

Hanks High School Band Handbook 2016-2017

Foreword

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

By accepting membership in the Hanks High School Band, you are agreeing to perform to the best of your abilities and work together with the band staff in making this year's band the finest musical organization that our combined efforts can produce. In order for this to occur, students will need to be responsible, attentive and respectful, have a positive attitude, and follow the Band's 10 Ethical Principles. The directors will do their best to insure that every student will be provided the opportunity to be successful, regardless of their ability as an incoming student or of their career ambitions following graduation.

The Hanks band staff has developed this handbook to familiarize each band member with general operation and procedures of the Hanks Band and standards by which all band members are expected to conduct themselves in. 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.

Goals and Objectives

Mental and physical discipline

- Develop powers of concentration
- Memorize music
- Learn techniques of preparation as they relate to group and individual performances
- Develop self and group discipline

Citizenship through group endeavor

- Develop leadership abilities
- Develop responsibility
- Develop ability to cooperate with others and to work as a team member
- Develop diligence
- Develop mutual respect

Physical conditioning

- Develop strength, stamina, endurance and coordination

Cultural growth

- Provide opportunities to attain knowledge of music history through performance of various types of instrumental literature



Value Judgments

- Ability to make musical value (as they pertain to a musical setting) judgments through critical listening
- Recognition of quality of sound, pitch, style, tempo, rhythm, blend, balance, phrasing, dynamics, and articulation

Music theory

- Know and utilize note values and rest
- Know and utilize keys, key signatures, and scales
- Know and utilize musical terms, signs, and symbols
- Recognize and tune intervals and harmony
- Ear training/listening skills

Proper instrumental technique

- Care of the instrument
- Assume correct posture and playing position
- Develop the embouchure/stick grip/hand position
- Develop characteristic instrumental tone
- Develop proper breathing techniques
- Develop technical instrumental proficiency (fingering, articulation, rudiments, scales, etc.)

Creative self-expression

- Express oneself in every performance experience
- Explore careers

In addition to the State of Texas guidelines, the Hanks High School Band will strive to:

- Provide any interested student with opportunities for musical knowledge, musical fellowship, and fun through participation in band
- Provide for the mental, physical, social, and emotional development of students
- Instill pride and discipline in each student
- Provide each student with solo and group endeavors to achieve personal goals and satisfaction
- Provide basic psychological needs such as recognition, belonging, self-respect, and a feeling of achievement

Communication

The directors encourage positive communication and are willing to discuss any aspect of a student's progress in band with his/her parents. Specific directors' office phone numbers and email addresses can be found on the band web site at www.hanksband.com

Auditions



All students are required to audition for select performance ensembles. The Directors determine audition requirements, and directors will notify students of audition dates, requirements, and results. Directors will serve as evaluators during auditions. Audition material will reflect the director's anticipated performance level for the students and will be based on prior learning, and auditions may be live or taped at the director's discretion. Students will be re-evaluated periodically for participation in select performance ensembles.

Conduct/Expectations

Band members will observe all policies set forth by Ysleta ISD, in addition to the following, as they pertain to the instrumental music setting:

- Any behavior, which is not representative of good citizenship, as perceived by the band staff, may result in the student's dismissal from the activity at hand, as well as the band program. This also applies to the actions of student leaders in both public and private events.
- All students are expected to conduct themselves in accordance with the Ten Ethical Principles at all times. Display of profanity, temper, flagrant violation of rules, etc., will not be tolerated. Individual behavior during a band function is a reflection of the group.
- Students will follow directors' instructions.
- Students will be in their assigned rehearsal area ready to work at the set rehearsal time with all equipment, including music, pencil, instrument, and all supplies to rehearsals daily (see detailed supply list for each instrument).
- Students will keep hands, feet, and other objects to themselves.
- Students will not use or play on equipment 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.
- Students should request permission to speak by raising their hand and waiting to be acknowledged. All rehearsals are expected to be extremely quiet so that time will be utilized wisely and as efficiently as possible.
- When allowed in the band hall, either before or after school, students will not disturb any rehearsal in progress.
- Students will respect the property of others, and return their equipment to its proper storage place when not in use. Students should keep their equipment in the designated storage area, and keep said storage area clean and neat in appearance. Students who demonstrate great difficulty with this may lose the privilege of having a storage area in the band hall.
- Students will not deface or mark on music stands, chairs, walls, etc.
- Students will not write on dry-erase board without permission from a director.
 - Students will utilize their assigned storage slot/locker for instrument cases during rehearsals. Cases should not be brought into rehearsals unless requested by a director (exceptions: flute, clarinet, oboe, and bassoon).

Ten Ethical Principals

1. **Honesty** – telling the truth
2. **Integrity** – doing the right thing
3. **Promise-keeping** - doing what you say you are going to do
4. **Loyalty** - supporting someone or something

5. **Concern for others** - caring for and helping others
6. **Law-abidance/Civic Duty** – Obeying rules and Law/making the world a better place
7. **Respect for Others** - Being polite and kind to everyone and everything
8. **Fairness** – Treating everyone equally
9. **Pursuit of Excellence** – Doing everything the best you can, looking for ways to improve
10. **Accountability** – Taking responsibility for your actions, and taking pride in what you do right.

Internet

Maintaining a higher standard of conduct will also include ensuring that band member web activities are appropriate. The Internet is a worldwide, publicly accessible form of communication. Any communication such as Twitter, Facebook, photo sharing, emailing, or texting, etc. should be considered appropriate. 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' web accounts. 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 YISD 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 principal (or designee) and may lead to probation or dismissal from the band.

Band members that violate the above 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.
- Upon confirmation of a second offense, the member will be removed from band.

Care of the Band Facilities

Refreshments – No gum, food, or drinks are allowed in the building except when authorized by the directors.

Litter – All trash (paper, broken reeds/drum sticks, etc....) is to be deposited in the wastebaskets provided.

Vandalism – Acts of vandalism or the willful misuse of school property will be dealt with severely and



appropriately. Every band member is responsible to help the directors monitor the facility and control vandalism, which includes writing or carving on walls, destroying music, or breaking school property.

Workroom – Absolutely no student is allowed in the workroom without permission. The copy machine is off limits without permission!

Practice & Ensemble Rooms – Are designed for practicing, not social gatherings.

Offices – Please knock, and if you are invited in, you may enter. Otherwise, they are off-limits to students. Students may not use director's phone without permission.

Due Process

All Ysleta ISD students are entitled to due process in accordance with YISD guidelines. Our goal as a staff is to ensure that all students are treated fairly. Please contact one of the directors if you have any concerns. We will work with you to resolve problems. We are here to provide a quality music education for all our students.

Attendance

In order to have and maintain a high quality band program, attendance from all members is essential. While the HHS band follows all school and district policies and procedures, the following additional guidelines outline the attendance procedures and policies for the HHS band. These attendance guidelines also apply to activities held outside of the school day.

Roll Check

Roll will be checked and documented promptly at the start of rehearsal.

Tardiness

Students not in their designated area at the appropriate time will be marked tardy. A tardy will be converted to a mark of absent 10 minutes after the rehearsal begins.

Excused Tardiness

Tardiness may be excused at the discretion of the directors. Tutorials, appointments, etc..., will not be an excuse for tardiness unless prior arrangements, with written documentation, are made and approved by a director.

Unexcused Tardiness

Students who have more than one unexcused tardy shall make up missed time at a time to be arranged by the director and may be subject to one of the following consequences at the discretion of the band directors:

- Loss of spot as a primary marcher
- Loss of marching privilege (for one game) at a football game
- Requirement to stay after rehearsal or report early to next rehearsal to make up lost time
- Requirement to make up 15 minutes of fundamental marching with his/her section leader



Absence

Students not present at the appropriate time may be marked absent.

Attendance For Performances

Excused Absence

Absences will be excused at the discretion of the directors. Appointments, tutorials, etc... will not be an excuse for absence. Absence due to personal illness requiring medical attention, death in the family, or other extenuating circumstances (approved by director) may be considered for excused status. Students who are continually ill may be required to provide a doctor's note releasing them from participation in order to ensure the well being of the child and to reduce concerns of the band directors. If in doubt, an absence should be checked with a director.

Special note: Students have afternoons free during the marching band season (except for Tuesdays). These days should be used for appointments and routine professional visits. During the concert season, students will generally be responsible for only ONE weekly section rehearsal and group rehearsals as needed. Thus, students will have ample days available for tutorials and appointments.

Unexcused Absence

Students who have an unexcused absence may be subject to one or more of the following consequences at the discretion of the directors:

- Make up missed time.
- Loss of spot as a primary marcher.
- Loss of marching privilege for one game.
- Loss of attendance privilege at one game.
- Removal from the marching band and loss of physical education credit.

Parents will be notified immediately.

Daily Supplies

The following list is what each student should plan to bring to the appropriate rehearsal and/or performance. Other items may be added at the discretion of the directors.

- All issued music
- Pencil
- Instrument
- All supplies relative to their instrument
- All marching related equipment (during marching season)
- Drill/dot book/lanyard/coordinate sheet
- Lyre/Music Folder
- Other Marching Equipment (could vary from year to year)

In addition, a metronome and tuner should be part of a band member's tools for home practice.

The following list for each instrument is comprised of preferred or highly recommended supplies and equipment. A director should approve any deviance from this list. Private lesson teachers may make recommendations that stray from this list after consulting with a HHS band director.

Flutes

- Tuning and cleaning rods
- Cleaning cloth
- Key oil
- Approved type instrument (see YISD list)

Clarinets

- Three good playable reeds. Vandoren Blue Box, and V-12's are the approved reeds.
- Reed guard (plastic, with rubber bands to hold reed in the guard are preferred)
- Ligature (Bonade, Inverted strongly recommended)
- Proper mouthpiece with cap (Vandoren 5 RV Lyre)
- Key oil (Case Storage)
- Bore oil (Home Storage)
- Cleaning swab (silk handkerchief style, with covered weight)
- Approved type instrument (Buffet R13 preferred)
- Cork grease

Saxes /Bass Clarinet as applicable

- Three good playable reeds. Vandoren is the approved reed.
- Reed guard
- Ligature
- Proper mouthpiece (Selmer C star)
- Neck Strap (Bass Clarinet players included)
- Pad and neck saver
- Approved type instrument

Trumpet

- Valve oil (Al Cass)
- Polishing cloth
- Mouthpiece (Bach 5c) or other director approved mouthpiece
- Approved type instrument

French Horn

- Valve/Rotary oil - (Al Cass - Marching Horn) (Holton Rotary - Concert Horn)
- Polishing cloth
- Approved mouthpiece (Holton Farkas)
- Approved type instrument (provided by district)

Trombone

- Slide cream- Trombotine
- Spray Water Bottle
- Polishing Cloth
- Mouthpiece (Stork 5, Bach 5G or Shilke 51D) or other director approved mouthpiece
- Bass Trombone -Bach 1.5G
- Approved type instrument

Baritone/Euphonium

- Valve oil (Al Cass)
- Mouthpiece (Bach 5G, Shilke 51, 51D) or other director approved mouthpiece
- Polishing cloth
- Approved type instrument (provided by school)

Tuba

- Valve/Rotary oil - (Al Cass –Sousa Valves /Holton – Concert Rotors)
- Mouthpiece (Helleberg, or Miraphone Rose Model 25,Conn)
- Polishing cloth
- Approved type instrument (provided by district)

Percussion

Substitute models and brands may be substituted upon approval of percussion instructor.

- Snare sticks - Vic Firth SD1 General
- Xylophone mallets – Vic Firth M133
- Bell Mallets – Vic Firth M136
- Vibe Mallets – Vic Firth M226
- Marimba Mallets – Vic Firth M212 (2 Pairs)
- Timpani Mallets - Vic Firth T3 Staccato
- Stick Bag – Any brand or model will work. Please leave room to grow.

District-Owned Instruments

YISD will provide a limited number of instruments for student use. These instruments include highly expensive instruments such as the bassoon, oboe, tenor saxophone, baritone saxophone, French horn, euphonium, tuba, and general percussion equipment. This equipment is generally purchased by the school district for student use because of its extremely high expense. Thus, **all district owned equipment must be handled with optimum care.** Students failing to take proper care of their school-issued instrument may lose the privilege to use such instruments.



The following is a list of general procedures for district-owned instruments:

- Order of distribution will be done based on chair order. If possible, students who play large instruments and are dependent upon YISD buses may be issued one instrument for home use and one for school use. This will be at the discretion of the directors and will be based on instrument availability and transportation needs.
- YISD does not provide insurance for individually owned or district-owned equipment. It is required of all students utilizing district-owned instruments to provide insurance coverage for the instrument that has been issued to them. Students will be held responsible for all district-owned instruments issued to them. This responsibility will include fire, theft, accidental damage, abuse, and general maintenance not incurred through normal use.
- Students and parents must sign an instrument checkout form before the student can use the instrument.
- Each instrument will be issued in good playing condition. Each issued instrument will be checked and cleaned prior to issue. Students are expected to maintain their issued instruments accordingly.
- The band member is financially responsible for all equipment and/or materials checked out to him or her.
- All equipment and materials must be kept in their proper storage location when not in use.
- YISD will assess a fee for routine (end of year) cleaning and maintenance of district-owned instruments. This fee will be collected at the beginning of each school year, by the Hanks Band Boosters, and then forwarded to YISD (this fee does not cover removal of dents or other student-responsible repairs).

Special Note:

District-owned instruments are not to be treated as "free" instruments. Basic supplies must still be purchased and repairs must still be made just like personally owned instruments. Please strive to treat these instruments as if they were your own. Most district-owned instruments exceed \$2,000 in value.

Eligibility

All YISD Bands adhere to the eligibility rules and regulations as stated by TEA and YISD. Some band activities are designated as extra-curricular. Students participating in these activities are governed by eligibility requirements. A student shall be suspended from participation in all extra-curricular activities sponsored or sanctioned by the school district during the six week period following a grade reporting period in which the student received a grade lower than seventy in any class. Loss of eligibility does not take effect until seven days after the end of the reporting period. Ineligible students are not suspended from practice or rehearsal of extra-curricular activities. The student is not suspended from participation during the period in which school is recessed for the summer or any other vacation time.

Students may regain eligibility under certain circumstances. If a student has been suspended as a result of failing, he/she may regain eligibility by passing ALL courses in the third week of the affected grading period. Reinstatement of eligibility would occur seven days after the three week progress report period (see TEA/UII Side by Side).



The eligibility law does not affect activities that are considered curricular components of any course. Examples of these activities are all rehearsals and performances that take place as a regular extension of classroom instruction. Any performance that is competitive in nature or for which admission is charged is deemed extra-curricular. For a list of courses that are exempt from eligibility requirements, please contact a director.

Grading Guidelines

YISD band programs have instructional objectives that relate to the mandated Texas Essential Knowledge and Skills (TEKS) for grade level subjects or courses. These objectives are aligned to address the academic skills needed for successful performance in the next grade or next course in a sequence of courses. Assignments, tests, projects, classroom activities, and other instructional activities are designed so that the student's performance indicates the level of mastery of the instructional objectives. The student's mastery level of these objectives is a major factor in determining the grade for a subject or course.

Students will be expected to meet the responsibilities for each band class as determined by the director. Since band is an academic music class with some extra-curricular activities attached, the band student's grade will reflect achievement in both curricular and extracurricular areas.

A band member's six weeks grade will be determined from the following items: student's daily preparation and participation, individual testing, performances, and extended classroom activities, such as sectionals and before/after school rehearsals. For more specific information pertaining to how a student's grade is determined, please consult the director.

The following list is provided to give students and parents examples of items that can be subject to grading. Additional assignments may be given at the discretion of the director.

- The student will receive a grade for each before or 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.
- The student will be expected to improve individual music skills.
- The student's individual skill development will be evaluated through taped music tests, individual playing tests, scale tests, and/or written tests.
- The student will be evaluated on improvement of ensemble skills during daily rehearsals.
- The student will be expected to improve his/her performance fundamentals.
- The student will be evaluated for improvement of his/her music fundamentals through daily observation during the "basics" part of each rehearsal and during sectionals.
- The student will be expected to demonstrate correct posture, hand position, embouchure, air production, and articulation as monitored during rehearsals.
- The student will be expected to develop a historical knowledge of the literature relative to their respective instrument.



- The student will receive a grade for each performance during a grading period.

Travel Guidelines

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

Students must travel to events and return from events on the bus. Any student wishing to arrive or leave with his/her parent must notify a director in writing with parent signature, prior to the event. A District Alternate Travel Form must be filled out and signed by a member of the HHS Administration Team so please plan ahead to get this done. Permission will be granted or denied based on the circumstances of the occasion.

Students must have all necessary forms (Medical/Travel Release) completed and on file with the band office to travel on any trip with the band.

While on the bus, students will:

- Remain seated at all times.
- Sit properly in a forward position.
- Keep the bus clear of food, drinks, and debris (At times it may be necessary to eat a pre-game dinner on the bus. Every effort should be made to keep your area clean.).
- Keep all body parts inside the bus.
- Use only approved type/headset radios (no external speakers).
- Remain silent when addressed by person in charge on the bus.
- Refrain from loud, boisterous talking, singing, screaming, whistling, inappropriate jokes, etc.
- No public displays of affection.
- Remain silent from the time they step onto the bus until otherwise instructed

Special Note:

Students are reminded that all performances start and conclude at the band hall. As a member of the band, you are a representative of your school. Always be on your best behavior. If you are in doubt about an action, do not do it! Your conduct at all times should be considered a good reflection on the school, the band, your home, yourself, and the community.

Chaperones

Adult chaperones are a great asset for the band program. Students will treat them as an extension of the band staff. Proper respect will be shown to all adults at all times.

Spring Trip

The band will take an out-of-state trip every other year. Examples of previous trips include California and Florida. In years when the band is not going out-of-state, they may travel to an in-state festival such as Dallas, San Antonio, Houston, or Corpus Christi. Fundraising can help individual students pay for these trips.



Marching Band

Background Information

Ysleta ISD has enjoyed a high reputation for excellence in music performance, including marching band, for many years. The marching band is the most visible aspect of the band program. The marching band provides performance opportunities for band students while integrating the band program into school and community activities.

Marching Band Participation

As an integral part of the band program, Ysleta ISD's philosophy is that educationally, historically, and musically, marching band is an essential ingredient in a well-rounded music education in band. YISD believes that music students need to develop the ability to participate and perform in different ensemble experiences, which for band students, includes the marching band. As a result, marching band is required for all high school students who elect to take an academic band performance course. However, students who have medical complications or physical disabilities may be excused from participation at the discretion of the band directors. Philosophy regarding all aspects of high school band stems from TEA UIL guidelines, which govern all Texas schools.

Physical Education Requirement Credit

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 physical education substitution credit (maximum 1 credit) in accordance with TEA guidelines.

Marching Band an Integral Component of 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.

High Academic Standards Maintained by Students

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. As a result, the directors have documented the fact that the least number of ineligible band students during the year occurs during the marching season.

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 and will be integrated into the student's grade for band in accordance with TEA/UIL guidelines.

Practice Time Limits

Marching band practice times are regulated by TEA/UIL guidelines. Adherence to these guidelines is the responsibility of the Head Band Director at each high school. As per TEA and UIL rules, "The members of a marching band, or any of its components, may not begin the marching preparation for a UIL 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 1st day of school, practice schedules are determined by the Head Band Director. 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. YISD observes all of these guidelines.

Rehearsal and Performance Schedules

Rehearsal and performance schedules are determined by each band staff and are published on the band's web site, www.hanksband.com.

Instruments

Marching band students who play an instrument that YISD does not provide (flute, clarinet, alto sax, trumpet and trombone) must personally provide, march and perform with the same instrument they use in band or a second instrument of the same type that is approved by the Head Band Director.

Students are responsible for all maintenance on their instrument, whether it is a district-owned or personally owned instrument.

Marching Band Positions

Primary Marchers

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

- Successfully completes the audition requirements by the appropriate time.
- Demonstrates high quality marching skills
- Is punctual in report times
- Is present at rehearsals and performances
- Maintains academic eligibility
- Represents the school, school district, band program, and themselves with the highest possible decorum and behavioral standards



- Successfully completes the memorization requirement for music by the appropriate time.
- Demonstrates high quality marching skills.
- Is punctual in report times.
- Is present at all rehearsals and performances.
- Maintains academic eligibility.

Alternates

- Alternates are students who substitute with certain primary marchers.
- Alternates will meet the same requirements of primary marchers.
- Alternates will be given various opportunities to march in both rehearsals and performances.
- A minimum number of alternates is preferred.
- The position of alternate will be utilized for those students who display difficulty in meeting the criteria of a primary marcher.
- A Director can/will place any student in any position throughout the course of the season, Primary or Alternate.
- All Primary and Alternates will perform every game performance, pep rally, parade etc. Alternates are pulled out for contests only.

Challenges will be judged by one or more of the band directors. All Students, primary and secondary are subject to removal from their spot at any time at the discretion of the directors. Challenges will take place once a week only. Students must turn in challenge forms on Mondays, and a challenge will be scheduled. All Challenges will stop prior to our first contest and are at the discretion of the directors.

Special Note: Students who fail to meet the music memorization requirement may be penalized by one of the following: a) loss of position as a primary marcher, b) loss of performance opportunity, or c) performance as a marcher only.

Alternates

The band directors will keep the number of alternates to a minimum; however, they are a necessary and vital aspect of our program due to the UIL “No Pass/No Play” rules and to prepare for possible substitutions due to injury, sustained illness, etc. Alternates will meet the same attendance, rehearsal, memorization, academic, and performance requirements of primary marchers. Specific drill may be written and music may be edited for those students who are not yet able to achieve the physical and musical demands required of primary marchers. This will help improve their individual skill level and will prepare them for future performance opportunities. As a band staff, we are committed to providing performance opportunities for all students. However, the level of performance participation may be limited by eligibility and individual performance ability.

There are many ingredients that are vital to a successful marching program and no one part is more valuable than any other. Examples of ways that students can contribute to the performance are: Marching Winds, Marching Percussion, Pit Percussion, Color Guard, Stage Crew, Pit Crew, and Tech Crew.



Marching Band Rehearsals

- Respect everyone on the marching band field - we are all working toward the same goal.
- Prior to all rehearsals, eat healthy and drink a lot of water.
- Be punctual. Aim to arrive 15 minutes before practice begins.
- Water breaks are meant for your health and comfort. DRINK WATER! Return on time after the break.
- Rehearsal will be silent at all times.
- Standing is the only acceptable position on the marching band field unless instructed otherwise (ex: when a director tells you to kneel while he gives instructions).
- Everyone will be expected to vocally count at all times.
- Pay attention to general instructions at all times. Listen attentively and respond appropriately.
- Fundamentals will make us successful. Therefore, we expect everyone to participate fully.
- Section leaders are responsible for keeping coordinate sheets. You will receive your coordinate sheet from your section leader at the beginning of rehearsal, and it will be given back to them at the end.
- Band members should wear their coordinate sheets at all times. Your section leader will tell you where to wear them.
- Move when instructed quickly and quietly (ex: moving from set to set or after a discussion with a leader).
- "Set" means eyes forward, no talking, no moving.
- When setting forms, keep your feet together and mouth closed.
- Remain at attention until you are told to relax.
- "Stand By" means silently standing in the ready position.
- When adjusting the forms, use your coordinate Sheets at all times unless instructed otherwise.
- To keep your spot on the marching field, meet all music memorization deadlines.

Health and Safety of Band Students

The health and safety of our 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

A lightning detector is used at rehearsals, games, and contests to determine our activities. We, like the athletic teams, make it a practice to go inside when lightning occurs multiple times in a small amount of time within 8 miles of our location. Discretion is used to determine immediate threat, as we take lightning and the safety of our students very seriously.

Rain

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

Heat/Hydration

We stress to students the importance of hydration at all times, and especially in periods of extreme heat. During extreme heat conditions, we decrease the amount of time between water breaks and/or increase the



amount of time used for the break. The weather conditions, as well as the physical and mental conditions of our students, are monitored continually and adjustments are made to accommodate whenever necessary.

It is very important that every student brings and use their own personal water bottle. Sharing water (and food) leads to the spreading of germs that cause viruses such as cold, flu, mononucleosis, and Hepatitis B, as well as many other bacterial infections. Sharing water is not acceptable.

Nutrition

It is important for all students to eat healthy and well-balanced meals every day. During summer band camp, students need to eat a healthy breakfast every morning. Stay away from milk and greasy foods.

Students need to bring a healthy sack lunch to summer camp. We do not recommend fried foods, salty snacks, soft drinks, or sweets.

Drink plenty of water!

As the new school year begins, students should continue their healthy diet throughout the day. Continue to eat a healthy breakfast every morning. Eat a healthy lunch. Stay away from greasy foods such as pizza, chips, and candy during the school day. Lunch from the vending machines is not appropriate.

Students should continue to drink plenty of water throughout the day to stay well hydrated for afternoon rehearsals.

Eating healthy meals and drinking plenty of water is essential so students can remain in good health.

Marching Band Performances

The primary performances of the marching band will be at the football games. The marching band will also perform at various competitive marching festivals and UIL Marching Contests, as well as possible local and national contests.

Performance Procedure

- **Report Time:** This will be the designated time at which all members should be at the high school or set location. Students should have all attire and necessary items for the designated performance prior to the report time.
- **Load Time:** This will be the designated time at which all members should be on the appropriate bus with all equipment loaded. All equipment will be checked by the section leaders. Students without appropriate equipment will be sent home and an unexcused absence recorded.
- **Return Time:** This will be the approximate time of return to the band hall.



What to bring:

- Black Shoes
- Black Socks
- Black Band Shorts
- Water Bottle
- Flip Folder
- Lyre (if necessary)
- Instrument with accessories
- Performance Shirt
- Rain Coat
- Uniform Apparel
- Proper under garments
- Hair Accessories (Hair spray, gel, bobby pins)

Pre-performance Practice:

- Wear black shoes, black socks, band shorts, performance shirt
- No fingernail polish
- No jewelry
- Bring all equipment (weather permitting): that means everything (drums, uniforms, etc.)

Music Inspection

Music inspection will occur before all football games and marching band performances that will utilize music, which is not part of the field/competition show. Students will be asked to display music, lyre (if appropriate), and flip folder. Students who do not pass music inspection may not be allowed to perform.

Uniform Inspection

Prior to student departure for a marching band performance, students must pass a uniform inspection. In order to board the bus, students must have complete uniform, raincoat/poncho, music, flip folder, and other components for the marching performance. Students who do not pass the uniform inspection may not be allowed to attend the event. Students not meeting uniform, music, and loading guidelines will be subject to disciplinary consequences.

Football Game Procedures

The football game is viewed as a performance of the band program. Such performances include all aspects of the game from arrival to departure.

- Students will remain on campus after school on game days for a brief rehearsal and then for food attained on their own. This is in consideration of time, organization, and safety.
- Students will arrive at the designated report time.
- Students will load and be prepared to travel at the designated load time.
- Students will load the buses with all equipment needed for the performance. The section leaders will inspect all students boarding buses prior to departure. Students with long hair must have hair up before allowed on bus. Students not meeting uniform, music, and loading guidelines may be sent home and not allowed to participate. Students will receive an unexcused absence for such



occurrences.

- Upon arrival at the performance area, students will put on all uniform components and prepare equipment for unloading. Students will unload buses when instructed to do so by a chaperone or director. Exit the bus in proper uniform as instructed by the directors, carrying all necessary equipment in garment bag unless instructed otherwise.
- Instruments that arrived via equipment truck/trailer will be picked up at the designated area when instructed. All cases must be put back in original location with latches closed.
- Students will report to the entrance formation for final inspection. Upon instruction from a Drum Major or director, students will file silently into the stadium.
- Upon arrival to the seating area, students will remain standing until all band members have arrived and are prepared to be seated. Students will sit when instructed by a Drum Major or director. Students will sit in assigned seat and section. Students will remain in that seat and section at all times. Any movement in this bleacher adds risk to the safety of students and their instruments.
- Chaperones will bring the band water into the stands with them. No other food or drink will be allowed in the stands during the game. Students will refrain from accepting food or drinks from parents, relatives, or friends. **Parents: please do not offer refreshments to your children.**
- A director, chaperone, or selected student leader may grant restroom breaks. Every effort will be made to accommodate needs without jeopardizing the integrity of the section. Restroom breaks will not be granted in the second quarter of a football game.
- Students will be expected to listen for and watch the directors and drum majors during the game. Students will need to be prepared to perform at all times and at a moment's notice.
- Students will refrain from playing their instruments on an individual basis. The band will perform as a group or with approved small ensembles. While playing, always pay attention to the director/drum major.
- At the appropriate time, the band will be dismissed from the stands for the half-time performance. At this time, the band must move quickly, quietly, and efficiently to the appropriate area. Students will need to be focused on the directors' and Drum Majors' instructions.
- At the conclusion of the half-time performance, students will return to the stands and continue in the stand performance throughout the remainder of the game.
- During the 3rd quarter, we will participate in the good sportsmanship procedures of officer meetings and introductions. The band president will create a schedule of which student leaders participate in this event each week.
- At the conclusion of the game, students will load busses quickly and efficiently.
- Upon return to the band hall, students will ensure that all personal items, uniforms and instruments are placed in the proper storage areas.
- At the conclusion of each engagement, there may be a brief meeting before dismissal.

Instrument Loading/Unloading

- All large instruments will be transported in the equipment trucks and must be ready for loading by students, which includes all percussion and sousaphones.
- Meet with Section Leaders in designated area (on the marching field).
- ALL equipment ready for inspection: uniform, hat box, plume, gloves, gauntlets, lyre, flip folder (in stand tune order), black socks, black shoes, water bottle, complete instrument (with all accessories:



- reeds, mouthpieces, valve oil, etc.), band shirt.
- Case should be closed and secure. Instruments in the wrong area may be overlooked and not loaded.
- Students will be responsible for seeing that their instrument or empty case is in the proper location. Section Leaders will designate the cart that instruments are to be loaded for each instrument.

Unloading Procedures

- The VP of Logistics will designate the unloading area.
- Students should uncase their instrument and leave cases in the appropriate area. Unloading should be done in a timely efficient manner. Keep all music in the appropriate folder or notebook.

Arrival at HHS:

- Students will also be responsible to see that their instrument is picked up and stored correctly upon the unloading of the instrument truck.
- No one departs Band Hall until instrument truck is unloaded.
- Get YOUR instrument out of the way once it is unloaded and put it away.
- Return uniform (hung properly) to uniform room.
- Help loading crew and cooler crew unload by taking items to appropriate storage areas.
- When truck is completely unloaded and everything is put up, then the tape of the performance will be played in the Band Hall. You are not required to stay for the tape. This is optional!
- GO HOME! All of you are loved, but go home and get some rest!
- Students who display difficulty in following the loading and unloading procedures may lose the privilege of utilizing the instrument truck and be charged a maintenance fee.
- Wait for clean up duty crew to be announced.

Uniform Guidelines

Students are expected to follow the listed uniform guidelines. No variations will be allowed.

General

- Marching Band uniforms will be sized before summer band camp. Band uniforms will be stored at school in the uniform storage area.
- Concert Uniforms will be discussed in November. Boys will be responsible for their own shoes, prescribed tuxedo shirt (wingtip collar, pleats, and no ruffles), studs and cufflinks (optional).
- Students will be held financially responsible for the uniform(s) and all components.

Issue and Return

- Students will pick up uniforms from the storage room or Z rack at least 15 minutes prior to report time for any event.
- Students should follow the posted pick up/return guidelines.
- Students will be issued a uniform storage number. This number should be memorized or recorded in a readily accessible location. Students will use this number to pick up their uniform from the storage room (Z Racks).
- Students not properly hanging the uniform will receive a community service assignment, Aka clean up



duty!

Donning the Uniform

- Always wear and treat your uniform with pride. The uniform should be worn as a complete unit at all times when in public. The only exception to this will be when a director instructs you that you may remove your hat or coat. Do not run while in uniform!
- The band tee-shirt (official “show shirt”) is to be worn under your uniform. The band shirt will be part of pre-performance inspections.
- You must wear approved black band shoes and black socks (student purchases).
- Jewelry, hair ribbons, and bright colored nail polish etc. are unacceptable while in uniform. These items hinder the uniform appearance of the band.
- Band students with long hair will need to put it up before loading the bus. Hair must not touch the collar of the jacket and must be above the top of the ear or pulled behind it. No visible hair on forehead.
- No consumption of food and drinks (other than H₂O) while in uniform without permission.

Alterations and Care

The HHS Band Boosters will hire tailors to perform the initial uniform alterations.

- Keep the collar hooked and the jacket zipped while hanging to retain the shape of the coat.
- Always hang the pants by the crease, careful to avoid wrinkles, and lock the dowel into the metal catch to keep the pants secure.
- Label your uniform garment bag. Uniform crew may label these for you.

Uniform Costs

If a uniform part is damaged or lost, the student will be responsible for the replacement costs. All marching uniforms are cleaned at the same time to prevent unequal discoloration and fading. The costs for cleaning are collected from each student in advance (see Financial).

Concert Ensembles

Honor Band – selection into this group is by audition, director recommendation, and demonstration of academic proficiency. Members in this ensemble will participate in the TMEA Region Band process, UIL Marching Contest, UIL Solo and Ensemble Contest, and UIL Concert and Sight-reading Contest. Members of this group will have two one and a half hour section rehearsals each week and an assigned hearing time outside of the school day. The Wind Ensemble will give numerous performances both on and off campus. In UIL activities, this group will be designated the “Varsity” band.

Symphonic Winds, and Concert Band – selection into any of these groups is by audition. These groups, at varying levels, will participate in UIL Marching Contest, UIL Solo and Ensemble Contest, and UIL Concert and Sight-reading Contest. Members of the Symphonic Band will participate in the TMEA Region Band process. Members of this group will have two one and a half hour section rehearsals each week and an assigned hearing time outside of the school day. These groups will give a variety of performances. In UIL activities, these groups will be designated as the “Non-Varsity” and “Sub Non-Varsity” bands.

Students in the band program will be placed in a concert ensemble by audition, as well as observation throughout the year. The second semester placement will include the progress of students in the Hearing Time



process.

Performance/Rehearsal Requirements For Concert Ensembles

Each of the concert ensembles will perform at various times throughout the school year. Students are expected to participate in the performances of their assigned ensemble. Failure to participate in either rehearsals or performances may result in student removal from the organization at the discretion of the band directors (see general attendance policies).

Performances of the concert ensembles will include, but are not limited to the following:

- Fall Concert (Marching Band Concert)
- Winter Concert
- Spring Concert
- Band Festivals/Pre UIL Contest
- UIL Contest
- Spring Trip Festival
- Others as needed

Concerts/Performances

Concerts and performances are an integral component of the band curriculum. Students should consult their schedules for dates and times. Periodically, the schedule may change and updates will be communicated. Concerts are considered to have three parts: warm-up, performance, and listening. The concert begins for the student at the warm-up. Punctuality is essential. A concert concludes when the last group performs and directors have given permission for students to be dismissed. A general report time will be given for all students.

- All concerts are a group effort, thus, attendance is required.
- All concerts are an extension of the classroom and will be graded accordingly.
- Students should be punctual and prepared for each performance/concert.
- In the event a performance causes a student to miss another class, the student is responsible to make up all missed work!
- The appropriate dress for all concerts will be a dress uniform (see Uniforms).
- Students are expected to stay the entire concert.
- Students are expected to help move equipment and “stack-n-rack” chairs and stands when needed.

Financial Obligations

It is the philosophy of the Hanks High School Band that no student should be denied the privilege of band membership due to financial hardship. For options in meeting financial obligations, parents should contact the director.

Fall Fee

All Hanks Band members will be responsible for this annual fee. The purpose of the assessment fee is to help with the various expenses that are necessary to run a quality band program, but are not covered by the school district. These include, but are not limited to such items as clinicians, group contest fees, printing specialty items,



general supplies, marching band design coordination, charter bus rentals, social activities, and more as voted by the Band Boosters.

Meal Fee

This fee covers contest meals when we are unable to leave a venue due to time constraints, specified meals at camps and some contests during the Fall Marching Season.

Assessed Fees

Fees listed below are approximate and may vary from student to student. Each student will receive an estimated expense sheet with his or her applicable expenses.

- Shoes: All marching band students must have MTX black shoes. No other shoe will be acceptable. Approximate cost: \$40.00 – \$45.00. Available at Olivas Music. Order Early
- Show/Performance Shirt: Will be worn at all games (underneath uniform). Cost: \$10 - \$15.
- Band Polo: Casual uniform, worn at pep-rallies, informal concerts/events, etc., \$35.
- Uniform Cleaning: All marching uniforms are professionally cleaned at the same time.
- Misc. Supplies: Including, but not limited to, various supplies such as lyres, flip folders, raincoats, water jugs etc. The costs may vary from year to year.

Instrument / Equipment Fee - \$50

This fee is for students with district-owned instruments, percussion, and color guard. It is to offset the cost of chemical cleaning and minor repairs for the end of the school year.

Solo & Ensemble Accompanist Fee

Certain solos and some ensembles will need an accompanist to perform at Solo & Ensemble contests. Fees range from 20-30 dollars dependent on accompanist.

Spring Trip

The concert bands will take an optional trip in the spring. Fundraising can help individual students pay for these trips.

Fundraising

The Hanks High School Band and Band Booster Club engage in fundraising activities throughout each year. The monies raised from fundraising activities will be credited to an account held by the Booster Club and is subject to all state laws. This money will be used only for the direct benefit of the band program.

Student Leadership

The high school band programs in Ysleta ISD provide many opportunities for students to develop their leadership skills with a variety of offerings. Students can audition and/or apply for both selected officer positions and elected officer positions. In this manner, students cannot only serve their band program, but also refine skills that they will be able to use in other school organizations, as well as in their future careers. Audition criteria is selected at the discretion of the directors and is communicated to the students. The directors



evaluate all selected officer candidates based on their performance, both during the audition and during their performance, during the current school year.

Student leaders are held to higher standards of performance and behavior than a general band student. They are expected to be positive role models for all band members at all times. Please see Conduct Expectation #1 pertaining to general conduct of students, as well as student leadership positions.

Marching Band Student Leadership Positions

Drum Major(s)

The Drum Major(s) will be the field commander(s) and conductor(s) for the marching ensemble. A Drum Major will serve the marching season for which he/she is selected. In the event that an underclassman is selected as Drum Major, he/she must reenter the selection process the next school year. Drum Majors will be selected through an audition process. Specific elements of the drum major audition process may vary from year to year at the discretion of the directors.

Section Leaders

Section leaders will be responsible for efficient operations of their sections. They will complete weekly inspections, maintain field discipline, provide instruction, serve as positive role models, and assist the drum majors as needed. They will be selected through the first portion of the Drum Major audition process.

Drill Instructor(s)

Drill Instructors will be selected through the drum major audition process. Drill Instructors will be used in the instruction of marching skills, as well as the general marching drill. Drill Instructors will be selected by an audition process that will involve: quality marching skills, teaching skills, use of vocal commands, and conducting skills. Drill Instructors will serve the marching season for which they are selected.

Band Council

All band students are eligible to apply/audition for Band council positions. The specific requirements for positions may vary according to the responsibilities of the office. The band council shall serve as an advisory/action body for numerous band functions. The council shall assist the band directors and band students in planning, preparing, and executing various band functions. Student leadership positions range from service areas to executive areas and may change annually. Examples of student leadership positions are President, Vice-President, Communication Officers. These offices may change in name and duties from year to year. Candidates for these offices are screened through an audition process.

Band Banquet

A band banquet is held each spring near the end of the school year. This special evening brings the band together one last time to review the year and to wish the seniors a fond farewell. The location may vary from year to year, but it will usually be held at a banquet room in the area and is considered a formal evening. Tickets are sold to cover the cost of the dinner, decorations, DJ, etc. This event is entirely planned by the student leaders.



Band Boosters

The Hanks Band Boosters exist to assist the band directors in reaching the band program goals. The boosters usually meet every semester. The meetings are open to the public and begin at 6:00 p.m. in the Hanks Band Hall. Support activities provided by the boosters include serving meals to students before games, providing chaperones for trips, providing chaperones for social events, financing of social events, providing parents to assist in various aspects of the marching band production, and numerous other activities. There is a place for every parent in this organization. Your service is not only encouraged, but also needed. For more information, please visit our website at www.hanksband.com and look for the various contact numbers.

Letter Requirements

A student must earn a grand total of 75 points in one school year to qualify for a letter H, 100 for a letter & Pin, from the Hanks High School Band. Points may be earned in the following manner:

15 Points (Maximum 15 points/year of participation)

- One complete year of successful participation in both concert and marching band (loss of eligibility may remove point credit for this portion)

25 Points each

- If you pass-off with a director and are allowed to audition for a TMEA All Region Band.
- Selection to and performance with the TMEA All Region Band
- Selection to and performance with the TMEA All Region Orchestra
- Selection to the TMEA AREA Band or Orchestra
- Selection to a TMEA All State Band

10 Points each

- Performance of a Class One or Two solo at the UIL Solo Contest earning a Superior (First Division) rating
- Performance of a Class One solo at the UIL State Solo Contest and earning a Superior (First Division) rating
- Performance of a Class One or Two ensemble at the UIL ensemble contest and earning a Superior (First Division) rating
- Performance of a Class One ensemble at the UIL State ensemble contest and earning a Superior (First Division) rating

5 Points each

- Performance of a Class One or Two solo at the UIL Solo Contest earning an Excellent (Second Division) rating
- Recognition points for squad leaders, band council officers, and marching field leaders at the discretion of the band director.



Private Lesson Program

This is a district wide program that provides a high quality enhancement to classroom instruction. Teachers are all specialists on their instruments. Most of our teachers are professional musicians in the El Paso area and have advanced degrees in the performance of their instruments. Lessons are extremely valuable to the individual student and are highly encouraged.

- ALL students are ENCOURAGED to take individualized private instruction.
- Teachers are screened and interviewed by the district.
- Lessons will be given weekly, preferably during the band classes.
- If there is a need for before/after school lessons, every effort will be made to schedule private lessons at times that do not conflict with marching rehearsals, sectionals, or other activities.
- Detailed information will be distributed on the private lesson program.

Section Rehearsals/Master Classes

Section rehearsals/Master classes will begin in August and will be held the entire school year.

During football season, students will have a weekly Master Class for the fundamentals of instrument technique and region music preparation. These Master Classes may be taught by a professional on the specific instrument, such as a private lesson teacher, or by a band director. Master Classes will begin in August and continue through Region Band Auditions. These are separate from all other rehearsals.

After football season, all students will have at least one weekly Section Rehearsal with their concert band's section. The Sectional will be directed by the band director of the concert ensemble and will be primarily focused on music that the student's concert ensemble is preparing for future concerts and contests. Students are expected to be punctual and prepared on a weekly basis. Absence from section rehearsals must be in accordance with the attendance policy. Students must make every effort to attend. Section rehearsals are an extension of the classroom and are graded accordingly. Section rehearsal schedules may be found on the band web site or by contacting the student's director.

Region Band/Orchestra Guidelines

- All Honors, Symphonic, and Concert band students will audition for All-Region Band.
- All other band students are encouraged to audition if the preparation of the music is at a high enough performance level. Decisions to audition by these students will be on a case by case basis.
- Students will be graded on preparation for this event.
- Any person who is fortunate enough to be selected will attend all rehearsals and the performance of the All-Region Band. (Check your calendar for dates.)

It is quite an honor to be selected to the All Region Band. Hundreds of students throughout the region will audition. Even if you are not selected, the experience you receive by preparing will enhance your musical ability and education!



Solo and Ensemble

All band members will prepare and perform a solo. All Honor, Symphonic, and Concert Band members will participate in an ensemble unless other permission is granted.

Grades will be issued for preparation and participation in the Solo and Ensemble process. Students must use an approved accompanist. The accompanist fee is set each year.

Percussion Ensemble Concert

This is a concert held in the spring featuring HHS percussionists and possibly percussionists from feeder middle school(s). The students perform music that they have learned for Solo & Ensemble Contest as well as competition pieces for the Percussive Arts Society (PAS) International Ensemble Competition or other invitational percussion festivals. PAS is an international organization that serves the world of percussion performance and education. Membership in this organization is inexpensive and is encouraged for every percussion student at HHS.

Please provide the following information and signatures and return to the Hanks Band Staff no later than registration night. (Failure to turn in on time will jeopardize participation in any after-school events).



Acknowledgement of Receipt Form

We have read and agree to abide with the policies set forth in the Hanks High School Band Handbook. As students and parents we will do our best to uphold the principles, standards, and traditions of the Hanks High School Band. **And realize that band is a year round commitment.** (August –June)

This is to certify that I have read the Hanks Band Handbook and understand its content.

STUDENT'S SIGNATURE _____ DATE _____

I have read the contents of the Hanks Band handbook and understand how they apply to my student.

PARENT'S SIGNATURE _____ DATE _____

Hanks Band Media Consent Form

The Hanks High School Band students will occasionally have photographs taken for use in various published material, including newsletters, yearbooks, video, television, and on our website. These photos will be used:

- To advocate for music education
- To highlight the activities and accomplishments of our students
- To publicize and promote the Hanks High School Band

We need your permission:

- To permit your child's picture to be used in print media
- To permit your child's picture to be used in television/video media
- To permit your child's picture to be used on the Hanks Band Booster Club's website

Thank you for your cooperation in helping the Hanks Band promote our kids and high school music.

"I give my consent to have my child's picture used in publication materials and to have their image presented in visual media promoting the Hanks High School Band. I grant to the Hanks High School Band, its agents, licensees and assigns, the right to use my child's likeness, photographic prints, sound reproductions, performance appearances, while attending any Hanks Band event, for promotional purposes. I understand I will not be paid any royalty or other compensation. By granting these rights, I release the Hanks High School Band and its agents, licensees and assigns from all claims, liabilities, and/or damages which may arise from such use."



PARENT SIGNATURE_____ DATE _____

STUDENT SIGNATURE_____ DATE _____

