

The

Haltom

High Band

Handbook

Policies and Traditions

Haltom High School
2009-10

Birdville Independent School District
Haltom City, Texas

Table of Contents

Purpose of Handbook	3
An Open Letter to Parents.	4
Performing Groups	5
Attendance Policy	7
Student Conduct	8
Grading Procedure	10
Care of Band Hall and Equipment.	11
Care of Music	12
Uniform Policy	13
Wearing the Uniform	14
Elected Officers	16
Appointed Staff	18
Marching Band Auxiliaries	18
Game Night Routine	20
Travel	23
Awards and Honors	23
Private Lesson Program	24
Booster Club	25
School Songs.	26
Sample Parent/Student Agreement	27

Purpose of Handbook

This handbook is designed to help you understand the policies, complexities, and concepts of a very large and proud organization. We hope it can be used to answer questions and define the boundaries that are important in keeping the Haltom High Band an efficient organization. If utilized properly, the concepts of responsibility, teamwork, and good citizenship will develop. If you need information that does not appear here, please ask the directors. We will try to assist you in whatever way possible.

An Open Letter To Band Parents

Dear Parent,

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 reach its potential only if we have your active support.

There are several ways in which you can provide support and encouragement for your child: attending performances, encouraging home practice, and providing private lessons. Assisting him or her in meeting responsibilities provides incentive for your son or daughter to do well. In addition, it will improve 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. We hope that you will enjoy being part of our organization!

Sincerely,

The Haltom High Band Directors

Performing Groups

Marching Band

1. The Haltom High Marching Band is the largest performing group at Haltom High School. The band performs at all varsity football games, various contests, and occasional guest appearances.
2. Once a student has completed the intent statement and has been accepted into the marching band, he/she must complete a series of playing and marching tests.
3. The marching band will include a junior-varsity band who may not march in all performances.
4. Rehearsal Schedule
 - A. Summer band rehearsals usually begin the first week of August and continue until school starts.
 - B. Throughout football season, rehearsals will be held outside of school hours as well as during the student's designated band period.

Symphonic Winds

1. The Symphonic Winds is comprised of the most musically and technically advanced students.
2. Membership is determined by audition and overall performance history.
3. The Symphonic Winds perform at least three concerts and compete in UIL concert and Sightreading Contest. Additional performances include one or more festivals and occasional concerts for the middle schools.
4. Members of the Symphonic Winds are expected to participate in All-Region tryouts and UIL & BISD Solo and

Ensemble Contests. In addition, they are strongly encouraged to participate in private study.

5. All members of this advanced class must pass all their classes each six weeks to continue.

Symphonic Bands

1. The Symphonic Bands are comprised of students with above average musical and technical skills.
2. Performances include three concerts and UIL Concert and Sightreading Contest. In addition, the Symphonic Bands may perform at one or more festivals.
3. Members of the Symphonic Bands are expected to prepare the All-Region music and participate in BISD Solo and Ensemble Contest.

Concert Band

1. The Concert Band is comprised of students in grades 9-12.
2. Performances include three concerts and UIL Concert and Sightreading Contest. In addition, the Concert Band may perform at one or more festivals.
3. A campus band may be formed by dividing this group if there is a need.

Jazz Ensemble

1. Membership in the band program is required for anyone interested in auditioning for the Jazz Ensemble, with the possible exceptions of piano, bass, and guitar.
2. Instrumentation includes alto, tenor, and bari saxophones, trumpets, trombones, piano/key-board, bass, drums, vibes, and aux. percussion.

Attendance Policy

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

Attendance

1. All band students must abide by the Haltom High School attendance policies.
2. Attendance is required at all rehearsals, sectionals and performances.
3. Absences and tardies will be excused in the following cases:
 - A. Medical emergency or personal injury
 - B. Death in the family
4. Examples of unexcused absences and tardies include but are not limited to:
 - A. Work
 - B. Over-sleeping
 - C. Transportation not arranged
 - D. Anything deemed unexcused by Assistant Principals
5. All absences and tardies are to be reported by the parents in writing to the directors. An explanatory telephone call to the directors is also expected **prior to the rehearsal/performance.**

6. Unexcused absences and tardies may result in but are not limited to:
 - A. Grade deduction
 - B. Make-up assignments
 - C. Loss of performance status
 - D. Expulsion from the band program

Roll Check

1. Every band function will begin with a roll check.
2. You must be in your assigned position or you will be considered absent.
3. Roll check positions you must know:
 - A. Seated indoor rehearsal set up (roll checked at designated rehearsal time)
 - B. Position in marching warm-up block (roll checked at designated rehearsal time)

Student Conduct

1. Band members are encouraged to cultivate an attitude of good discipline during rehearsals. Talking, disturbances, and inattention show a lack of interest and respect to the band and will not be tolerated.

2. Band members serve as goodwill ambassadors for the school. Polite and courteous behavior is a credit to the band organization, to the school, and to the parents.
3. Since a portion of the marching band activity is somewhat militaristic, it is expected that students be aggressive in rehearsing and performing the marching fundamentals. When at “attention,” there should be no variation from the expected mental and physical attitude.
4. Loud and boisterous activity by band members when in public is not in the best interest of the band’s image!
5. Food, gum, or drink is never permitted during rehearsal or performance.
6. **The use of drugs, alcohol, or tobacco is strictly forbidden.**
7. PDA’s (Public Displays of Affection) will not be permitted in the band hall, on buses, or at official band functions.
8. Students will be expected to have the proper frame of mind just prior to rehearsal and performances.
9. Inappropriate appearance will not be allowed.
10. Any infraction of conduct, attitude, or responsibility will be dealt with in one or more of the following manners:
 - A. Conference with student
 - B. Conference with parents
 - C. Conference with an assistant principal
 - D. Probationary contract
 - E. Expulsion from band program
11. Refer to Haltom High School Handbook, Code of Conduct.

Grading Procedure

The following areas are taken into consideration when calculating grades:

Attendance

Band is a performing organization. There are so many potential conflicts with marching rehearsals and sectionals that there will be little chance for success unless a strict attendance policy is enforced (see Attendance Policy).

Attitude, Conduct, and Cooperation

A positive attitude is necessary for each band member to perform to his fullest potential. The directors assume that each member is in band to proudly represent Haltom High School.

Performance

Several performance factors are considered in determining grades:

1. Performance on playoffs, playing tests, recorded assignments, and marching tests.
2. Performance on written tests concerning such items as music vocabulary, music theory, music history, composers, etc.
3. Improvement (or the lack of) on the student's instrument.

Care of Equipment (see also Care of Band Hall and Equipment and Inspection Guidelines)

Students are expected to care for their instrument, equipment, music, music folio, and uniform. Inspections are held to determine the condition of these items. Inspections are used as a partial basis for determining grades.

Extra Credit

Sources of Extra Credit:

1. Participation in an All-Region and All-State group
2. First division on a solo and/or ensemble at contest
3. Other opportunities offered by the directors

Care of Band Hall and Equipment

1. **NO FOOD, GUM, OR DRINK IS ALLOWED IN THE BAND FACILITIES.** These items need to be discarded in proper container before entering the band facilities. (Exception – During marching season after school snacks are allowed in the instrument storage area.)
2. Practice rooms are for practice, recording assignments, playoffs, or private lessons **only**. Students will need permission from a director to enter room and must sign the practice room log each time practice room use is allowed.
3. Keep instruments in cases with latches closed in your assigned locker when not in use.
4. Instrument cases are to be placed in lockers during rehearsal.
5. Instrument lockers must be kept clean. Items not properly stored may be discarded. You may use a combination lock to secure items. You must get the combination to the band director.
6. Music may be stored in your instrument storage area.
7. Personal items are not to be stored in the library, offices, practice rooms, or rehearsal areas.
8. Band hall chairs and stands are not to be removed from the assigned rooms unless requested by a director.
9. The band library/conference room is off limits to all band members, except designated officers and staff.
10. No one is to use the copy machine or audio/visual equipment without permission.

11. Students should not enter the band offices without permission.
12. Periodic inspections will be made of school-owned instruments. **Each student is financially responsible for any damage that occurs during the time it has been issued to him.**
13. Any damage of school property must be repaired, the item replaced, or a reimbursement made immediately.
14. The band department assumes no responsibility for personal items stored in the band hall.
15. The hall between the band and choir room is to be cleared of students.

Care of Music

1. Always use pencil - **never ink** - when marking music. All markings, except permanent corrections, must be erased when music is turned in.
2. Write your name and name of class on every sheet of music.
3. Keep a pencil in your music binder at all times.
4. During Marching season all music is to be inside plastic inserts.
5. You will be charged for replacing lost music.

Uniform Policy

The Haltom High band uniform is something you should always wear with pride. Participation in the program and the use of the uniform that comes with it is a privilege.

Uniform Issuance

1. Uniforms will usually be issued during summer band. Any uniform part that is lost or damaged is your responsibility to replace.
2. Male band members will be issued:
 - A. A marching coat
 - B. A pair of bibbers
 - C. Baldric
 - D. A pair of gauntlets
 - E. A Shako
 - F. Concert coat
 - G. Concert jacket
3. Female band members will be issued:
 - A. A marching coat
 - B. A pair of bibbers
 - C. Baldric
 - D. A pair of gauntlets
 - E. A Shako
4. It is the responsibility of each band member to purchase the following:
 - A. A pair of black marching shoes (available through the band) and black socks.

- B. A pair of black gloves purchased through band.
 - C. Black bow tie and tux shirt for boys purchased on your own.
 - D. All black concert attire for girls, purchased on your own.
 - E. Pride shirt purchased through band.
5. Uniforms will be checked out to students in the following order:
- 1st - Seniors and “hard to fit” students
 - 2nd - Juniors
 - 3rd - Sophomores
 - 4th - Freshmen

Wearing the Uniform

1. **SHAKO** - The shako should be worn straight on top of the head with the strap worn snug under the chin. Hair extending below the collar will be worn inside the hat. Plumes will be issued immediately before each marching performance and collected immediately following.
2. **MARCHING COAT** - The coat should be worn completely fastened at all times when in public unless otherwise specified by the directors. Pride shirt is to be worn under the uniform coat, which allows the band to have a uniform appearance if the coat is removed during hot weather.
3. **BIBBERS** - The bottom of the hem should be 4" from the ground when wearing band shoes and properly adjusted suspenders.
4. **SHOES** - Shoes are to be kept clean and polished. Only black shoes and socks are to be worn with the marching uniform, and black shoes and socks or neutral hose with the concert uniform.

Alterations

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

Uniform Decorum

1. There will be no variations from the proper wearing of the uniform unless specified by the directors. Sunglasses, other hats, etc., are not appropriate.
2. Cleaning of your uniform will be done on a regular basis.
3. **The uniform MUST be hung up immediately after each performance.**
4. **Memorize your uniform numbers.** Do not exchange parts of your uniform with another band member.
5. Marching uniforms will be stored at Haltom High School at all times.
6. Do not wear bracelets, necklaces, or other unnecessary jewelry.
7. If you lose, damage, or have any problem with your uniform, see a director as soon as possible.
8. **NO UNIFORM PARTS WILL BE ISSUED PRIOR TO INSPECTIONS.**
9. Uniform parts left in the band hall after performances may be confiscated.

Elected Officers

Election Criteria

1. Must meet eligibility requirements (refer to Haltom High School Handbook)
2. Officer candidates must show that they are avid supporters of the band program by exhibiting a positive attitude, faithful cooperation, eagerness, promptness, etc.
3. Must complete appropriate application.

Band Council

Elected officers will serve as the Band Council and will have input in planning the non-musical aspects of band activities:

1. President

- A. Must be a senior
- B. Calls and presides over council meetings
- C. Supervises the functions of other officers
- D. Represents the band by presenting awards given by the council
- E. Takes an active part in planning the spring Band Banquet
- F. Assists the directors whenever necessary
- G. Is in charge of “welcoming” activities for incoming students

2. Vice-President

- A. Must be a senior
- B. Assists president in preparing the meeting agenda
- C. Serves as the liaison between the band and the annual Staff.

3. Secretary/Treasurer

- A. Must be a junior or a senior
- B. Keep minutes of all council meetings
- C. Assists with band correspondence and other clerical duties
- D. Assists directors whenever needed

4. Class Representatives

- A. Elected by majority vote by each class
- B. Represents his/her class in council meetings

5. At Large Member - May be appointed by the director if deemed necessary

Appointed Staff

Drum Majors

1. Audition Criteria - A Drum Major must:

- A. Meet eligibility requirements (refer to Haltom High School Handbook)
- B. Complete Drum Major application
- C. Be willing to attend pre-audition training sessions as well as a summer Drum Major camp
- D. Be willing to work outside of normal band class

2. Responsibilities

- A. Be a member of the Band Council
- B. Conductor during field performances
- C. Assist the directors in conducting during games, pep rallies, and on-field rehearsals

- D. Assist the directors in teaching and refining the drill
- E. Assist the directors in preparing charts and the field outside of band class
- F. Be role models in every aspect of band participation

Other Appointed Staff Positions

Other Appointed Staff Positions are designated as required:

- 1. Section Leaders
- 2. Librarians
- 3. Student Assistants

Marching Band Auxiliaries

Color Guard

- 1. Audition Criteria - Color guard members must:
 - A. Possess physical coordination, good height/weight proportion, and rhythmic ability
 - B. Must meet eligibility requirements (refer to Haltom High School Handbook)
 - C. Complete a Color Guard application
 - D. Be willing to attend pre-audition training sessions as well as the summer colorguard sessions
 - E. Be willing to attend extra rehearsals outside of normal school day.

- 2. Responsibilities - Color Guard members must:
 - A. Be willing to purchase special shoes, shirts, and other parts of the uniform
 - B. Accept full responsibility for their equipment

2. Any instrumentalist who is selected for membership with the Color guard must continue study and performance with the Haltom Band program on their instrument to be eligible for participation with the color guard.

Drum Line

Responsibilities - Drum Line members:

- A. Must be willing to attend extra rehearsals as well as the summer drum camp
- B. Must strive to work together as a unit in order to achieve its primary purpose: **to provide the musical heartbeat of the band**
- C. Must strive to maintain an attitude conducive to the ideals of the band program, especially when performing alone
- D. Are charged with the proper care and storage of percussion equipment and the neatness of the drum storage area:
 1. All sticks and mallets should be kept in stick bags or individual storage spaces when not in use
 2. All instruments should be properly covered and stored at the end of each rehearsal
 3. Music should be stored in the designated folio or shelves
 4. At no time should personal belongings be left in drum storage areas

Auxiliary Captains

1. Selection Criteria:

- A. Must have been a member of the group for at least one year
 - B. Are selected by audition, review of previous performance, and overall leadership ability
 - C. Must meet eligibility requirements (refer to Haltom High School Handbook)
2. Responsibilities
- A. To serve as a student leader in coordinating the group
 - B. To assist in teaching and rehearsing drill and/or music
 - C. To serve as a liaison between guard/drumline members and the directors
 - D. To coordinate the maintenance, storage, loading, and unloading of all equipment
 - E. To serve as an integral part of the band staff

Game Night Routine

Arrival

1. Arrive on or before the designated time.
2. Change into full uniform at school.

Inspection

Band members will be inspected for the following:

1. Proper wear, fit, and condition of uniform (see Uniform Policy)
2. Condition of Equipment
 - A. Brass instruments: horns polished, valves and slides working freely, mouthpiece clean.

- B. Woodwinds: reeds clean and without flaws, instrument clean, good pads, springs, corks, music lyre attached (except flutes and piccolos).
- C. Percussion: drum heads clean, drum shells polished, cymbals polished, sticks and mallets properly taped and in good condition

3. Music

- A. Music binder must be in good condition, properly labeled, and must contain necessary music.
- B. Music flip folder must be held by a lyre attached to the instrument.

Arrival at Game Site

1. Silently “fall in” in assigned position.
2. Maintain “attention” or “check” as instructed until pregame entry begins.

During Game

1. There will be no variations from the proper wearing of the uniform.
2. **No food, drink, or gum** is allowed while the band is in the bleachers except at times designated by the directors.
3. Do not play your instrument unless the entire band is perform- performing. Percussion is to play only with full band, with cheerleaders, or during drum features authorized by the directors.

4. Seated in rows with instrument safely monitored.

Halftime

1. File orderly and silently from the stands to the assembly point before the performance. Always move single file. Do not play instruments unless told to do so by the directors.
2. When waiting to take the field, maintain the strictest possible “attention” or “check” as instructed.

Bus Procedures

1. When buses are provided, all performers will ride the bus both going to and coming from the event. Exceptions to this rule require written personal requests by the parents prior to the event. Even then, the final decision is left to the director and principal.
2. For football games, students may be assigned to a specific bus prior to departure. Riding on a bus other than the one you are assigned is not permitted. Students are required to obey the driver, chaperone, and student officer in charge.
3. The Birdville Independent School District prohibits loud talking, foul or abusive language, standing in aisles, or sitting on the backs of seats while on buses. Hands, feet, arms, legs, and head must remain inside the bus.
4. **No food or drink** is allowed on buses unless approved by the directors.
5. Public displays of affection are not permitted on the bus.

6. Instruments and other equipment will be carried on the bus and/or truck. A loading crew may be designated for each trip. The loading crew is responsible for loading the equipment which is placed by the bus or truck. The crew is not responsible for any equipment not placed in the loading area. **In short, every band member is responsible for his own instrument and equipment.**

Travel

1. Our band frequently takes major trips that may last three or more days. At the beginning of the year information regarding the costs, methods of payment, fund raising, etc., is made available to the parents.
2. It is the responsibility of the student to have all assignments of each class turned into the teacher prior to the band's departure on the trip.
3. Just prior to the trip, parents and students are given copies of the itinerary, special guidelines, medical releases, etc., which must be signed and returned.
4. See Bus Procedures for travel guidelines.

Awards and Honors

1. **John Philip Sousa Award:** presented to the overall outstanding senior bandsman.
2. **National Arion Award:** presented to the outstanding senior musician as selected by the directors.

3. **Band Letter Jacket:** Students are eligible to be fitted for an award jacket upon completion of one of the following criteria:
 - A. Audition and be selected to the All-Region Band
 - B. Participate in four (4) UIL contests (winterguard state championship may be substituted for colorguard); or
 - C. Complete six (6) semesters of band.

Students receiving an award jacket must be a member of the organization at the time that the jacket is delivered.

Private Lesson Program

It is the goal of the Birdville Independent School District Fine Arts Department to provide the very best learning experiences for each band student. One of these learning experiences is the opportunity for a student to study privately with a professional instrumentalist.

1. Private teachers are selected by the Birdville I.S.D.
2. Private lessons are optional but are **strongly encouraged**.
3. Students electing to study privately are taught once per week during their band period, or before or after school.
4. The cost of the lesson is determined each year by the Fine Arts Director. Birdville I.S.D. policy is to pay for lessons one month in advance.
5. If a student is absent from school, or in school but cannot attend the lesson, prior notification must be given in order for fees to be adjusted or a makeup lesson to be scheduled. Prior notification must be given to the teacher or the student will be charged for that lesson.

6. Students will be excused from lessons for band trips, concerts, etc., if the teacher is notified in advance. These lessons should be made up if at all possible.
7. Financial aid that pays for part of the lesson is available to some students. Applications for financial aid will be distributed to the students at the beginning of each school year, along with lesson enrollment forms.

Booster Club

We have a very active and supportive Band Booster Club, consisting of parents and friends of the band program. It is designed to enrich our program by providing financial, physical, and moral support.

You may choose to officially become an active member of the Haltom Area Band Friends. Here are a few ways to be an active member:

1. Become a “paid” member of HABF
2. Attend the meetings
3. Be on committees and voice opinions
5. Get involved with the total program

The Booster Club is an integral part of our entire band program. We hope that you will become a part of this important organization.

Haltom High School Songs

Haltom High School Alma Mater

*Praise to the school we love so dear—
Close to our hearts, she'll always be near.
Ever our colors wave with pride—
Our Alma Mater - **HALTOM HIGH!!***

Haltom, Fight!!!

*Haltom Fight, Haltom Fight!
We're the home of the mighty Buffs.
Haltom Fight, Haltom Fight!
Let's show 'em we're really tough.
Haltom Fight, Haltom Fight!
For it's Haltom that we love best.
Hail, Hail, the gang's all here -
And it's good-bye to all the rest!*

(Chant this):

*Yea, Orange—Yea, Black,
Yea, Buffs—Fight, Fight, Fight!
Go, Orange—Go, Black,
Go, Buffs—Fight, Fight, Fight!*

(Repeat the verse, then chant):

H—A—L—T—O—M,

Haltom—High School—Buff—a—loes!!!

Sample Parent/Student Agreement

Parent/Student Agreement Haltom High Band

Please read and sign below as indicated

The Haltom Band Handbook is posted on the Haltom Band website: haltomband.org. I have read the Haltom High Band Handbook and agree to abide by all of the policies stated. I realize that it takes full cooperation, a willingness to make sacrifices, and dedication from 100% of the students to make our band as good as it can be. I further realize that failure to follow the stated policies or directions from the band directors will result in disciplinary action which could lead to dismissal from the band.

Print Name of Student _____

(Signature of Student)

(Date)

I have read the Haltom High Band Handbook and agree to support the policies stated therein.

Print Name of Parent or Guardian _____

(Signature of Parent or Guardian)

(Date)

