

**Burnet High School
Band &
Esprit de Corps**



**Band Handbook
'21-'22**

Preface

This handbook has been written for the Burnet High School Band members and their parents. The purpose of this handbook is to provide information, guidelines and explanations that students and parents will find helpful in making the high school band experience successful and meaningful. Students and parents will be responsible for becoming familiar with all guidelines and policies outlined in this handbook and will be expected to follow them.

Throughout this year, you will experience countless opportunities for growth through rehearsals and performances, travel and competition, and the daily interaction with other band members and directors that share your interests and goals. From the performances in our own community to those across the state and country, we will always set the highest musical standard. Students will set their personal goals high as well with membership in region, area and all-state honor groups. Perhaps most important is the high academic achievement and exemplary conduct that is expected of Burnet High School band members. Our goal as a band will be to maintain these traditions and these expectations throughout this year.

This handbook is not intended to be all inclusive with every possible situation and question; however, a thorough knowledge of these materials is essential to the smooth operation and success of the band. Although not anticipated, this handbook may be updated or amended at any time. Because this group is made up of individuals, any deviations or exceptions to the policies and procedures laid out in this handbook will be made on a case by case basis.

BHS Band Mission Statement

All students are welcomed into a positive, encouraging environment where everyone has value. The band is a family where students and staff express a mutual love of music while working at a superior level. We will strive to be the embodiment of spirit, an example of pride, bringing honor to our band, school, and community.

Directors

Andrew Hicks, Director of Bands

Ian Young & Joseph Cox, Associate Directors

Administration

Casey Burkhart, BHS Principal

Keith McBurnett, BCISD Superintendent

This handbook has been reviewed and approved by the BHS Administration.

Making a Commitment

Dedication – In order to be a member of a successful performing group, each person must decide if he or she wants to make the commitment of time and dedication. Success comes from what you do with the time you have and not from how much time you have. A quality band program is built upon the consistent attendance of all band members at all rehearsals and performances. Your teammates are counting on you to be their best.

Other School Activities – Band is a busy activity with before and after-school rehearsals year-round. For students involved in other school activities, we will accommodate in every way possible to make sure you are able to participate fully in band and other activities! We will always strive to construct a rehearsal and performance schedule that allows ample involvement in activities outside of band. I will visit with the sponsors of the other activities to find out what schedule of sharing is best for everyone involved. No student will be made to choose one over the other!

Communication – The faculty and administration work together to ensure that all students are able to participate in all school-sponsored activities. Please make us aware of any potential conflicts in a timely manner so the best possible to the conflict can be made for everyone involved

Enrollment Requirements

- **Full Year** – Band is considered a full-year course and students who participate during the first semester must also participate during the second. Students will not be allowed to enroll in band for only one semester per year. Any exceptions to this policy must be approved by the band director and school administrator.
- **HS Band Career** – Quality in a band program is built upon the continuous participation and dedication of its members over a long period of time. Each individual in the band relies on all of the others to do their part in making the group the best it can be. From the moment a student starts band as a sixth grade beginner until he/she graduates high school, his/her degree of musicianship and understanding of dedication and teamwork increase dramatically each year. For a student to miss participating in band for even as little as one semester will put him/her extremely far behind and greatly jeopardize the overall quality of the band upon his/her return.
- **Rejoining Band** – Any student who chooses not to participate in band during a school year or who is dismissed from the band program by the director for disciplinary reasons may only rejoin band if approved by the director.

General Band Rules

1. No food, drinks, or gum allowed in the band hall (except bottled water) unless otherwise indicated by a director.
2. Gum is not allowed during any band rehearsal or performance (inside or outside).
3. Be on time for all band functions. Remember to be early is to be on time!
4. Respect the property of the school, directors, and other band members.
5. No student is to hold, play, or otherwise operate/handle another person's instrument. IF IT IS NOT YOURS, DON'T TOUCH IT!!
6. Do not engage in any behavior that will keep a director from teaching or a student from learning.

Other Band Hall Rules

- During rehearsals please obtain permission from the director to talk or to excuse yourself by raising your hand.
- Students are not allowed to occupy the teacher workroom without permission.
- Cell phones are not to be used inappropriately at any time during a rehearsal or performance.
- Keep our facilities clean.
- Listen carefully, read the announcement board, and follow all directions.
- Good behavior is expected. If you don't know, ask! If you think it's wrong, don't do it!
- Profanity should not be used.

Attendance

The band is dependent upon ALL of its members. Unlike most other classes where individuals are accountable only for their success or failure, the success of a band student is in large part dependent on the full participation of ALL of the organization's members. It is therefore vitally important that every student understand, respect, and execute the following principles:

1. **Prioritize Band Commitments**** -- Work schedules, doctor appointments, family trips, and other non-school sponsored activities must not interfere with *the rehearsal and performance schedule that is distributed to each student*. Any of the above mentioned examples would be considered unexcused.
 - Unexcused absences may result in lowering of grades, assignment of detention, or loss of placement in the band. Continued unexcused absences may result in dismissal from the band program.
 - Excused absences would include: severe illness (doctors note needed), extreme family emergency/death in family (parent note needed), and participation in other school activities.

****NOTE: exceptions to above item will be handled on a case by case basis.**

2. **Absence Communication** - Any known or expected absence must be presented in writing or emailed by a parent to a director at least 24 hours prior to the absence.
3. **Organize Responsibly** -- Students who are involved in other school activities **must** plan ahead responsibly. Proactive, advance planning is essential and must take place:
 - To completely avoid the occurrence of any type of conflict

OR

 - To favorably resolve the presence of a legitimate and justifiable conflict for the benefit of all parties involved.
4. **Plan Proactively** -- Ask to receive a complete schedule from all of your activities so that you will have the maximum amount of time to work out potential schedule conflicts.
5. **Communicate Timely** -- The band directors will work together with the other teachers, coaches, and directors of various activities in order to give each student every opportunity to participate fully in all activities. You must do your part to communicate with coaches, teachers and other directors also.
6. **Tutorials** -- Students attending tutorials that will cause them to miss a scheduled band event (at any point in the year) must communicate with the directors **well before the tutorials start**. You must make up any absence or partial absence from sectional or rehearsal. Failure to do so will affect your band grade accordingly.
7. **Makeup Procedures** – Students are expected to act responsibly and make up any missed required band functions **in a timely manner**. Directors will instruct the students as to the appropriate makeup guidelines.

Disciplinary Procedures

Discipline is extremely important and good conduct is expected. Remember to conduct yourselves as ladies and gentlemen at all times. Treat your director, your teachers, your administrators and classmates with respect at all times, and they will be inclined to return that same respect to you.

Any failure to follow the rules set forth in this handbook will result in disciplinary action. Any action will follow this procedure:

1. Verbal Warning
2. Parent Contact & Band Detention
3. Formal Parent Conference and additional Band Detention
4. Administrative Referral
5. Formal reevaluation of continued band participation

Progression through this sequence is at the discretion of the directors.

A student being assigned band detention will be required to complete extra work as assigned by the directors. The extra work can include, but is not limited to, the following:

- Remedial Academic Study
- Band Hall Detail Work
- Cleaning
- Reorganizing
- Equipment Moving
- Music Library Work
- Post-function Cleaning
- Written Music Work

BCISD Code of Conduct

- All policies set forth in the BCISD adopted code of conduct including discipline management and illegal substances will be in effect and each member of the BHS Band will be held accountable to these policies, procedures, ethics and standards.
- Band members who violate the BCISD code of conduct or school rules shall be subject to disciplinary action. Disciplinary options include, but are not limited to, suspension from participation, removal from the band program, or removal to an alternative education program.

Grading

Grades will be determined using the following criteria:

- Participation in class and all band events
- Attendance and participation at all extra rehearsals at the scheduled time
- Attendance at all public performances

Performances are the only way a band member can share his/her gift with others. They are also the only way our patrons have any knowledge of how much you have learned and improved and are a major part of each student's grade. Students are expected to stay for the duration of each concert and football game in order to hear the progress made by each group and to receive grade credit.

- Weekly playing tests, recorded tests, and written tests - most of which done on google classroom
- Instruments, binders, and supplies used in class daily
- Memorization of marching band music at scheduled playoff dates and times
- Inspections (instruments, music, band binders, pencils, reeds, valve oil, and other supplies)
- Punctuality to class, extra rehearsals, and concerts

Individual Performance Goals

Each student shall:

- Be able to play with a sound characteristic of his/her instrument and be able to show this by a constant demonstration of his/her understanding of the concept
- Understand how to have air/tone support and show this by a constant demonstration of good supporting ability
- Recognize the tuning problems of his/her own instrument (in general and specific) and be able to correct tuning discrepancies as a soloist or as a member of a group of any size
- Constantly and consistently practice correct posture and hand positioning
- Be proficient on all of his/her required music

Home Practice

All band students are expected to practice outside of class time regularly. Home practice is absolutely essential to developing top-quality musicians and excellent band performances. Class time and extra rehearsals are not enough time for you to develop into the best musician you can be. Throughout the year, students will always have some music that they should be working on at home or in one of our many practice rooms.

Academic Eligibility

Texas law requires that students maintain passing grades (70 or above) in all classes to participate in UIL or other extra-curricular activities. A failing grade brings a three week non-participation penalty, beginning one week after the grading period ends. The eligibility rules begin with the first six weeks grading period. Each member is important, and to prepare a high quality performance, all of us must be able to count on each member to do the job. To have even as few as one or two students lose their eligibility to participate because of failing grades at the end of a six-week grading period could have devastating effects upon the entire band.

For a variety of reasons, each year seems to present some new challenge or circumstance when dealing with eligibility issues. To avoid any conflicts and questions about eligibility, **JUST PASS YOUR CLASSES!!!** Teachers at Burnet High School are always willing to help a student succeed. Do the work required and turn it in on time, take advantage of tutorials when offered, and put forth honest and genuine effort in class.

Instruments

- School Instruments--Students who will play school-owned instruments will be assigned those instruments by the band director. Use of a school horn is a privilege, not a right, and may be withdrawn at the discretion of the director.
- Personal Instruments--Students not assigned to play school instruments are expected to supply their own instrument through private means. This may include buying, renting or borrowing an instrument. The owner is responsible for keeping serial numbers on file. Not possessing an instrument to perform on may be grounds for removal from the band program.
- Repairs--All instruments are to be kept in good playing order. Do not attempt to make repairs yourself. If repairs are needed, a band director will assist in assessing the type and amount of repair needed. Do not take any instrument to a repair shop prior to consulting with a director. Please communicate any needed repairs as soon as possible.
- Missing Instrument--Students should bring their instrument to class every day and to all performances. If a student does not have an instrument with them, a director may lower their grade for that day or performance.

Supplies

- Students should have all necessary supplies (see below) with them in class every day. Basic instrument supplies such as reeds and valve oil will be provided by the school. Students are responsible making sure they have all the require instrumental supplies
- Other Required Items--All band members need the following equipment:
 - Black Socks (Long with no visible logos or markings)
 - Black Marching Band Shoes (not tennis shoes)
 - Black gloves – long wristed, sure grip style
 - Flip Folder (used during marching season) – from band
 - Lyre (used during marching season) – from band

Lockers

- Locker Assignments
 - Students will be assigned a locker to secure their instrument and other personal items.
 - Students are responsible for securing and protecting the instrument and other items stored in the locker from theft or damage.
 - Students and their parent/guardians are responsible for the repair or replacement of the instrument if stolen or damaged.
 - Students are not to change lockers or occupy another individual's locker without director permission.
 - All lockers and locker contents are subject to inspection.
- Locks
 - *Each student will be provided a lock from the school.*
 - *Lockers should be kept locked at all times.*

Uniforms

Marching Uniform

- School Issued Coat, Pants, Gauntlets, Hat, Plume
- Uniform Undershirt
- Black Viper Marching Band Shoes
- Full Length Black Socks!!!
- No Visible Jewelry
- Long Hair must be completely inside the hat while performing
- Any clothing worn under the uniform must not be bulky or stick out from beneath the uniform.
- Uniform is to be worn completely at all times (all zippers closed) unless instructed to do so by a director.

Casual Performance Uniform

- Band Polo
- Jeans or school appropriate shorts (depending on weather)
- Appropriate shoes for marching (no flip flops, sandals, boots, etc.)

Uniform Care and Cleaning

- Each band member is responsible for taking care of the uniforms (marching or concert) by properly hanging the uniform.
- Uniform bags should remain unzipped after each use.

- Uniform cleaning will be taken care of by the school. Uniforms are not to be taken home to clean without permission from the director.
- The uniforms are the property of the BHS Band and must be returned at the conclusion of each performance, unless otherwise stated by the band directors.
- Students are not to switch uniforms without permission from the uniform captain and/or director.

Summer Band

Summer band rehearsals will begin each year in the latter part of the last week of July and will continue until school begins. Specific dates will be available at the first of summer break. Please plan ahead by keeping these times open. **Rehearsals are not optional.** *Work schedules and family vacations will need to be adjusted to meet rehearsal requirements.* If an emergency arises that causes you to miss a rehearsal, make sure you contact us beforehand! It is understood that all absences cannot be avoided and that some family vacation times are limited by employers, so please plan ahead and communicate any conflicts in a timely manner. **Failure to attend summer band rehearsals may result in loss of spot in the UIL marching show and/or removal from the program.**

Marching Band Performance Procedures

Home Football Games

- In order to make Friday rehearsals more efficient and after school time more structured and safe, students will be required to stay at the school between school release and game time on Fridays.
- After the pep rally, students will report to the band hall. Students **ARE NOT** allowed to leave the school for any reason. This is for the safety of all students.
- We will move to the stadium for rehearsal from 4-5 pm. All game essential equipment will be taken to the stadium (front ensemble, stadium hardware, ladders, etc.)
- After rehearsal, students will return to the band hall and eat dinner. This dinner will be provided through the food fair share portion of the band fee.
- After dinner, students will change into uniforms and prepare for the game.
- Students will need to make sure that all necessary items are at school that day. No one will be allowed to leave.

Pre-Performance for Out of Town Football Games and Contests

- **Call Times**—Students are to be in marching band uniform with gloves, gauntlets, flip folder and hat box ready for inspection by the posted call time.
- **Inspection**—Prior to each performance, each section will be checked for flip folders and uniform parts including black gloves, hat, clean shoes, full-length black socks and proper pant length. Instruments should be in proper working order and polished. Infractions may result in detention.
- **Loading** – Section leaders must make sure all horns, equipment, etc. are ready for loading (stacked together in sections outside the band hall on the sidewalk). Each section leader

is responsible for the section assigned to them. All loading will be done prior to call time.

- Bus—(see Student Travel/Bus Guidelines)
- Departure Times—Departure times mean that is the time when the wheels on the bus begin moving towards our destination and does not mean that is the time to board the bus.
- Unloading—Students are to remain on the bus until instructions are given by a director. Loading crew will immediately begin unloading equipment. It is each student's responsibility to quickly gather their belongings and meet with their sections. Percussion will bring stadium hardware and hatboxes to set up in the stadium.
- Stadium Entry--Entry into the stadium will be as a group. Do not play instruments until instructed to do so by a director.
- Hatboxes--Hatboxes shall contain hat, gloves, music, and gauntlets. DO NOT put food in your hat box.
- Restroom Breaks—Use the restroom prior to departing for each event. Restroom breaks can occur once we are situated in the stands

Stadium Rules

- Stay in your assigned place. A seating plan is designed for the best sound and visual appearance of the band.
- Be ready to play stand tunes on short notice.
- No one is allowed to leave the band area without a director's approval.
- Band members are not allowed to have food in the stands or go to the concession stand for food or drinks during the game.
- No one but band personnel is allowed in the band section. Alumni or special guests are sometimes exceptions, but only by permission of the director.
- Face painting, unnatural hair color, decorated instruments or anything not related to the uniformity of the group will not be allowed at games or any public performances without permission from the director.

Post-Performance

- Put your instrument in its case.
- Take care of any trash in your area.
- Make sure your equipment is loaded properly.
- Take care of using the restroom BEFORE boarding the bus.
- You must ride the same bus home that you rode to the event.
- Everyone is responsible for getting their equipment back into proper storage in the band hall.
- Arrival times will be posted ahead of time, and it is the student's responsibility to secure transportation home from the school within 30 minutes of arrival time.

Alternates

- During all rehearsals, the directors will constantly evaluate each student's performance. Students identified as needing extra help with either their marching or playing skills may be assigned as alternates. There may be opportunities provided to students for extra instruction they need in order to begin earning permanent positions in the performing group at a later time or the following year.
- Anyone designated as an alternate for the marching show will continue to perform with the band for all other functions, including pep rallies, football games, parades, etc.

- Students who continually fail to follow band rules, who fail to give their best effort during practice, or who miss rehearsals or performances for unexcused reasons may also become alternates
- All members of the band must attend all rehearsals and performances whether or not they are alternates.

Student Travel

General Policies

- Conduct – school sponsored trips are extensions of the school day with school regulations in effect for the duration of the trip.
- Dress - All band members will dress properly on all out-of-town trips. School dress code is in effect on school trips of any kind.
- Band members represent Burnet CISD and should conduct themselves like ladies and gentlemen at all times.
- General Etiquette – it is important that all Burnet High School Band members display good etiquette while being an audience member at any contest. At no time will negative comments about other ensembles, bands, or schools be allowed or tolerated.
- After a competition, the BHS Band will always sit together as a group while watching other groups perform.
- It is very important that all rules are followed. Your failure to follow all rules will jeopardize the opportunity for future trips to occur.

Event Travel Policies

- All band members are expected to travel with the band.
- Students are not to ride with parents, family members, or others to or from full band events such as football games, UIL marching and/or concert competitions as a matter of convenience.
- Students may be excused to leave with a parent/guardian after a band event under the following conditions:
 - The parent/guardian must be present and sign the student out after the event
 - A student wishing to leave with non-parent/guardian adults must have written permission from the parent/guardian allowing this to happen before the event.
 - Students are only allowed to leave with an adult.
- School-approved parent sponsors and school officials are the only non-band personnel allowed to ride on the bus with band members to events.

Overnight Travel/Hotel

- When you are in the hotel, remember that you are guests and that the hotel is serving other guests. Please be respectful. Upon arrival, please inspect your room and notify a sponsor of any irregularities or damage. From that point on, the students will be held responsible for any damages.
- Small items such as towels, etc. or any hotel property will not be removed from the hotel. This is considered theft and will be dealt with accordingly.
- If you have a relative that would like to visit you while on the trip, it will be necessary for your parents to write a note in advance to let us know whom to expect.
- As a safety precaution, there will be no deliveries made to individual rooms unless permission is granted ahead of time by a sponsor.
- Excessive noise of any kind will not be tolerated at any time day or night.

- At no time will boys be permitted in girls' rooms and vice versa. Students must stay in their rooms nightly after lights out.
- Medications-- Students taking prescription medications on any school-approved travel must bring a note from a parent and/or doctor with permission and instructions on how to administer. It is also recommended to keep track of the quantity given to the student.

Bus Guidelines

- Students will be released to the bus by groups. Use the restroom before boarding. Once on the bus, each student must sign the seating chart and remain in the seat assigned. Please write legibly and use your correct name.
- Students on each bus will be assigned to remove trash or personal items on each trip.
- Refrain from extending your head or body outside of the bus.
- Please do not sit on the back of the seats.
- Glass containers and soft drinks in plastic/paper cups or in cans will not be allowed. Only plastic bottles with twist tops will be allowed.
- Instruments should not be played on the bus.
- Personal headphone use is acceptable, and external speakers or music audible to everyone is unacceptable.
- Students will always remain on the bus at all stops until dismissed by the director.
- Loud, boisterous talking, screaming, etc., is not necessary.
- Upon returning from a bus trip and/or performance, the band members may be dismissed as a group once it is determined by the director that all equipment and uniforms have been stored properly and that the busses are clear of any trash and/or personal items

Sponsors

- All sponsors that ride on Burnet CISD transportation must be approved by the district.
- Sponsors should be prepared to help the directors as they need it on trips.
- Sponsors should not allow special privileges for individuals or groups without consulting with the directors.

Payments and Fundraising

- All In-Person payments need to be clearly marked in an envelope and placed in the drop box in the band hall
- Any money given to directors by students and parents should be in the form of a check whenever possible.
- Fundraisers are a way for students to earn the money needed for trips and festivals to avoid out-of-pocket expenses. Students are responsible for the money and products that they sell and will be financially responsible for any lost money or products.
- Any monies turned in by a student that are **raised** under the auspices of Burnet CISD, BHS Esprit de Corps, or BHS Bands are non-refundable. **On a case by case basis, any payments made directly by a student or their parent can be refunded. Please consult with the directors if this situation arises.**
- If a student has made a deposit toward a trip and subsequently becomes ineligible, the deposit will not be returned if the ineligibility should occur after the final payment deadline.

- Students who fail to turn in fundraiser or supply monies will not be allowed to participate in future fundraisers or receive supplies until all debts are collected. All debts will roll over each year and end of year report cards may be held until all debts are collected.

Band Fees

Each BHS Band student will be asked to pay a one-time band fee at the beginning of the year. Collecting this fee allows us to purchase certain supply items in bulk for cheaper and keep everything uniform in look. Items covered by the fee are listed below

General Band Fee (paid by all students) - \$200

Other Needed items (paid as needed)

- Shirts, shorts, extra items, etc. – prices will be provided on an order form

School Instrument Usage Fee - \$50 per semester of use

- All students using a school provided instrument will be expected to pay an instrument rental fee of \$50. This fee helps to cover the expenses of cleaning and maintaining quality instruments.
- This fee is for the entire year and covers all instruments, including those that play multiple instruments through different seasons.
- This fee will be collected during the 1st semester.

Letter Jackets

Burnet High School Band members may earn a letter jacket by meeting the following:

- Abide by all rules and policies as stated in the BHS Handbook and BHS Band Handbook.
- Maintain consistent UIL eligibility
- Attend all band rehearsals and performances with no unexcused absences
- Earn 6 total points from the following:
 - 1 point for each semester in band
 - 1 point for being in the Wind Ensemble in the Spring
 - 1 point for earning a seat in the All-Region Band
 - 1 point for qualifying for Area
 - 1 point for earning a 1st Division on a UIL Solo/Ensemble
 - 1 point for advancing to state in UIL Marching (every two years)
- The following automatically qualify for a letter:
 - Earning a seat in the ATSSB All-State Band
 - Earning a 1st Division on a solo at the State Solo Contest

Parent Involvement

Parent communication and involvement in this program is vital to its continuity and continued success. The many far reaching objectives of the program, including musical excellence, lifetime love of music, worthwhile extracurricular endeavors, and development of character traits that will enable all students to be successful people throughout life, are ones that cannot be realized without the cooperation of each student's parents or guardians.

We would like to extend you an invitation to become involved with the Esprit de Corps Boosters. Membership is automatic if you have a child in band and/or Highlandettes, and there is no membership fee. Attending meetings gives each person an opportunity to get better acquainted with other parents and to become familiar with the operations of the organization and the various services it performs for the benefit of your child. Equally important, it gives us a chance to meet and talk with you!

Communication

The yearly activities of the Burnet High School Band are typically communicated to students and parents through the following media:

- Emails, Text, Phone Calls
- Website
- Band Hall Posting
- Social Media

Students and parents can expect written communication from directors throughout the course of the school year. Generally, this is handed out in preparation of major events such as concerts, football games, and contests. We would also like to include parents with email newsletters that will be sent out periodically.

By reading this handbook each you and your child can get a good understanding of what is expected of them and what they can expect from us. We always want the line of communication to be open should you have any questions or concerns. The phone number to the band hall office is 512-715-5446 or you can e-mail me at jahicks@burnetcisd.net. Please feel free to visit our rehearsals at any time and I encourage you to see the band perform whenever possible. You will be amazed at what this outstanding group of young men and women can achieve!

Parents wishing to discuss their child's grades or course expectations should set up a conference by contacting us in advance so that we can make sure our schedules are clear.