I agree to abide by the rules and procedures set forth.

Student Name **X** _____
(print)

Student Signature **X** _____

Grade _____

Please provide the following information and signatures and return to a director. This must be signed for participation in the band program.

*Gunter Tiger Band 2010 – 2011
Information/Enrollment Form*

student name: _____ *grade fall 2010:* _____

instrument: _____ *serial #* _____ *owner: self school*

parent or guardian names: _____

address: _____

city: _____ *state:* _____ *zip:* _____

phone: _____ *email* _____

other phone: _____ *other phone:* _____

other email: _____

student email: _____

student school email: _____

emergency contact: _____ *phone:* _____

known allergies: _____

I (We), parent(s)/guardian(s) of _____ hereby authorize my (our) student to leave the G.H.S. campus as needed while participating in the activities of the band and the obtaining of medical or surgical treatment for said youth as the situation demands and the need arises while he/she is a participant of the band. I (We) understand that in case of serious illness or accident, every effort will be made to contact me (us); however, we hereby grant permission to begin treatment prior to contacting me (us) provided I (we) cannot be contacted in a reasonable length of time and/or the emergency demands immediate attention. I (We) release the teachers, sponsors, Gunter High School, Gunter I.S.D., consulting physicians and medical facilities from any expense, liability, or responsibility related to medical or surgical treatment given to said youth. I understand that each scheduled activity or trip will be under the supervision of a teacher. I hereby relieve Gunter I.S.D. and its employees of all responsibility beyond that of normal supervision.

We have read the band handbook information, and will make every effort to attend and communicate any problems with Mr. Wallis or Mrs. McNiel.

Please print: _____ *DATE* _____
PARENT(S) OR LEGAL GUARDIAN(S) *DATE*

**PARENT/STUDENT UIL MARCHING BAND
ACKNOWLEDGEMENT FORM**

No student may be required to attend practice for marching band for more than eight hours of rehearsal outside the academic school day per calendar week (Sunday through Saturday). This provision applies to students in all components of the marching band.

On performance days (football games, competitions and other public performances) bands may hold up to one additional hour of warm-up and practice beyond the scheduled warm-up time at the performance site. Multiple performances on the same day do not allow for additional practice and/or warm-up time.

Examples Of Activities Subject To The UIL Marching Band Eight Hour Rule.

- Marching Band Rehearsal (Both Full Band And Components)
- Any Marching Band Group Instructional Activity
- Breaks
- Announcements
- Debriefing And Viewing Marching Band Videos
- Playing Off Marching Band Music
- Marching Band Sectionals (Both Director And Student Led)
- Clinics For The Marching Band Or Any Of Its Components

The Following Activities Are Not Included In The Eight Hour Time Allotment:

- Travel Time To And From Rehearsals And/Or Performances
- Rehearsal Set-Up Time
- Pep Rallies, Parades And Other Public Performances
- Instruction And Practice For Music Activities Other Than Marching Band And Its Components

NOTE: An extensive Q&A for the Eight Hour Rule for Marching Band can be found on the Music Page of the UIL Web Site at: www.uil.utexas.edu

“We have read and understand the Eight-Hour Rule for Marching Band as stated above and agree to abide by these regulations.”

Parent Signature _____ Date _____

Student Signature _____ Date _____

This form is to be kept on file by the local school district.