

Crowley High School Band

Policies / Procedures / Information

Welcome to the 2009-2010 CHS Band program. We are very proud that you have chosen to be a part of the largest performing group in Crowley. The expectation of good citizenship, responsibility, teamwork, and dedication is now bestowed upon you to carry on the tradition of excellence.

This handbook is designed to help you understand the policies, procedures, and expectations that make the Crowley High School band a successful, award-winning program. This handbook can be used to answer any question and define the boundaries that are important in keeping the CHS Band an efficient organization.

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Open Letter to the Parents

Dear Parents,

On behalf of the Mighty Eagle Band Staff, I would like to welcome you to one of the finest organizations at Crowley High School. The experiences you will encounter as a member of the band will remain with you throughout your life. Not only will you have the opportunity to learn about music while working with others; you will have the opportunity to experience the joy of performing to thousands of people. Our daily practices and performances will enrich us in so many ways. Through our hard work, dedication and self-discipline we will be able to reach our common goals and along the way grow in self-confidence, self-esteem and enjoy a feeling a joy of accomplishment.

Thank you for reading this handbook, for your support of its contents, and especially for the opportunity to work with your sons and daughters! Our organization can only reach its potential if we have your active support.

There are several ways in which you can provide support and encouragement for your child: attending band performances and Band Booster Organization (BBO) meetings, volunteering for BBO fund raiser activities such as the Crowley Drumline/Color Guard contest, UIL Solo/Ensemble Contest and the MEB Dinner/ Silent Auction. Assisting your child in meeting responsibilities (i.e. attendance/punctuality) provides incentive for your son or daughter to succeed individually while improving the quality of the band program.

It is no secret that the success of our band program is due in part to the tremendous support of the parents! Your signature on the Parent/ Student Agreement Form is our indication that you are thoroughly familiar with the contents of this handbook. We hope that you will enjoy being a part of our organization!

Sincerely,
The Crowley High School Band Directors

Director Contacts:

Rudy Salazar- Director of Bands: CHS, CHS 9th Grade Campus, and H. F. Stevens

(817) 297-5810 ext. 1050
salazar@crowley.k12.tx.us

Ken Danforth- Assistant Director CHS and H. F. Stevens, Jazz Band

(817) 297-5810 ext. 1051
danforth@crowley.k12.tx.us

Kenneth Iyescas- Assistant Band Director CHS, CHS 9th

kiyescas@crowley.k12.tx.us

Leticia Ledesma – Head Middle School Director HFS

(817) 297-5840
lledesma@crowley.k12.tx.us

Alejandro Story – Assistant Middle School HFS

(817) 297-5840
alejandro.story@crowley.k12.tx.us

Attendance Policy

With our limited practice time, it is imperative that we make the most of each rehearsal. As a member of the CHS Band you have an obligation to your fellow band members to be at all rehearsals on time, to be prepared, and to have all necessary equipment.

- 1. All students abide by the Crowley High School Band attendance policies.**
- 2. Attendance is required at all rehearsals, sectionals, and performances.**
- 3. Absences and tardiness will be excused in the following cases:**
 - A. Medical emergency or serious personal injury
 - B. Death in the family
 - C. Illness
- 4. Examples of unexcused absences and tardiness include, but are not limited to :**
 - A. Work
 - B. Oversleeping
 - C. Transportation not arranged
 - D. Non-school related activities
- 5. The director will document all absences and tardiness. In case of illness or family emergency, a phone call to the directors prior to the rehearsal is appropriate if possible. Please leave a message on the band answering machine: 817 297-5810 EXT 1040**
- 6. Unexcused absences / tardiness may result in, but not limited to:**
 - A. Deduction in Participation Grade
 - B. Loss of performance status
 - C. Other disciplinary action recommended by directors or assistant principals

Roll Check

1. Every band function and class period will begin with a roll check.
2. You must be in your assigned position with your appropriate equipment and materials before the start time or you will be considered tardy.
3. Roll check positions you must know
 - A. Seated indoor rehearsal set-up (roll checked at designated rehearsal start time)
 - B. Position in specified marching warm-up formation (roll checked at designated start time)

Grading Polices

Grading will be based on the following criteria:

Preparation: 40%
Music Play off: 30%
Performance: 30%

Preparation

Each student will be given a weekly preparation grade (maximum 100 pts.). The following criteria will be used to determine the preparation grade:

A student on time, in place and prepared at all rehearsals and events for that week will receive a 100 for the week. Five points will be deducted every time a student is late for a rehearsal. Ten points will be deducted every time a student misses a rehearsal. The student may make up those points on Saturday morning following the regular rehearsal by staying an extra 10 minutes for each five points they wish to make up.

Music Playoff

During class, each student will be given the opportunity to play off excerpts of their marching music to a band director or make a tape recording of them performing their music. A minimum grade of 80 will be required on each excerpt for the student to maintain their marching position in the contest show. Each student will be given several opportunities to improve their grade throughout the 6 weeks. The average of all excerpt grades will determine the music playoff grade for that grading period.

Performance

Every student is expected to attend every performance. Mr. Salazar must be notified prior to any missed performance. Students will receive an "Evaluation" grade based on their performance.

These requirements are instituted to help everyone realize the potential of our band and help the band achieve the highest possible musical and educational goals.

Seniority

Band seniors will be defined as students that have ***completed*** 3 years of high school band. Seniors are a very important group in any high school organization and provide leadership that is vital to the success of the group. Seniors will be given certain privileges. These privileges will not include performance-related areas. All performance related areas will be determined by ability and not by seniority.

Lettering

Effective FALL 1999

Students wishing to earn a letter in band will need to participate in marching band and concert band activities throughout the year. Students who are not involved in the marching band for the entire marching season may not receive an award or letter for that year.

Participating in U.I.L. group events is mandatory. This includes U.I.L. Marching Contest in October and U.I.L. Concert/Sight Reading Contest in April. All other activities such as, but not limited to, marching band festivals, concerts, concert band festivals, graduation and parades will also be used to determine lettering.

The decision of the band directors will be final.

The letter will be awarded at the graduation ceremony in which the band performs in every year. All students earning a letter must pick it up at the conclusion of the graduation ceremony. Failure to perform in the graduation ceremony may keep you from lettering for that year.

Award blankets/jackets will be awarded to students who have earned 2 letters in band. This will be done at the beginning of the school year following the presentation of the second letter.

U.I.L. Guidelines

****NO STUDENT MAY RECEIVE A LETTER AND A JACKET/BLANKET IN THE SAME YEAR****

****NO STUDENT MAY RECEIVE MORE THAN ONE LETTER JACKET (AWARD)
IN THEIR HIGH SCHOOL CAREER*****

Students due to receive an award blanket/jacket will need to keep in contact with Mr. Salazar throughout the summer for important information about the award procedure.

If a student prefers an award jacket, they must contact Mr. Salazar before August 1 to let him know what size to order for them. Students who do not contact Mr. Salazar by that deadline will have an award blanket ordered for them (no size required).

Performing Groups

Marching Season

A. Marching Band

The Crowley High School Marching Band is comprised of the all band students enrolled in band class. Performers need to maintain academic eligibility for participation

1. **Marching Evaluations.** Occurs the week after school is released for summer. Attendance is mandatory. This evaluation will emphasize music preparation and introduce marching fundamentals.
2. **Summer Band**
Summer Band is mandatory if students wish to participate in marching band. Students not in attendance will be dropped from band unless Mr. Salazar is made aware of the circumstances that prevented the student from attending.
The marching show will be taught during summer band.

Concert Season

B. Wind Ensemble

Membership in the Wind Ensemble (Varsity Band) will be determined by audition. Students will be selected to best fit the instrumentation needed for this ensemble. Any student selected for this ensemble will be expected to display the highest standards of attaining musical excellence. Sectionals and additional rehearsals are requirements for this ensemble. Students in this ensemble are encouraged to study privately on their instruments.

C. Honors Band

Membership in this ensembles is determined by audition. This ensemble will seek to develop the total musicianship and performance capabilities of each student, as well as prepare students for the higher performance standards set forth by the Varsity group. Students will be required to attend additional sectionals and rehearsals, and to meet the performance goals of the ensemble. Private lessons are strongly encouraged. Performers need to maintain academic eligibility for participation.

D. Freshman Band

This ensemble will seek to develop the abilities of those students requiring fundamental training and focus on increasing instrumental skills. Students will be required to attend sectionals and to meet performance goals of the total ensemble. Performers need to maintain academic eligibility for participation.

E. Jazz Band

This band offers a “specialization” area in the study of jazz and jazz idioms. Ensemble placement is by audition, and with concurrent enrollment in band class. Rehearsals will be held after school.

Extra Rehearsals for all Bands

Extra rehearsals will occur during concert season as well. A schedule will be handed out in advance.

Performances

- We are a performing organization. Students who miss several performances without communicating with Mr. Salazar may be scheduled out of band.
- We will perform at all varsity games. We will also perform at several concerts throughout the year.
- Performances are not optional. Students can not pick and choose the performances they wish to attend.
- Students who miss a performance will be required to make up that grade by completing an assignment that is relevant to the missed performance.
- Non-school sponsored activities; teams, organizations or jobs must not interfere with the schedule of rehearsals and performances.

Transportation to/from Performance

Students must ride school transportation to all performances unless approved by Mr. Salazar.

Students may ride home with their parents following the game/performance if they follow these procedures. Parents are to sign out their child with Mr. Salazar at the buses. The student must be present when their parent signs them out. Students should have retrieved all their belongings from the bus prior to signing out. Guard, percussion and tuba students must all return to the high school in order to unload the band truck.

It is the parents' responsibility to communicate with Mr. Salazar if their child needs to be signed out by someone other than themselves. No child will be released to anyone without the parent communicating with Mr. Salazar. Handwritten notes will not be accepted as communication. The person signing out the student must be at least 21 years of age.

No parents, friends, etc. will be permitted to come into the band hall area after games, so we can quickly put things up and go. Please cooperate with us and wait for your child to come to you. Also, drive carefully when you leave; watch for students. As always, we will not leave a child here alone if you are not here to pick them up. Have pity on your band directors and come get your child.

Special Note to Parents

In the past, band directors have waited as much as 2 hours past the Arrive Back Time for the last student to be picked up. Please arrive at the school in time to pick up your child or make arrangements to have them picked up. The phone will only be available if we are very early or very late.

Game Night Routine

The following are some procedures and policies that we will follow during football/marching season. These policies are put in place so that the band can represent Crowley High School and Crowley, Texas to the standard that has been established by the band in past years.

Band students on the CHS sponsored event /football game will abide by school rules.

On Wednesdays, students will bring home a "Game Information Sheet". It will have the following information:

Date of game, Meeting Time, Departure Time, Game Time, Game Over Time, Arrive Home Time*

*These times will be approximate.

The pace of the game will determine actual time.

However, I usually come within 15-20 minutes of the actual time.

****HALFTIME IS NOT THE END OF OUR PERFORMANCE. WE PERFORM IN THE STANDS THROUGHOUT THE 3RD AND 4TH QUARTERS. STUDENTS ARE EXPECTED TO FULFILL THEIR OBLIGATION TO THE BAND BY REMAINING UNTIL THE END OF THE GAME.**

Meals

Students need to arrange to eat before the Meeting Time. There will be no food, gum, drinks or candy in the stands unless they are provided by the band staff or boosters. Following the halftime performance, band boosters will provide a soft drink to all band members. Parents will not be allowed to bring students food at any time.

These policies are put in place so we can all function as a team in order to make the Crowley Band the best it can be.

Uniform Policy

The Crowley Band Uniform is something you always wear with pride. Participation in the program and use of the uniform is reserved for those who earn that privilege.

1. Uniforms will be issued in early August. Any uniform part that is lost or damaged is your responsibility to replace.
2. It is the responsibility of each band member to have or purchase the following:
 - A pair of marching shoes (available through the band office)
 - Black socks for marching
 - Black shoes and socks for concert season
 - Marching band theme T-shirt. (this part of the uniform is available through the band office)
 - A pair of white tennis shoes or running shoes for marching rehearsals

Uniform Alterations

1. Altering hems according to the designated guidelines is the responsibility of the student. Any adjustments to trouser length, etc. must be done prior to the first performance.
2. **No material is to be cut or removed** from the uniform during alterations.

Uniform Decorum

1. There are only 2 ways to wear our uniform:
 - TRAVEL
 - FULL
2. There will be no variation from the proper wearing of the uniform unless designated by the directors. Sunglasses are not appropriate.
3. Suspenders should always remain on the shoulders.
4. Never wear a cap other than the shako when in uniform.
5. The uniform **MUST** be hung up after each performance.
6. Memorize your uniform numbers. Do not exchange parts of your uniform with another band member. You must turn in all uniform parts with the exact numbers issued to you.
7. Jewelry: Only studs in the ears are allowed.
8. If you lose, damage, or have a problem with any part of your uniform at any time, see a director immediately.

Care of Band Facilities and Equipment

1. Only Water Allowed in the Band Hall. NO FOOD, GUM, CANDY, OR DRINKS ALLOWED IN THE BAND FACILITIES, EXCEPT AT TIMES DESIGNATED BY THE DIRECTORS.
2. Keep instruments in cases with latches closed in your assigned lockers when not in use. Books, clothes, and other items not related to rehearsal activities, will be removed if found in the instrument storage area. You may only use your assigned storage area.
3. Instrument storage areas must be kept clean and neat.
4. No items shall be left on the floor of the instrument room or band hall.
5. Band hall chairs and stands will remain in band hall unless requested by a director
6. Only band students are allowed inside the band hall. Meet your friends outside or ask them to wait for you outside the band hall.
7. Practice rooms are for practice, recording assignments, playoffs, or private lessons only.
8. Periodic inspections will be made of school owned instruments. Each student is financially responsible for and damage that occurs during the time it has been issued to him or her. Any damage of school property, or equipment must be repaired, the item replaced, or reimbursement made immediately.

Security of Personal Instrument

Students are allowed to keep their instruments in the band hall throughout the school day. Instruments should be taken home every day so students can practice their music. The band hall is locked unless a rehearsal is in progress or a band director is working in there. Neither The Crowley High School Band, Crowley High School or Crowley ISD will be held responsible for any instrument or other personal item that is misplaced. We recommend that parents include their child's instrument on their homeowners insurance or purchase other special insurance for the instrument. We will have available for the students a form that can be used to purchase insurance through an insurance company. Any and all transactions and or grievances will be handled between the company and the parents (customer). The involvement of the Crowley Band will be limited to providing the forms for students to take home.

If an instrument has been misplaced the band directors will attempt to locate it by searching the facility. If the instrument is not found then the parents should contact the police department. Crowley Police Department 817-297-2276; Ft. Worth Police Department 817-335-4222.

Student Conduct

Students will be expected to maintain the following behaviors during rehearsals, performances and on all trips and at all band functions. Exhibition of correct warm-up procedures, and professional behavior is expected. Band members are encouraged to cultivate an attitude of good discipline at all times. Talking, disturbances, and inattention show a lack of interest and lack of respect for the band and will not be tolerated. Polite and courteous behavior is a credit to our organization, school, parents, and band members.

General Rules of Conduct

1. No running in the band hall.
2. Only water is permitted in the band hall. (No foods, drink, candy, etc.)
3. Maintain calm, relaxed, respectful behavior in the band hall at all times.
4. Stay in your seat during rehearsal unless given permission to leave.
5. Remain quiet during rehearsals.
6. Musical questions shall be discussed only with the band directors.
7. Treat all fellow band members with respect.
8. Remain quiet if director is speaking or on the podium.
9. No hazing of band members is permitted at any time.
10. Public Displays of Affection (PDA's) will not be permitted in the band hall, on the busses, or at official band functions.
11. The use of drugs, alcohol, or tobacco is forbidden and strictly enforced.
12. Always leave the rehearsal facilities cleaner than when practice began.

Any infraction of conduct, attitude, or responsibility will be dealt with in one or more of the following:

- A. Conference with student
- B. Grade Deduction
- C. Telephone Call to Parent / Conference with Parent
- D. Loss of Performance Status
- E. Conference / Disciplinary action with Vice-Principal
- F. Probation from band
- G. Expulsion from band program

General note: The band directors never expect serious or malicious violations of student etiquette school policy or band requirements. If a student acts in a manner the directors deem inappropriate, the student will be asked to leave the rehearsal/performance or be removed from the organization.

In the event of Parent notification of improper behavior, the Crowley band directors will either make a phone call to the parents, send an e-mail, or send a letter home with the student. The following is a sample letter that may be sent home for reprimand of inappropriate behavior.

Part II

Forms

All band members are required to complete the following forms and return them to the band office on the first day of summer band.

1. Student Information Sheet
2. Health Form
3. Parent / Student Agreement

CHS Band Student Information Sheet

Last Name _____ First Name _____

School ID number if known: _____

Address _____

City _____ Zip code _____

Home Phone _____

Mother:
Name _____

Father:
Name _____

Occupation _____

Occupation _____

Work Phone _____

Work Phone _____

E-mail _____

E-mail _____

Student's Email _____

Instrument(s) Played _____

Is your instrument your own? (Circle one) YES NO

Instrument Serial Number _____

Grade in School (circle one) 9 10 11 12

Name: _____
(Please print)

Parent / Student Agreement form

Please read and sign below as indicated:

I have read the Crowley Band Handbook and agree to abide by all the policies stated. I realize that it takes full cooperation, a willingness to make sacrifices, and dedication from 100% of the students and parents to make our band as good as it can be. I further realize that failure to follow the stated policies in this book or failure to follow directions from the band directors will result in disciplinary action, which could lead to dismissal from the band. I will do my best to cooperate and represent the Crowley High Band with integrity at all times.

I have read the Crowley Band Handbook and agree to support all of the policies stated therein. I hereby release Crowley High School Band, Crowley ISD, its employees, any parent hosts, and parent volunteer sponsors from any and all liability and responsibility in connection with accident or injury to my child while with the band on any official function, trip or activity.

(Student Signature)

(Date)

(Parent of Legal Guardian Signature)

(Date)

(Parent's E-mail)

