



Aubrey High School Chaparral Band HANDBOOK

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PREFACE

The purpose of this handbook is to provide information about the band program at Aubrey High School. It will be of value to all members of the program and their families if proper attention is given. The handbook contains a wealth of information to help you understand what it means to be a member of “**The Pride of Aubrey.**” It is designed to help you become more familiar with the program as it is today and also the direction of the AHS Band program for years to come.

The mission of the Aubrey Independent School District band program is to:



- provide an opportunity for students to experience success on both an individual and group level;
- develop higher-level thinking skills such as perceiving, comprehending, imagining, creating, and evaluating;
- provide the opportunity for each student to develop his/her aesthetic potential to the highest possible level through performance of musical compositions; and
- to enhance the students’ understanding of life and humanity through the appreciation of music of varied cultures and styles.

ATTITUDE AND DISCIPLINE

Because of the nature of all group activities, discipline must be consistent and fair. Our goal is to promote a positive learning environment for every student, regardless of ability level or experience. Band students and parents must be willing to accept the ideals, principles, and rules of the organization. Because the band is constantly under public scrutiny, we must always be aware of the importance of proper behavior. The student must remember that he/she represents the organization, school, and community at every performance or public appearance. Any misconduct casts a negative reflection on our school and community and may well undo the good works of hundreds of loyal students.

RULES OF CONDUCT

As a member of the Chaparral Band, you are a part of one of the school’s most important organizations. Therefore, the success of the band will depend on the **loyalty, cooperation** and **dedication** of each and every member. The guidelines outlined in the following pages are simple, sound, and easy to follow. In keeping these rules, you are meeting an obligation that will help make our band successful.

Each band member should carefully read and adhere to the following:

- Conduct which does not display respect for the band staff will not be tolerated. Foul language, raised voices, inappropriate body gestures, and or physical contact will be a referral to the administration and could be **grounds for immediate removal from the program.**
- Any behavior that causes a disruption or interferes with the education process will not be tolerated. Appropriate discipline will be issued, at the director’s discretion, for inappropriate behavior.
- Possession, sale or use of narcotics, drugs, alcohol, tobacco or other controlled substances while under the supervision of the band program, will be a referral to the administration, and is considered **grounds for immediate removal from the program.** Also, **any band student that is suspended or expelled from campus due to drug or alcohol possession will be immediately removed from the band program.**
- Possession of any weapons, dangerous instruments or objects that could be reasonably considered a weapon, will be a referral to the administration and could be **grounds for immediate removal from the program.**
- Any type of discrimination will result in immediate disciplinary action. This also includes the use of vulgar and derogatory language. Appropriate discipline will be issued, at the directors’ discretion, for inappropriate language.
- Each of us must be respectful of our facilities. Destruction, defacement, and other acts of vandalism of school equipment will be a referral to the administration and could be **grounds for immediate removal from the program.**
- Your instruments are very expensive. Please treat all instruments with tremendous respect. Also, do not touch any instrument that does not belong to you.
- The band lockers (cubbies) are for instruments and music only. Keep them clean. You may leave your books in the band hall during rehearsal, both in class and after school. No books, clothing, or water bottles will be left in the band hall over night.
- Equipment that is removed from the band hall without authorization will be treated as stolen property and the proper action will be taken to report the theft.
- The band hall is open to students whenever a director is on campus. We want you to be at home in our facilities. The director’s offices, however, are a place to conduct business. Please, do not enter without permission.
- Please ask all non-band members to remain outside. We have many valuable instruments in the band hall, as well as expensive personal items. Keep your band hall as safe as possible!

- Be prepared for rehearsal. Prepare your music ahead of time. Practice is a must. Have all necessary materials: instrument, music, reeds, mutes, **PENCIL**, valve oil, sticks, mallets, etc.
- Rehearsal time is at a premium. Please be ready to begin rehearsals at the appointed time. Early is on time; on time is late.
- Chronically poor attendance will be sufficient grounds to be removed from a specific performance, drill assignment, concert band, or band program. A part of your grade is based on daily work. If you are not here, you cannot receive a grade. Earning a P.E. credit waiver is contingent on successfully participating in marching band. Attendance is required.
- No food, drink, candy or gum in the band hall.

Methods of discipline and consequences may include one or more of the following:

- 1) immediate corrective action
- 2) before or after school detention
- 3) parent phone conference
- 4) parent conference at school
- 5) removal from group activities
- 6) administrative involvement
- 7) removal from program

The directors will attempt to keep parents informed of any disciplinary action concerning your child. Minor infractions may not require parental involvement.

Marching Band

Every member of the Aubrey Band Program will be expected to participate in the “Pride of Aubrey” Marching Band. The marching band will participate in all football games, pep rallies, specified band competitions, parades, and any other scheduled events.

All marching band students are expected to attend the summer band rehearsals. These are very important practices, where we will learn music, develop marching fundamentals, and learn drill. Understand that these rehearsals are **MANDATORY**, so please schedule your summer plans around this time. Summer band will always be the 3 weeks leading up to the 1st day of school (late July/early August).

AUTHORIZATION FORMS

Medical Authorization and Consent and Understanding forms must be filled out and returned to the band director by the pre-set deadline. These forms will be handed out at the Band Registration and should be completed at the conclusion of the individual registration.

Required Physical (started in 2019)

All marching band students are required to have a physical examination before participating in marching band rehearsals. The UIL is requiring all students to have one on file with the district before rehearsals begin. All students are expected to bring his/her pre-participation physical examination form signed by a physician, a physician assistant licensed by a state board physician assistant examiner, a registered nurse recognized as an advanced practice nurse by the board of nurse examiners, or a doctor of chiropractic to registration. Examination forms signed by any other health care practitioner will not be accepted. Students who do not do so, will not be allowed to participate in marching band rehearsals.

Note: If you are in athletics and band, you will NOT need a separate form for each activity. Also, if you received a physical last year, you will not need to complete a physical until next year. (Physicals are required every 2 years.)

ATTENDANCE

Attendance is required at all rehearsals. During football season, marching rehearsals will be held:

Monday - 4:15-6:45pm
 Tuesday - 5:00-7:30pm
 Wednesday - no rehearsal
 Thursday - 6:45-7:45am
 Friday - 6:45-7:45am

Missing rehearsals diminishes the opportunity for the band to perform at the level of our capability. Everyone must attend all rehearsals for us to reach our potential. All doctor appointments, hair appointments, personal business, tutorials, etc. should be made on Wednesday or Thursday afternoons. If there is an unavoidable conflict, it is preferable to miss during the students’ band class, instead of after-school marching rehearsal. To avoid missing valuable rehearsal time, tutorials with other teachers should be

scheduled before school Monday's and Tuesday's or after school Wednesday's and Thursday's if possible.

If a student has an unexcused absence, the student will not travel to the football game, will receive a lower grade for that week's rehearsal grade, and will not perform at the football game performance. If a student has three unexcused absences, that could be grounds for removal from the band program.

Please refer to the following definitions:

Excused Absence - an absence that has been recorded with the school or has a note from a parent/guardian, teacher, or doctor with a signed name, date, and phone number. A parent phone call or email will also be sufficient documentation.

Unexcused Absence - an absence that has NOT been recorded with the school or does NOT have proper communication (note, phone call or email) from a parent/guardian, teacher, or doctor.

Excused Tardy - a tardy that has a note from a parent/guardian, teacher, or doctor with a signed name, date, and phone number. A parent phone call or email will also be sufficient documentation.

Unexcused Tardy - a tardy that does NOT have proper communication (note, phone call or email) from a parent/guardian, teacher, or doctor.

Proper Communication - a note from parent/guardian, teacher, or doctor with a signed name, date, and phone number, phone call or e-mail.

Students that are absent from school will be expected to provide documentation to a band director for any event that the student may miss. (Ex. marching band rehearsals, sectionals, concerts, pep rallies). It is preferable that this communication happens before the missed event.

False documentation (fake notes, forged signatures, etc) will be grounds for immediate removal from the program.

ATTENDANCE IS REQUIRED AT ALL PERFORMANCES. An **unexcused** absence from a performance will result in a "0" for the performance grade and is sufficient reason for **dismissal from the band program**. **Excused absences** must be **pre-approved** by the director. Make-up work will be assigned in order to credit the student with the appropriate performance grade.

A performance is defined as an event that has been on the band calendar (concerts, games, contests, parades, etc), or an event that has been posted and discussed by the directors.

PRIMARY/SECONDARY MARCHERS

The Chaparral Band employs a system of shared positions during marching season. This allows the marching drill to remain intact in the event of illnesses or other emergencies, but especially during the "no pass, no play" academic ineligibility periods. During the 1st six weeks (before the first grading period ends) the competition for drill positions will be high. Factors that may be considered for initial assignment to a drill position include attendance at summer band, mastery of marching fundamentals, mastery of music, and maintenance of eligibility. Once initial positions are assigned, students serving as alternates may gain a drill position in the following ways:

- Replace a student who is absent from rehearsal unexcused.
- Temporarily replace a student who is absent from rehearsal excused. If the excused absence is for several consecutive rehearsals, the replacement may become permanent.
- Replace a student who is removed for disciplinary reasons.
- Replace a student who becomes ineligible.

Secondary marchers are still part of the band and in the majority of cases ultimately take over their own marching position.

Secondary marchers will "shadow march" in rehearsals. All band members will participate by performing in the stands at each football game, parades, and other band activities.

FOOTBALL GAMES

A detailed itinerary will be made available prior to all performances. For all games, the band will meet in the auditorium, at the time specified. Attendance will be taken at the time indicated on the itinerary. At that time, the section leaders will conduct a brief inspection of the uniform and materials. All uniform parts must be present and worn properly at inspection. **If a student does not "pass" inspection, he or she will be required to stay at the school for clean up duty** (at the conclusion of the game/contest).

Following inspection, the students will load the buses for out of town games or have a short warm up and then line up to march to the stadium for home games.

Upon arriving at our destination, all students must remain in their seats until directed to do otherwise. After leaving the bus, students must get their instruments from the truck and immediately seek the Drum Majors and line up to enter the stadium. **NO**

ONE WILL PLAY WITHOUT INSTRUCTION FROM A BAND DIRECTOR. The percussion section will be allowed to play cadences and street beats throughout the game, with director approval. Students must be prepared at all times to play the *Fight Song* and stand tunes. In order to assure this, everyone must remain in his/her assigned place. Bathroom breaks will be given following pregame. Only one student per section is allowed to use the restroom at a time. These students must check in with a section leader before going to the bathroom.

Football games are fun, but we must always remember that the band is constantly in the public eye. Your behavior in the stands can never reflect negatively on the program, school, or yourselves.

MARCHING CONTESTS

Typically, all marching contests will take place on Saturdays in the month of October. Depending on the year, there might be a contest scheduled the last day of September. On state years, the UIL State Marching Contest will take place the 2nd week of November. Similar to football games, there will be inspection process before leaving to the contest to check uniform items and materials needed for the contest. For most of our contests, there will be a scheduled rehearsal before leaving for the contest site.

AUBREY MARCHING CLASSIC (AMC)

The Aubrey High School Marching Band hosts its own contest and it is one of the biggest fundraisers of the year for the program. The AMC is held the 1st Saturday in October each year. All band students are expected to work the contest with the help of parent volunteers. The Chaparral Band will perform at the end of the contest in exhibition (non-competitive).

CONCERT ENSEMBLES

Students in the band program will be placed in a concert ensemble by audition. The following are the ensembles and the student expectations and responsibilities.

Symphonic Band

- Memorized performance of all marching band contest music
- Participation in marching band
- *Prepare and audition for all-region band*
- Prepare and perform an ensemble for the UIL Solo & Ensemble Contest
- Prepare and perform an ensemble for the AHS Chamber Ensemble Concert
- Prepare and perform a solo for the AHS Solo Contest (optional for seniors)
- Performance of concert music as assigned by director
- Attend all scheduled sectionals, rehearsals, concerts, and performances
- Prepare and pass-off of nine weeks performance objectives

Concert Band

- Memorized performance of all marching band contest music
- Participation in marching band
- *Prepare for all-region band audition*
- Prepare and perform an ensemble for the UIL Solo & Ensemble Contest
- Prepare and perform an ensemble for the AHS Chamber Ensemble Concert
- Prepare and perform a solo for the AHS Solo Contest (optional for seniors)
- Performance of concert music as assigned by director
- Attend all scheduled sectionals, rehearsals, concerts, and performances
- Prepare and pass-off of nine weeks performance objectives

It is a privilege to be a part of the Aubrey Band Program. Therefore, if a student does not meet the expectations of their particular concert ensemble, or is a discipline problem, a band reassignment will be made as soon as possible. If a student needs to be reassigned a second time, that person will be removed from the band program.

Special Performing Units

JAZZ ENSEMBLE

The Jazz Program offers a wide opportunity in our program to study various genres of music. The Jazz Ensemble will focus on Big Band ensemble techniques and styles. Rock and Blues will also be studied. Members of the Jazz Ensemble must also participate in one of the other two band classes. There will be exceptions granted for guitar, bass guitar, and piano if necessary. The Jazz Combo will focus on small ensemble jazz playing, emphasizing improvisation.

COLOR GUARD/WINTER GUARD

Color Guard is known as the “Sport of the Arts,” and involves learning many different skills: jazz, ballet, and modern dance technique, equipment skills on flag, rifle and saber, theatrical skills, musical skills, and strength, coordination, and endurance. It is a year-round activity: fall semester is primarily spent as a part of the marching band, and mid-November through April is winter guard season.

Potential members do not need to have any prior experience, but must attend the weeklong clinic & tryout in the spring. All members are required to be in the class during the school day, attend before and after school rehearsals, and participate in fundraising activities.

MUSICAL THEATER ORCHESTRA (will begin school year 2022-2023)

Musical Theater Orchestra (“Pit Orchestra”) is a reduced, mixed instrumentation ensemble assembled every two years for the collaborative presentation of the Fine Arts Department musical. Membership is largely volunteer or recruited by the director depending upon the scoring needs specific to the musical selection at the time.

Rehearsals will be before and after school as dictated by student schedules and during a portion of the Christmas break. Members must commit to all rehearsals as well as multiple performance dates in early February.

REGION/AREA/STATE AUDITIONS

Each year, the Association of Texas Small School Bands (ATSSB) holds auditions for the various region and state-level music ensembles. These are highly competitive events and require a high level of preparation. *All students who are members of the Symphonic Band are required to audition for this group.* Members of the Concert Band are encouraged to prepare and audition for these groups.

The school district will pay the entry fee for any student who auditions for these ensembles. However, if the student cannot attend for any reason, the student and/or parents must reimburse the band the entry fee.

AISD CHAMBER ENSEMBLE CONCERT

Each year, all woodwind/brass/percussion students will participate in a chamber ensemble (trio/quartet/quintet/sextet or percussion ensemble). Each ensemble will perform in the annual chamber ensemble concert at the beginning of February. This is not a UIL sanctioned event, however, ensembles will be critiqued using the UIL judging rubric for a grade.

UIL SOLO & ENSEMBLE CONTEST

The UIL Solo & Ensemble Contest gives each student a chance to compete individually (solo) or in small ensembles for valuable comments and possible advancement to the State Solo & Ensemble Contest. *All students who are eligible are required to participate in the UIL Solo & Ensemble Contest.*

The band will NOT pay the entry fees for this event. Students choosing to perform solos must perform with an accompanist. The band directors will provide a list of available accompanists and it will be the responsibility of the student to contact the accompanist to set up rehearsals and to pay for their services.

TEXAS STATE SOLO & ENSEMBLE CONTEST

If a student qualifies for State Solo & Ensemble Contest, the student will be eligible to compete at the state level. Unlike the regional level, students are not required to compete at TSSEC. Students choosing to do so should notify the directors at the time of inquiry. This event is held in Austin, TX at the end of May each year. Transportation will be provided to this event the entry fee will be paid for by the AISD. Once arrangements have been made, the student and/or parents must reimburse the school district the student’s portion of the entry fees should he/she prove unable to attend for any reason.

ELIGIBILITY

Adherence to the UIL No Pass / No Play rule will be closely monitored. On a nine-week cycle, eligibility will be determined every nine weeks (also includes 1st six weeks progress report!). Therefore, it is imperative that every student remains diligent in their studies. **YOU WILL NOT BE ALLOWED TO PARTICIPATE IN ANY EXTRA-CURRICULAR PERFORMANCE IF YOU HAVE FAILED A CLASS.**

Any student who has recorded a nine weeks grade average in any on level course lower than 70 at the end of a nine weeks grading period shall be suspended from participation during the succeeding nine week grading period. However, a student may regain eligibility 7 calendar days after the succeeding three-week evaluation period if the student is passing all courses on the last day of the three-week period.

All AP, PreCal, and Concurrent classes are considered exempt from the No Pass/No Play rule, therefore, any grade will be sufficient for eligibility.

Students who are ineligible will continue to rehearse during their band class and during, before, and after school rehearsals and participate in curricular performances to earn their band grade. Ineligible students may not travel with the band or participate in extracurricular performances.

BAND GRADING PROCEDURE

Pass Off Grading Procedure: Music objectives will be given either a grade of 0, 60, 70-100. A grade of 60 will be given for an attempt and a 70 for a quality attempt. A quality attempt is an attempt that displays evidence of preparation. You may take as many opportunities needed to pass off to receive a 100. A grade of 100 will be given for mastery of an objective. Any grade within the range of a 70 to 100 will be given at the discretion of the director.

Assessments 60%

- music objectives (ensemble music, etudes, solos)
- attendance at performances

Daily 40%

- music objectives (scale exercises)
- *weekly participation
- binder and material checks

*A participation grade will be given for each 3 weeks and will start at a 100 for each student. This grade will be lowered for each infraction. Infractions include:

- unexcused absences (outside of class time rehearsals)
- no equipment necessary to play or contribute to the rehearsal (i.e., instrument, music, reeds, sticks, valve oil, pencil, having instrument in proper playing condition, etc.) - lowered by 5 points

PRIVATE LESSONS

The future success of the Aubrey ISD Band Program will be due in large part to our private lesson program. The band directors continue to hire highly qualified specialists to teach our students and supplement the band program. A large majority of our instructors have bachelors or master's degrees in music and perform in numerous performing groups around the area as well as maintain successful studios in other districts.

Private lessons are an opportunity for your child to receive one on one help with a specialist on their particular instrument. Private lessons benefit young musicians of all ability levels. Students receive mostly group instruction during their band time. The larger bands often have a class size of anywhere from 35-50 students at one time. In order for a student to continue to develop their skills private lessons are strongly recommended by the directors. The more advanced student can move ahead of the class and continue to excel at their level, often learning skills and techniques that are very difficult to achieve in a full band situation. The less advanced student can benefit from lessons by receiving the extra attention that is needed to build confidence and continue to progress at a pace that is comfortable for them without the added pressure of keeping up with the class. Lesson teachers are able to spend time on specific needs of each individual.

We are very lucky to be able to offer an outstanding lesson staff. We hope that you will consider enrolling your child in private lessons!

COST

The AISD Band Budget and the Aubrey Band Boosters will be paying \$6 towards each lesson that our AISD students take. This will bring the cost down significantly for our band families. The cost for the student/parent will be \$15 for a 22 or 30-minute lesson, or \$25.50 for a 45-minute lesson (after the \$6 credit towards each lesson). It is essential that any student receiving lessons during class be prompt at arriving to class and is outside the door waiting to enter at their assigned lesson time. In the event that a student does not receive their full lesson times due to uncontrollable situations that may arise in the school day, the instructor will be sure to make up the difference and will work this out with the student and family to meet the time requirement. For students who would like to sign up for a group lesson (2 students), those will be offered for the 45 minute lesson only; students will split the \$25.50 and the cost will be \$12.75 per student.

PAYMENT

Payment for private lessons should be made directly to the private lesson teacher for the month in advance. Checks should be made out to the private lesson teacher. If you are in need of special payment arrangements, you may talk to your lesson teacher to work out the details.

FINANCIAL AID

On top of the AISD Band Budget and the Aubrey Band Boosters paying \$6 towards each lesson, there will be an additional opportunity for further assistance. Please read the section on financial aid requirements for more information.

FINANCIAL AID REQUIREMENTS

The following are requirements to be considered for financial aid:

1. The student must have a strong desire to take private lessons and have a good work ethic.
2. The student must maintain excellent classroom discipline and strong practice habits.
3. The student must attend their lessons regularly and on time.
4. All students receiving financial aid will receive a half scholarship.
5. Students/parents will receive an email notifying them whether or not their application has been accepted or denied.
6. Students that are approved to receive financial aid are required to pay their share of the cost of lessons in a timely manner.
7. Financial aid will be given on a first come first serve basis assuming requirements have been met and money is available.
8. Financial aid will not be given for unexcused absences from a lesson.

ABSENCES

It is the student's/parent's responsibility to notify a lesson teacher at least 24 hours in advance of any absences. The student/parent is responsible for payment if notification has not been made in a timely manner. Exceptions will be made for uncontrollable situations such as illness or family emergencies. Students with excessive unexcused absences may lose their lesson spot and be asked to discontinue lessons. Lesson teachers are also responsible for notifying the student or parent if they will need to miss a lesson. Excused absences will be made up in a timely manner and will be credited towards the next payment.

It is essential that any student receiving lessons during class be prompt at arriving to class and is outside the door waiting to enter at their assigned lesson time. In the event that a student does not receive their full lesson times due to uncontrollable situations that may arise in the school day, the instructor will be sure to make up the difference and will work this out with the student and family to meet the time requirement.

ASSISTANTS / INSTRUCTORS / CLINICIANS

At times the band will have assistants, instructors, or clinicians helping with the program. These are professionals interviewed and selected by the directors. All assistants, instructors, and clinicians will be treated with the same respect and attentiveness as the band directors.

SCHOOL INSTRUMENTS AND EQUIPMENT

The Aubrey Band program owns a limited number of the larger, more expensive instruments. These instruments are assigned to the students on the basis of ability and need. Instruments furnished by the school include: piccolo, oboe, bassoon, bass clarinet, tenor saxophone, baritone saxophone, french horn, euphonium, bass trombone, tuba, mellophone, marching baritone and concert and marching percussion. It is the responsibility of the student to return the instrument in the same condition as when it was issued. Failure to return equipment as requested will be treated as theft. Removal of unassigned instruments from school premises without the approval of the director is theft of school property and will be reported to the police. Please report any damage or necessary repair immediately to the band director, regardless of the cause. Unnecessary and expensive maintenance can be avoided by making sure the instrument is cleaned regularly. Periodic unannounced inspections will be held to insure proper care is given. Failure to properly care for school instruments will void the privilege of using them. Students using school owned instruments will be required to pay a \$35 maintenance fee each semester (\$70 for the year). This fee will be collected prior to summer band.

LOCKERS & LOCKS

Each student will be issued a band locker and a band lock. The lockers are to be kept neat, clean, and free from food. Also, please take home your used band clothes so things don't start to smell!

The lock issued by the band hall is the ONLY one allowed on the lockers. Any other locks will be cut off immediately, without additional notice to the student. This is your notice. Missing locks will be replaced at the student's expense. It is the student's responsibility to lock their locker after each use. Neither the band hall nor the directors are responsible for missing, lost, or stolen items from your band locker. Do not put anything in an unlocked locker that you do not want to have stolen.

Finally, it is the responsibility of each student to remember his/her combination. Please write this down somewhere outside the locker, preferably stored in your phone.

ITEMS LEFT IN THE BAND HALL

Items left on the floor, in the cubbies or on top of the lockers in either the band hall or large ensemble rooms will be thrown away or donated to charity. There is no lost and found. Students are responsible for their own belongings at all times. The band hall is not their bedroom and they will keep it clean or it will be cleaned for them.

UNIFORMS

Uniforms will be issued only to those members meeting the criteria set by the directors. Abuse of and/or failure to obey these requirements will result in the student being required to turn in the uniform. Any damage, other than normal wear, or loss of uniform parts will be charged to the students. Students will be responsible for the full cost of any damaged item. Below is the cost per uniform item.

Bib Pants - \$89.85	Jacket - \$198.40	Performance Top - \$50.00	Shako - \$54.50
Hat Box- \$12.00	Plume - \$34.95	Uniform Bag - \$18.50	

If a student fails to return a uniform, he/she will be responsible for the full cost of the uniform. Uniforms will be issued prior to summer band. Band students must furnish their own set of black shoes, gloves, navy performance shorts, and navy performance shirt. (Shoes, gloves, shorts, and shirts will be ordered during registration.)

STUDENT TRAVEL

As the flagship instrumental performing group representing Aubrey High School, the band, and all of its components, will travel throughout the state and nation. As such, it is imperative that all band members follow all rules and regulations outlined in this band handbook, the student handbook, as well as any trip-specific guidelines established by the chaperones, tour operators, sponsors, or band directors.

Any violation of these policies, the student handbook, trip-specific guidelines, chaperone directives, band director directions, state or federal laws may result in dismissal from some or all trip activities or being sent home at the student's (parent's) expense, at the discretion of the band director. If a student is relieved of trip activities for disciplinary reasons, NO refunds will be given and probable permanent expulsion from the band program will occur.

- All band trips will have received prior approval of the school administration.
- The bus will leave on time unless unavoidably delayed. It is the responsibility of the student to be on time.
- One or more adult chaperones will be on each bus.
- Students will be monitored during bus travel by use of bus cards. Each person will be issued a personalized bus card upon boarding the bus. The cards left over designate who is absent from the trip. The students return the card to the chaperone upon disembarking the bus.
- Bus changes will be allowed with director approval only.
- Buses are to be treated with care and all trash must be placed in the receptacle provided. Keep the bus clean.
- No one will leave the group for any reason without director approval. Anyone leaving with approval must travel in groups of at least 3.
- An itinerary will be provided for every trip. Please be prepared to have your parents ready to pick you up at the appropriate time.
- Smoking, drinking, drug use, or the possession of such material will not be tolerated. Violators will be prosecuted under both district rules and criminal law and will be permanently removed from the band program.
- Public displays of affection are inappropriate and will not be tolerated.
- Students will travel to and from a band commitment as a group on the transportation provided. Under extenuating circumstances, exceptions will be made on a case-by-case basis. Students can only be released to their own parent or guardian. Written requests must be approved and signed by a band director before the band leaves AHS.
- When traveling on a bus, do not apply any aerosol/spray/fragranced product. Some people are sensitive to strong aromas especially in closed in spaces. These products include: hair spray, hand lotion, cologne, after-shave, perfume, baby powder, etc.
- There shall be no shouting, singing, clapping, etc., or any other loud noises that might distract the bus driver, chaperones, or other students.
- All electronic devices may only be used with headphones.
- All electronic devices may only be used with acceptable content.
- In the event that the band uses charter buses with onboard video capability, only G- and PG- rated movies will be shown.
- Everyone must remain seated, facing forward while the bus is in motion.
- Profanity is offensive and will not be tolerated. It is imperative that we be respectful of each other.

These guidelines are not meant to prevent students from having fun. They are designed to allow everyone the same opportunity to have a positive, enjoyable experience. These rules give everyone the freedom to enjoy the experience without others infringing on your rights.

Disciplinary Actions for Band Trips

- Students may be asked to move into a seat with a chaperone or director.
- Students may be asked to ride another bus.
- Students may be restricted from traveling with the band for a given time period.

RETURNING WITH A PARENT

A student may return from an event with a parent if his/her parent or guardian requests, in writing, that the student be allowed to ride with the parent or the parent presents a written request to the director the day before the scheduled trip that the student be allowed to ride with an adult designated by the parent. The proper procedure for transferring the student to the parent or parent's designee is as follows:

1. The student brings the note to the director of bands for approval. The director will sign it and give it back to the student.
2. The student then takes the note to their bus chaperone who will collect the note and give it to the head chaperone before the buses leave.
3. If the student plays one of the larger instruments that goes on the trailer, then they must find someone who will unload it upon returning and put it in the correct place in the band hall.
4. The student will be released, but only if the parent is present.

The district shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

PROMPT PICK UP

Please be prompt when picking up your students. In that all rehearsal and performance times are clearly defined in the band calendar and itineraries; all students are to be picked up within 30 minutes of the end of rehearsal or their return to the band hall following a performance.

At times, arrivals home may be more difficult to specify due, often times, to extenuating circumstance. In this instance students will be instructed to call their parents using available cell phones when we reach a predetermined point just prior to arrival.

DRESS CODE

The AISD dress code will be strictly adhered to at all times. The personal appearance of the individual is important. In no way is this program trying to suppress the individuality of the members. However, all audience focus must be on the group, not the individual. Therefore, when in uniform, the following guidelines will be exacted:

- No jewelry...watches, rings, earrings, body piercing, and/or necklaces.
- All band members (male and female) will wear their hair off the collar; hair will be worn up and not touching the collar of the uniform. All hair will be worn inside the hat while it is on your head. Distracting hair colors violate district policy.
- Only very light make-up will be appropriate. All make up will be on before inspection. At no time will band members be applying make-up in the stands. Glitter, stickers, face-paint, etc. are discouraged.
- Color Guard make-up will be determined by the director.
- When the uniform is designated to be worn, it is to be worn with respect and in its entirety. Jackets, shakos, and gloves may be removed only with the director's permission.
- Only designated food is allowed to be consumed while in uniform.

LEADERSHIP POSITIONS

Drum Majors

The drum majors are responsible for establishing proper rehearsal environment and communication of instructions on the field. They are also responsible for coordinating all before and after rehearsal logistics with the Loading Crew Captain. They are to be afforded the utmost respect and their directions are to be followed at all times. Drum majors are required to attend drum major camp (offsite) and leadership camp (@ AHS) during the summer.

Section Leaders ~ Captains & Section Leaders

Section leader responsibilities include teaching new marcher camp, teaching marching fundamentals, running marching sectional rehearsals in the absence of an instructor. They are always to act as role models for the rest of the band, and liaisons between the students and the directors. Additionally, they lead their sections throughout the year in a variety of activities. Captains are superior in rank and are organized by families - woodwind, brass, percussion and guard. They coordinate the actions of their subordinate lieutenants and liaise between the lieutenants and drum majors. All captains and lieutenants are expected to attend summer leadership camp during the summer. **At the discretion of the band directors, section leaders may be suspended due to failure to complete assigned job descriptions.**

Council Officers

Council Officers are responsible for all student administrative duties and are the primary force behind all band social activities. Council Officers include President, Vice President, and Secretary/Treasurer. In addition to the responsibilities specific to their respective offices the following is a list of duties and expectations for all council officers.

- Organize and oversee big brother/sister adoption program
- Assist directors with tutorial program
- Assist directors with care and maintenance of Band Hall
- Organize and oversee two band social events per year (one per semester)
- Help monitor and maintain spirit of band at all times
- Organize and oversee welcoming committee for visiting bands/schools
- Assist with recruitment activities
- Band camp spirit projects (spirit days, contests, buddy lunch, etc.)
- Assist Band Boosters as needed
- Assist Band Boosters in planning the picnic and banquet
- Always promoting positive spirit and attitudes about the band program to the entire Aubrey community

President

Responsibilities of the president shall be, but are not limited to:

- Oversee all of the above projects
- Plan and lead all student leader meetings; create and distribute an agenda for the student leader meetings.
- Ensure that all student leaders are executing their responsibilities at a satisfactory level.
- Provide input into band member and section of the week considerations.
- Assist other student leaders in their responsibilities as needed.
- Liaison between band booster organization and students; communicate with band staff and parents regularly.

Vice President

Responsibilities of the vice-president shall be, but are not limited to:

- Assist the president in the performance of duties and responsibilities.
- Assume responsibilities of president if current president is unavailable.
- Attend all student leader meetings.
- Post announcements, monthly birthday calendar and pertinent information on band hall bulletin board. Work with the band directors on what pertinent information needs to be posted and the timing of the posting.
- Provide input into band member and section of the week considerations.
- Assist other student leaders in their responsibilities as needed.
- Communicate with band staff and parents regularly.

Secretary/Treasurer

Responsibilities of the Secretary/Treasurer shall be, but are not limited to:

- Keep minutes for all student leader meetings.
- Take attendance at leadership meetings/events and report to president.
- Coordinate profit shares and other fundraisers for council.
- Post special reminders in Band Hall of due dates, upcoming events, etc. Work with the vice president and band directors on what special reminders needs to be posted and the timing of the posting.
- Coordinate monthly birthday calendars.

Council Members

Additional Council Members are Chaplain, Historian, Uniform Captain, Loading Crew Captain, and Head Librarian. In addition to the responsibilities specific to their respective position the following is a list of duties and expectations for all council members.

- Assist directors with care and maintenance of Band Hall
- Help monitor and maintain spirit of band at all times
- Assist Band Boosters as needed
- Always promoting positive spirit and attitudes about the band program to the entire Aubrey community

Chaplain

Responsibilities of the Chaplain shall be, but are not limited to:

- Lead group in spiritual settings, moments of silence, etc.

- Assume responsibility (not financial) for flowers, cards, gifts, etc. in times of celebration or grief for AHS staff, students, and extended band family.
- Help maintain high morale within band program.

Historian

Responsibilities of the historian shall be, but are not limited to:

- Establish and maintain a wall/memory board of pictures of band activities and events.

- Create a committee to assist in production of end of year band video.
- Update social media with current photos of students and events.

Uniform Captain

Responsibilities of the uniform captain shall be, but are not limited to:

- Manage the uniforms of the band program in all areas such as organizing, racking, storing, and issuing.
- Help maintain a thorough inventory of all uniform related items.
- Establish a uniform crew to manage the uniform area.
- Ensure proper care and storage of all uniforms.
- Administrate the issuing of all uniform related items.

Loading Crew Captain

Responsibilities of the loading crew captain shall be, but are not limited to:

- Create a process to select and appoint the loading crew.
- Assign equipment to loading crew members for transporting on/off the field for rehearsals and performances.
- Work with the band staff and loading crew to ensure effective loading and movement of band equipment for all travel.
- Work with directors to establish an organized instrument storage system.
- Maintain the organization of the established instrument storage.

Head Librarian

Responsibilities of the head librarian shall be, but are not limited to:

- Copy and organize music for marching band and all concert band music.
- Organize and update music library.
- Assist directors in all library projects.
- Oversee entire library crew.

All student leaders must maintain eligibility in order to retain office. Elected officers will meet all specified responsibilities and assist the directors as needed. Section leaders will be responsible for the musical and marching performances of their sections and will assist the directors as requested. All section leaders will attend a two-day mini-camp with the directors prior to summer band. The purpose of this will be to set goals, agendas, discuss marching techniques, and other objectives as needed. **Any student leader failing to meet the duties of their position can be placed on probation or replaced.**

Band Service Crews

Library Crew

- Assist Head Librarian with all duties
- Copy music and informational papers for band program
- Maintain and organize library facility
- Assist directors with all copying and filing

Uniform Crew

- Assist Uniform Crew Captain with all duties
- Maintain and organize uniform facility
- Checking in/out of all uniforms
- Assist in fitting and mending of uniforms

Loading Crew

- Assist Loading Crew Captain with all duties
- Maintain and organize loading procedures at rehearsals, performances, etc.
- Responsible for safely transporting equipment (sound system, etc.) to and rehearsals/performances

INTERNET/SOCIAL NETWORKING

The Internet and social networking websites (Facebook, Twitter, Instagram, etc.) are great tools for keeping in touch, getting information and having fun. However, these same sites can create problems for both the user and the general public. Please realize that anything you - as a member - post on any site is a representation of the Aubrey Chaparral Band, your family and yourself. If you choose to use these sites and resources, do so with restraint and caution for your safety and reputation.

This is not an attempt to curtail your right to express yourself, but rather to help you realize that this information, once put on the web, becomes public on a global scale and never goes away. It can affect such things as whether you are hired for a job or receive a promotion. It can offend or help people and it can heal or hurt relationships.

With this in mind, please take a moment to reflect what will happen before you post something that could be taken negatively. Offenses considered unbecoming of a band member and/or student leader include, but are not limited to, engaging in unfavorable, questionable, or illegal actions documented through electronic media (i.e. video, websites, personal home pages, blogs, text messages or social media sites). Additionally, using electronic communication devices in a way that brings discredit, dishonor, or disgrace to the organization or members of the organization, including themselves via camera phones, digital photos, social media sites, email, etc. Any of the above actions may result in immediate removal from the band if deemed appropriate by the directors and/or administration.

Drug or alcohol use or bullying will not be tolerated in the Aubrey Chaparral Band and bragging or leading people to believe it is going on in person or through social media can be grounds for dismissal from the band program. The defense that "my account has been hacked" will not be accepted unless you can demonstrate that you have taken all steps to neutralize your account through the website's administrator.

CONFLICTS BETWEEN SCHOOL SPONSORED PROGRAMS

It is common for band members to be active in other school-sponsored programs, such as team athletics, and invariably conflicts arise between practice/rehearsal and game/performance schedules. It is the policy of the Chaparral Band and its directors to resolve any conflicts directly with the coaches or sponsors of the conflicting program on behalf of the student so as not to place the him/her in the unpleasant position of having to choose and, thereby, potentially disappoint members of the 'other' program.

It is the expectation of the directors that the two programs "share" or split the overlapping time equally or in a ratio agreed upon by both parties. This is done with the caveat that "greater" events, such as games/ performances, will supersede "lesser" events, such as practices/ rehearsals when the two are in direct conflict.

ABSENCE AS PUNISHMENT

Please do not prohibit your student from attending band rehearsals or performances as a punishment for misbehavior. This will result in your student receiving a rehearsal/ performance grade of zero, depending on the event, and will actually penalize the group as whole as the band will invariably have to repeat the material missed by you student at a later time.

BAND LETTERING POLICY

A student may letter any or all of their years in High School. However, you may only receive one jacket regardless of how many AHS programs you letter in. Multiyear letter winners may order a "bar" for their letter. You must have 32 points total in order to letter.

The district will provide letter jackets. The student pays for all accessory items and patches. Students earning a letter will be given ordering instructions. It will be their responsibility to order the jacket.

WINDS & PERCUSSION LETTERING REQUIREMENTS

8 Points (THIS SECTION IS CUMULATIVE – 8 points per SEMESTER of participation.)

- One complete SEMESTER of successful participation in either marching band or concert band. (If a student becomes ineligible and cannot participate in UIL Marching Contest or UIL Concert & Sight-reading Contest, the student will forfeit the 8 points allotted for that semester.)

10 Points (Non-Cumulative) The student may earn multiple points in this category.

- Selection into and performance with the ATSSB All Region Band
- Selection into and performance with the ATSSB All Region Jazz Band

- Certification for ATSSB Area (must audition)
- Selection into and performance with the ATSSB All State Band

6 Points (Non-Cumulative) The student may earn multiple points in this category.

- Performance of a solo at the UIL Solo & Ensemble Contest earning a Superior (1) rating
- Performance of an ensemble at the UIL Solo & Ensemble Contest earning a Superior (1) rating
- Performance of a solo at the UIL State Solo & Ensemble Contest and earning a Superior (1) rating
- Performance of an ensemble at the UIL State Solo & Ensemble Contest and earning a Superior (1) rating
- Top 7 solo finalist at the Aubrey High School Solo Contest

(Cumulative) The student may earn multiple points in this category.

- 4 points per YEAR for members of loading crew
- 4 points per YEAR for Leadership (officers and council)

COLOR GUARD LETTERING REQUIREMENTS

8 Points (THIS SECTION IS CUMULATIVE – 8 points per SEMESTER of participation.)

- One complete SEMESTER of successful participation in either summer/marching band or winter guard. (If a student becomes ineligible and cannot participate in UIL Marching Contest or NCTC/WGI season, the student will forfeit the 8 points allotted for that semester.)

10 Points (Non-Cumulative) The student may earn multiple points in this category.

- Performance of a solo at winter show
- Performance of a solo at a spring solo/ensemble competition

6 Points (Non-Cumulative) The student may earn multiple points in this category.

- Performance of an ensemble at winter show
- Performance of an ensemble at the spring solo & ensemble competition

3 Points (Non-Cumulative) The student may earn multiple points in this category.

- Participation in an extra camp/clinic/workshop/dance class outside of our organizations requirements (must be pre-approved by director)

(Cumulative) The student may earn multiple points in this category.

- 4 points per YEAR for members of loading crew
- 4 points per YEAR for Leadership (officers and council)

Student Acknowledgment

I have read the *BAND HANDBOOK* and agree to abide by all the policies stated. I realize that it takes cooperation from 100% of the students to make our band a success, and I agree to do my part to help achieve this goal. I also realize that my commitment begins with summer band and ends with the band's performance at graduation.

STUDENT'S SIGNATURE

DATE

Parent Acknowledgment

We, the parents, and/or legal guardian of the above-named student have read the *BAND HANDBOOK* and agree to abide by all the policies stated. I also realize that my student's commitment begins with summer band and ends with the band's performance at graduation.

PARENT'S SIGNATURE

DATE

By signing below, I _____, parent of _____, give my permission for pictures of my student to be used in documents/flyers and/or online for the purpose of public relations, advertisement, and recruitment for the Chaparral Band program.

PARENT'S SIGNATURE

DATE

RETURN TO THE BAND OFFICE

FOR OFFICE USE ONLY

DATE RECEIVED: _____