

**Douglas  
MacArthur High  
School Band**



**2017-2018**

# **2017-2018 Band Directors and Staff**

## **Evan Berry**

Director of Bands – [eberry@neisd.net](mailto:eberry@neisd.net)

## **Robert Beavers**

Assistant Band Director/Director of Jazz Studies – [rbeave@neisd.net](mailto:rbeave@neisd.net)

## **Cesar Gonzalez**

Assistant Band Director/Director of Percussion– [cgonza15@neisd.net](mailto:cgonza15@neisd.net)

## **Elizabeth Blackford**

Color Guard Director – [blackfordea17@gmail.com](mailto:blackfordea17@gmail.com)

## **Kimberly Young**

Director, Garner Middle School – [kyoung2@neisd.net](mailto:kyoung2@neisd.net)

## **Richard Gonzalez**

Director, Driscoll Middle School – [rgonza3@neisd.net](mailto:rgonza3@neisd.net)

## **Emily Gurwitz**

Director, Bradley Middle School – [egurwi@neisd.net](mailto:egurwi@neisd.net)

# Member Handbook Table of Contents

- 1- MacArthur Band Directors and Staff
- 2- Handbook Table of Contents
- 3- Mission Statement
- 3- About the Band
- 3- Band Organizations
- 4- Auditions/Chair Placements
- 5- Band Fees/Obligations
- 5- Band Shirt/Uniform Accessories
- 5- School Instruments
- 5- Eligibility
- 6- Sectional Rehearsal Policy
- 6- Solo and Ensemble Participation
- 6- Transportation
- 6- Private Lessons
- 7- Student Leadership
- 7- Student Representation at Football Games
- 8- Use of Band Facilities
- 8- Removal from Band Program
- 8- Band Boosters (BPA)
- 8- Band Banquet
- 9- Grading/Assessment
- 9- Attendance
- 11- General Conduct and Expectations
- 12- Band Discipline Plan
- 12- Parent Conferences
- 12- Travel Guidelines
- 13- Chaperones
- 13- Rehearsal/ Performance Expectations for Concert Ensembles
- 13- Instrument Supplies
- 15- Uniforms (ALL Information)
- 17- Water Jugs
- 19- Member and Parent Agreement Form



# Douglas MacArthur High School Band

## Member Handbook

### CONGRATULATIONS on your decision to be a part of the fine tradition of the MACARTHUR HIGH SCHOOL BAND!

This Handbook is designed as a guide for parents and students. It includes specific details concerning all aspects of the Band program, including the Color Guard (Flags). The Color Guard will also have its own specific Constitution and Rules in addition to the Band. Every effort has been made to make this handbook as complete as possible, however the Band Director and/or school administration have the right to make revisions during the school year. All information in this handbook is superseded by the NEISD school board, district administration, and campus administration policy.

### MISSION STATEMENT

The intent of the MacArthur Band programs is to offer every student a well-rounded and enriching music education through participation in individual and group performance-based activities. Throughout their band experience, members develop the values of teamwork, commitment, pride and accomplishment. By successfully developing these skills, the MacArthur Band proudly represents our school district and community.

### ABOUT THE BAND

MacArthur High School is proud to hold the title of the original school of North East Independent School District. Opened originally as North East Rural High School, the school was renamed as Douglas MacArthur High School for the 1958-1959 school year. The MacArthur band prides itself on almost 70 years of traditions dating back to the first bands of the school. The fight song is based off of the University of Wisconsin fight song, "On Wisconsin", and the school alma mater is based off of the American Civil War song "Aura Lee". Over the course of the school history, the band has been awarded consistent first division ratings in both UIL Marching and Concert contests, and was named State Champions of the UIL 5A Marching Contest in both 1985 and 1986. The proud history of the band continues today as students try to again achieve the highest level of recognition for a Texas marching band. The current band directors at MacArthur High School are Head Band Director Evan Berry, Assistant Band Director Robert Beavers, and Assistant Band Director Cesar Gonzalez. The color guard is directed by Elizabeth Blackford. The ensembles included in the MacArthur High School Band Program include the marching band, concert bands, jazz band, percussion ensembles, drumline, and color guard. We constantly strive to be a role model for music education and student leadership.

### BAND ORGANIZATIONS

#### MARCHING BAND

The Marching Band is a combination of all Concert Bands. Marching Band members receive a P.E. waiver for membership in the Marching Band as well as a Fine Arts credit (two year participation requirement). The MacArthur High School Band performs at all pep rallies, football games, and marching contests. Membership in the Marching Band is required of all Band students. Positions on the field for the Marching Band are determined through audition by the Directors based on memorization of the required music, marching skill, attendance, and the overall attitude and self-discipline of the student.

Special Note: Marching shows are developed during the previous spring semester. Due to this, drill design and positions on the field are determined based on enrollment projections. Drill design cannot be re-written for the exact number of students who are enrolled in the program in the late summer and fall semester. When there are more students in particular sections than positions charted for the field, students may be assigned a shared or temporary position with another student or assigned to a position on the field that marches only at halftime during games. Unfortunately, due to "No Pass, No Play", extenuating circumstances, and/or the above mentioned, a position cannot be guaranteed for each and every student on the field for competition.

DRUM LINE

Drum Line auditions are held during the spring semester of the previous school year. The percussion director at MacArthur High School assigns students specific percussion instrument parts for the upcoming fall Marching Band. The decision of the Percussion Director concerning instrument/part assignments is final. There may be a number of extra rehearsals required of members of both the Front Ensemble and Battery Percussion (within the eight hour UIL policy, of course).

INDOOR PERCUSSION ENSEMBLE

The competitive indoor percussion ensemble will run every two years in order to allow for a balanced percussion education with marching and concert percussion. Selection for the ensemble will be determined by competitive audition and open to all students in the program. The indoor percussion will compete in its own events, similar to the indoor color guard program. Spots in the ensemble will be determined by the percussion director and will be final.

COLOR GUARD

Color guard is a competitive performing art. Performers combine their equipment (flags, rifles, and sabres) with interpretive body movements (dancing/marching/acting). During the fall, Color guard members perform with the band at all football games, UIL competitions, and contests as selected by the directors. Color guard members perform in Winterguard contests at various venues in the Spring. During Winterguard, members develop an indoor, color guard-specific show and perform at multiple competitions leading to the state finals. Members will audition for Winterguard teams at the end of the fall semester. Please view the Color guard handbook for more specific information.

CONCERT BANDS

Band students are placed into concert bands by audition according to their performance level, participation, eligibility, and instrumentation needs. The concert bands provide for a wide range of playing abilities and require a certain time commitment. The director's decision on band placement is final. Students will have the opportunity to change band placement at the end of both the fall and spring semester. Winter "re-auditions" will be held each year to accurately place the students for the competitive concert band season in the spring semester. Students that work exceptionally hard in the fall semester will have this opportunity to earn a spot in a better ensemble.

Special Note: There may be more percussionist than percussion spots in the different concert ensembles. Unfortunately, the nature of the percussion section involves a fixed number of parts for each concert piece that cannot be doubled by multiple players. Acceptance into one of the concert bands will be determined by competitive audition and the percussion director will make final decisions. Students not involved in a concert band will still be a part of the percussion ensemble, and will have performances at the end of the spring just like the performing bands.

JAZZ ENSEMBLE

Membership in the Jazz Ensemble is by audition and/or invitation only and must be approved by the Directors. A student must be enrolled as a member of one of the High School Concert Bands to qualify for entrance to the Jazz Ensemble. The only exception to this rule will be students that play the electric guitar, bass (acoustic or electric), or piano. Students performing on a traditional band instrument must be enrolled in a curricular band course in order to be considered for a spot.

INSTRUMENTAL ENSEMBLE MUSIC CLASS

All students who wish to be in an Instrumental Ensemble course must be a member of one of the regular performing ensembles as well. Students are required to participate in all TMEA and UIL events. They must perform a UIL Class I Solo and Ensemble piece as part of their participation in the course. Other requirements may be included within the scope of the course. There must be a minimum number of students enrolled in Instrumental Ensemble class for the course to be scheduled. Students may be required to participate in private instruction at the student's own expense as an additional requirement.

**AUDITIONS/CHAIR PLACEMENT/CHALLENGES**

Placement in all Bands is on the basis of playing auditions and/or by decision of the Director. Placement auditions are held at the discretion of the directors. Audition material is selected by the directors.

Chair placement in all concert bands is on the basis of playing auditions. Chair placement auditions are held throughout the year, at the discretion of the band director. Students are placed in chair-order only on the basis of how he/she performs the audition music. District/Region Band Auditions may play a role in chair/band replacement.

Students are highly encouraged to challenge throughout the year. Challenges allow students the opportunity to earn higher chairs within a concert band, as well as opportunity to move into a more challenging concert band.

### **BAND FEES & OBLIGATIONS**

There are fees and obligations required of each member that are due at the annual “Round Up” fee collection and uniform fitting day. These fees and obligations are described in detail in an information handout distributed in the previous spring. The amounts of these fees vary with the needs of the individual student. Freshmen and first year students to the program usually have the higher totals due to the need to acquire Marching Band shoes, band shirt, etc. The amount usually decreases each year for upperclassmen, assuming that there would not be a need to replace reusable items. Some fees such as the general band fee, uniform cleaning/maintenance fee, and gloves will be a yearly obligation throughout a student’s career in High School Band.

### **BAND SHIRT/UNIFORM ACCESSORIES**

Formal band uniforms are provided by NEISD for the musicians and will be kept at the school between events. The uniforms will be sent out together for cleaning several times during the year. Students are fitted for a uniform during our “Round Up” day during the beginning of summer band rehearsals. Students are responsible for ensuring they have all appropriate parts of the uniform for performances. Uniform parts will include knee-high black socks, correct performance gloves, any hair accessories, and the band shirt. Students must also purchase the band shirts as part of an informal uniform.

### **SCHOOL INSTRUMENTS**

NEISD provides school instruments in the double reed and low woodwind sections as well as many marching, concert brass, and percussion equipment. These instruments are quite costly and are not normally owned by individual students. School instruments are checked out for a maintenance fee of \$30.00. The fee covers only the general maintenance of the instrument. *Any damage done to the instrument will be the sole responsibility of the student to have repaired.* Since NEISD carries no instrument insurance, it is highly recommended that the instrument be added to your household insurance policy to cover any theft or damage that might occur. If the instrument is stolen or damaged while checked out to a student, it is the student’s responsibility to replace or repair the instrument.

### **ELIGIBILITY**

Many band activities are designated by the state as extra-curricular. These activities are therefore governed by the state laws regarding participation (House Bill 72). The state law is such that a student shall be suspended from participation in all extra-curricular activities sponsored or sanctioned by the school district during the nine week period following a grade-reporting period in which the student received a grade lower than seventy in any one class.

The University Interscholastic League (UIL) mandates every school in the state to check student academic eligibility after the first 6 weeks of school. Since NEISD schools are on nine week grading periods, our students are checked for academic eligibility after the nine week grading period as well. However, students who lose eligibility at any nine week grading period may regain eligibility at the three week progress report or the at the six week progress report. In order to achieve or regain academic eligibility, students must pass **ALL** regular classes with a grade of seventy or higher. Students earning a grade lower than 70 in a Pre-AP, AP, Honors, or other advanced class may obtain an eligibility waiver from the campus principal. Students are responsible for obtaining and filling out the waiver form in a timely manner (one week after progress reports).

Students are not suspended from practices, rehearsals or concerts unless the event is a pep rally, admission is charged or if the event is a competition. A few band activities are designated by the state as curricular. These activities are a natural

extension of the learning taking place in the classroom. An example of this type of activity is a free, non-competitive public concert. This type of activity is not governed by state eligibility law.

### SECTIONAL REHEARSAL POLICY

With college-level and upper high school level concert music being performed, section rehearsals for all bands are vital to the successful performance. Section rehearsals are scheduled either before school or after school to accommodate the greatest majority of students in a given section. Students receive a grade for participation and attendance at sectionals.

**SPECIAL NOTE:**

*Student job commitments are not recognized as reasonable excuses from Band performances or rehearsals and are graded accordingly.*

Many Band students are employed and participate successfully in Band. We suggest that the Band student take a copy of the “Yearly Band Calendar” to their employer and clear all Band performances and rehearsals. The majority of employers understand and are flexible if they know of Band commitments well in advance, and they understand that Band performances are a required, graded and vital part of the course work (band directors are glad to talk to employers to validate student commitments.).

### SOLO AND ENSEMBLE PARTICIPATION

The University Interscholastic League (UIL) sponsors both individual and group music competitions for high school band students. Competitions include individual solos as well as ensembles. Students are expected to perform at UIL Solo and Ensemble Contest. The exact performance requirements will be at the discretion of your student’s individual band director. Soloists must perform with piano accompaniment if an accompaniment is published with the solo. The directors will ensure the availability of a piano accompanist unless the student wishes to find his/her own accompanist. Your directors and/or private lesson teachers will gladly assist you in choosing appropriate music for this event. Earning a first division superior rating on a Class 1 solo *by memory* qualifies the event for the Texas State Solo & Ensemble contest.

### TRANSPORTATION

Normal school policy dictates that Band students ride to, and return from band performances as a group on school or chartered buses (for long distance contests or games). On occasion, parents desire to pick up their band child at the conclusion of football games, rather than have them return to the Band Hall on the bus. The procedure that **MUST** be used is as follows:

Immediately **AFTER** the football game is over and the Band has finished playing the school and fight songs, parents should meet their child at their designated bus and let the parent sponsor of that bus know that he/she is riding home with you. *The student is responsible for arranging for their instrument and uniform to be properly taken off the bus and/or truck and stored in the Band Hall in the appropriate place by a reliable student.* The parent may also be required to sign your child’s bus card indicating that you picked up your child from the game as well as show proper identification. *Parents must make sure that there is documentation in writing that their child is being released to them and is seen by the bus chaperone before leaving.*

**FLIP FOLDERS/MUSIC, BLACK SOCKS, BLACK GLOVES, UNIFORM, ETC. WILL BE CHECKED BEFORE ANY STUDENT IS ALLOWED ON THE BUS. ANY STUDENT NOT ALLOWED ON THE BUS MUST RETURN TO THE END OF THE LINE, REGARDLESS OF SENIORITY. CHAPARONES WILL BE NOTIFIED OF ANY STUDENTS WHO ARE INELIGIBLE OR WILL NOT BE RIDING ON THE BUS BEFORE THE BUSES LEAVE THE SCHOOL.**

### PRIVATE LESSONS

Students are strongly encouraged to take private lessons in order to improve their individual playing skills. Rehearsals during the school day provide students with broad goals on their instruments, concepts to improve upon, and train each band member in ensemble listening and performance skills. However, we cannot stress enough the importance of one-on-one private instruction with a *qualified* specialist to aid each student in his or her individual quest for musical excellence.

A weekly lesson with a private instructor will provide students with individual attention on all state music, band music, and fundamental concepts, all of which will serve to improve the overall level of the band program.

We are extremely fortunate to have some excellent private lesson instructors in our area who are available during the school day for extra instruction. If you would like to enroll your child in private lessons, please call or e-mail for further information. *All private lesson teachers should be approved by the Band Director prior to the student beginning their lessons.* All consultants and private lesson teachers teaching on campus must be cleared through the school district and DPS fingerprinting and background check process before having any contact with students.

### **STUDENT LEADERSHIP**

We are extremely fortunate at MacArthur High School to have outstanding student leaders. These students are extremely valuable to the success of the band program. Drum Majors and Color Guard Captains are selected in part by student vote, as well as by the band staff and/or judges. Student officers (band council) are elected by the band. All returning students have an opportunity to sign up for leadership positions.

Any student who holds an Officer, Leader, or Drum Major position and does not demonstrate the responsibilities that are expected of their post as determined by the Band Director or school administration, may be relieved of their position. In the case of removal, a replacement may be appointed by the Band Director. A specific leadership contract will be issued to all leaders prior to accepting the positions that will state the guidelines and responsibilities of the position. This will change year to year to fit the needs of the specific positions and needs for the band.

### **DRUM MAJOR/COLOR GUARD CAPTAIN AUDITIONS**

Any returning student interested in auditioning for Drum Major or Color guard Captain must attend the first Drum Major/Color guard officer audition preparation meeting. Candidates for Drum Major or Guard officer will receive an audition packet at this meeting, which will take place in late Spring. **THE DECISION OF THE DIRECTORS AND JUDGES IS FINAL.**

### **BAND OFFICERS**

Band Officer elections are held each spring for the following school year. Students who will be in the 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grades for the next school year are eligible to vote for Band Officers. Interested students receive detailed information concerning these offices from the Band Director prior to the nomination and election process. Since Drum Majors are already considered members of the Band Council, they are not eligible to hold an officer position. *Any student nominated for a Band Officer position must be registered for Band and on the printed roster for the next school year and have all Band fees and obligations paid in full.*

### **STUDENT REPRESENTATIVES AT FOOTBALL GAMES**

The following are the only students who will be allowed to visit with another school Band's representatives during the third quarter of a football game, if allowed by stadium officials or the Band Director. *Some stadiums and schools prohibit the meeting of student representatives during games (All NEISD Stadiums are included on this list. We will only be able to visit in select visiting stadiums).* Visitation will only be during the third quarter. All students will be back in the stands with the Band by the beginning of the fourth quarter.

The only band students allowed to serve as representatives are (one of the following in each officer title):  
Drum Major, President, Vice President, Librarian, Secretary, Treasurer, and Guard Captain.

Absolutely no other student will be allowed, and there will be no substitutions for the above mentioned students. The Head Band Director and/or school administration has the authority to restrict any of the above listed students from serving as a representative at any game.

The above listed students will check in with the Head Band Director as a group before being allowed to proceed to the Visitor Band. A Parent chaperone will be assigned to accompany the group.



Failure to comply with this policy may result in disciplinary action for the student. The Head Band Director and/or school administration has the authority to amend this policy. **BAND LOCKER CHECK-OUT**

Each student will be issued a locker and lock prior to the beginning of the school year. They must use one of the school supplied locks, so directors or school administration can open the lock if necessary. Any personal locks, unless approved by the band director, will be removed (“cut” off the locker). All students must keep their instrument and personal belongings in their locked lockers. Storage of money and/or valuables in lockers *at any time* is highly discouraged. Every effort is made to maintain a secure facility, however the directors and the school district are not responsible for items that are missing or stolen from the Band Hall or lockers. *Students’ belongings can be safe only if the students lock their lockers.* Students will be financially responsible for lost or stolen locks or damage to their lockers. *There will be a \$20.00 replacement charge for missing locks.* Lockers are never considered personal property and are always subject to inspection by the Directors and/or school Administration. *Due to security concerns, the sharing of lockers is not permitted for any students.*

### **USE OF BAND HALL FACILITIES**

Students are welcome to use the Band Hall practice rooms for practice either before school, after school or during lunch if the facility is available. Sometimes, however, the number of available places is limited, since both sectionals and private lessons take place in these rooms.

We require all Band students to be responsible and keep their equipment and personal items *LOCKED UP* in their lockers at all times. Do not risk the theft of valuables and/or money from purses or backpacks that are left on the floor or in the restroom. *We must stress again that every effort is made to maintain a secure facility, however the Directors and the school district are not responsible for items that are missing or stolen from the Band Hall (including lockers).* The Directors may temporarily remove and confiscate any equipment or personal belongings left unsecured.

*Absolutely no hats are to be worn in the Band Hall facility (complies with the official School Handbook policy).*

### **REMOVAL FROM THE BAND PROGRAM**

A student may be removed from the Band program for severe disciplinary action as determined by the Band Director and/or school and district administration, especially when placed in an alternative location (AHS, suspension, etc.). This will include, but not be exclusive to drug, tobacco and/or alcohol use or possession, use of anything considered a weapon, criminal mischief, or any other unlawful act towards any property or towards another student or adult. Band fees paid will not be refundable. All outstanding Band fees will remain due to the Band organization. Refer to the end of this hand book for more detailed information regarding discipline and consequences for each campus.

### **BAND BOOSTERS**

The MacArthur Band Parent Association is a very active, supportive organization. Without the hard work and dedication of the band parents, the band program at MacArthur would not be as successful and productive as it could be. There are numerous areas in which interested parents can be involved in supporting the activities of the band. General meetings of the BPA are held monthly in the Mac Band Hall. Most of the work of the booster organization is done through various committees. For questions, contact one of the band booster officers.

### **BAND BANQUET**

All band students enrolled in band during the Fall and Spring semesters are invited to attend the Band Banquet held in the Spring Semester of each school year. Only students who complete both semesters of band will be honored at the banquet. Students that move in over the course of the year will still be invited to participate. Due to capacity limitations, the banquet may be limited to students and immediate family only. All parents are invited and encouraged to attend the banquet. The banquet will be an excellent celebration of the hard work of the band over the course of the school year with a catered meal and a dance to follow. Attire for the event will be formal to promote the celebratory but professional atmosphere of the evening. **Students that owe band program fees may not be allowed to participate in the banquet.**

## GRADING/ASSESSMENT PROCESS

The MacArthur Band staff utilizes the NEISD policy on grading. Please view the District’s Grading Guidelines in the most current Student Handbook for details. All band and color guard students will be evaluated based on multiple criteria during both fall and spring semesters. Students will be assessed a weekly performance evaluation to include all rehearsals, a weekly preparation and materials grade for all rehearsals and performances, assessments from all performances including football games, contests, concerts, or others noted by the directors, and assessments based on individual skill performance. Infractions to a grade will be assessed on a consistent and fair basis, to include but not limited to:

1. A loss of 50 points towards the weekly rehearsal performance evaluation for an unexcused absence of the assessment.
2. A loss of 25 points towards the weekly rehearsal performance evaluation for an unexcused tardy to the assessment.
3. A loss of **all** points towards the performance assessment grade for an unexcused absence to a performance.
4. A loss of 20 points towards the weekly preparation and materials grade for missing “dot books” and water bottles.

The individual skill performance assessments will be assigned on a week to week basis, and will include checks for memorization of music, memorization of guard work, progress on musical and visual exercises, and continued progress on show music and work. Rubrics for the assignments will be explained before assessment.

A make-up assignment may be made available by decision of the band director. Make-up assignments for missed performances will award an opportunity for the student to earn up to 70% of the original points from the assignment. This is in line with the NEISD grading policy regarding late work. Any work completed after the performance is considered to be late.

## ATTENDANCE AND COMMITMENT TO “BE THERE”

Because the MacArthur Band functions as a team and counts on each member’s presence at rehearsal to accomplish the goals of the group, prompt attendance at each and every band function is crucial to the success of the program. *For attendance purposes, a band function is defined as: Any rehearsal, sectional, performance, trip, or event scheduled by a director.* Each member is responsible to be at the required location, properly attired, with his or her instrument and all of the necessary equipment *before* the appointed time (or call time).

*“To be early is to be on time ...”*

The directors will establish a call time for each band event. Students should arrive at least 15 minutes prior to this time to allow for unpacking, and other preparations for the rehearsal.

In band rehearsals, we are not only involved with a creative process, but also with many more students than other classroom teachers. Because of this, it is imperative that Band students be organized and prepared for every rehearsal. When an individual is not able to play his/her instrument during a rehearsal, it hurts the entire GROUP, as well as the individual. It is important that the student’s instrument is in good working condition, has a pencil to mark music, and has important accessories such as mutes, reeds and/or valve oil for EVERY rehearsal. It is also conducive to the creative process that we maintain a quiet, attentive atmosphere in the classroom and on the practice field. Students who do not live up to the high rehearsal expectations of the MacArthur High School Band programs will be counseled, and if necessary, removed from the performing ensemble.

The following guidelines outline the attendance procedures and policies for the marching band:

### ***Tardiness***

Students not in the attendance block at the call time will be marked tardy.

### ***Excused Tardiness***

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

***Unexcused Tardiness***

Students that accumulate more than one unexcused tardy per semester are subject to one of the following consequences, issued at the discretion of the directors. One of these consequences may also be issued for each additional tardy:

1. Lowering of weekly rehearsal performance evaluation grade
2. Loss of marching privilege (for one game) at a football game.
3. Removal from the competition band.

***Absence***

A tardy will be converted to a mark of “absent” 15 minutes after the rehearsal begins.

***Excused Absence***

The student’s grade in the MacArthur High School Band will reflect successful performance in rehearsal as well as performances. Coming to rehearsal prepared continues to reign paramount over all things, enabling students to enjoy successful performances.

Excused absences are limited to:

1. Medical Emergency (doctor’s note required)
2. Death in the Family
3. Academic Intervention
4. School Sanctioned Competition/Athletic event (prior approval from band director required)

For advanced notice absences, students should submit a note, signed by a parent/guardian, no later than 48 hours prior to the missed event. For illness/emergency, students should submit a note, signed by a parent/guardian no later than 48 hours after returning to rehearsal. Students who are continually ill should provide a doctor’s note in case there are special instructions the directors need to follow. When in doubt, an absence should be checked with a director.

Without question, schoolwork and academics remain the number one priority for all students at MacArthur High School, whether or not they participate in a varsity sport or co-curricular ensemble. With that said, “I had a lot of homework last night ...” or “I had family over last night...”, will not suffice as an acceptable excuse for missing a rehearsal. It is up to the student to learn how to balance their time responsibly. Directors will help with this, but planning is key!

***Unexcused Absence***

Participation in the MacArthur Band means a commitment to not only one’s own time management, and personal improvement, but also to other members of the team. All students shall receive detailed information on the amount of hours of rehearsal each week to plan for. In signing this handbook, students and parents agree to develop a time management plan that would allow balance between school and band.

Barring unforeseen medical emergencies, loss of a family member, academic intervention or prior approval of another school sanctioned event, no further conflicts are expected or accepted. Should an academic conflict arise, parents should schedule a meeting with the Band Director immediately to discuss possible scenarios. Absences considered as unexcused may include, but are not limited to, events such as driver’s training, work, orthodontist/doctor’s scheduled appointments, family reunions/get-togethers, and non-school sanctioned events (club sports). Please view the previously stated excused absences for clarification. The attendance policy regarding unexcused absences will apply to any and all playoff football games as well. **Please note that this may include a game over the Thanksgiving holiday in November.**

Students that acquire an unexcused absence, including any playoff games, may be subject to one of the following consequences at the discretion of the directors:

1. Lowering of weekly performance assessment grade.
2. Receive a zero for the performance grade.
3. Loss of marching privilege for one performance.
4. Loss of attendance privilege at one performance.

Students that acquire multiple unexcused absences will receive a zero for each missed rehearsal/performance in the grade book and may also be subject to one of the following consequences at the discretion of the directors:

1. Loss of marching privilege for one or more performance(s).
2. Loss of attendance privilege at one or more performance(s).
3. Removal from the competition band.
4. Removal from the marching band.

### ***Concerts / Performances***

Concerts and performances are frequent with all bands. Students should consult their schedules for dates and times. Periodically, the schedule will change and updates will be made on the band website, in the Charms calendar, sent home, and/or emailed. Concerts are considered to have three parts: warm-up, performance, and listening. The concert begins for the student at the warm-up. Punctuality is essential. A concert concludes when the last group performs and directors have given permission for students to be dismissed. A report, or call time will be given.

### ***Concert / Performance Guidelines***

1. All concerts are a group effort, thus, attendance is required.
2. All concerts are an extension of the classroom and will be graded accordingly.
3. Students should be punctual and prepared for each performance / concert.
4. In the event a performance causes a student to miss another class, the student is responsible to make up all missed work.
5. The appropriate dress for all concerts will be a formal uniform. (See “Uniforms”)
6. Students are expected to stay the entire concert to appropriately support all bands.

## **GENERAL CONDUCT/EXPECTATIONS**

Band members will observe all policies set forth by the North East Independent School District and Douglas MacArthur High School, in addition to the following guidelines, as they pertain to the instrumental music setting. Students that violate these guidelines may result in disciplinary action as outlined in this handbook under the “Band Discipline Plan”.

1. All students are expected to conduct themselves properly at all times. Display of affection, profanity, temper, flagrant violation of rules, etc., will not be tolerated. Individual behavior during a band function is a reflection of the entire group.
2. Students will follow director’s instructions.
3. Students will be in their assigned rehearsal area ready to work at the set rehearsal or call time.
4. Students will bring all equipment including music, pencil, instrument, and all supplies to rehearsals daily. (See detailed supply list for each instrument.)
5. Students will keep hands, feet, and other objects to themselves.
6. Students will not consume food, drinks, candy or gum during any rehearsal or class.
7. Students will not play on equipment they do not own or have permission from a director to use. Students will not touch, handle, borrow, or use anyone else's instrument, uniform, or personal belongings.
8. Students should ask for permission to speak by raising their hand and waiting to be acknowledged. All rehearsals are expected to be extremely quiet so our time will be utilized efficiently.
9. When allowed in the band hall, either before or after school, students will not disturb any rehearsal in progress.
10. Students will respect the property of others, and return their equipment, including shoes, to its proper storage place when not in use. Each student is responsible for keeping his or her storage area clean.
11. Students will not enter the directors' offices without permission.
12. Students will not deface or mark on music stands, walls, chairs, etc.
13. Students should keep their equipment in the designated storage area, and keep said storage area clean and neat in appearance. Students who demonstrate great difficulty with this may lose the privilege of having a storage area in the band hall.
14. Students will utilize their assigned storage slot/locker for instrument cases during rehearsals. Cases should not be brought into rehearsals areas unless requested by a director.
15. Any behavior, which is not representative of good citizenship, as perceived by the band staff, may result in the student's dismissal from the activity at hand as well as the band program. This also applies to the actions of student leaders in both public and private events.
16. **CELL PHONES ARE NOT PERMITTED ON A STUDENT’S PERSON WHILE IN ANY MACARTHUR BAND UNIFORM.** Phones are to be left on the bus, in the band hall, or any point of origin for the performance. Since games, rehearsals and performances outside of the school day are a natural extension of the classroom, the district policy

regarding electronic devices will be extended to functions outside of the school day. This will eliminate unnecessary distractions. Cell phones must be used on the buses or after a practice to phone home, but will be collected by the Band Director if seen during a game, or performance.

17. At no time should a student be in the practice rooms, uniform room, or ensemble rooms without permission from a director.

### **BAND DISCIPLINE PLAN**

For a violation of any State Law, NEISD policy, MacArthur High School rule, UIL rule, Mac Band rule or requirement, the following disciplinary actions may be imposed at the discretion of a director:

1. Student correction and/or counseling
2. Parent notification
3. Placement on Behavior Contract
3. Office referral
4. Loss of band privileges
5. Exclusion or removal from the band program

The previously stated information outlines the general plan for most disciplinary issues. However, the disciplinary action imposed in each instance will be at the discretion of the Band Director, who will consider the nature and severity of the conduct, the circumstances of the conduct, its frequency and prior warnings or action, consistency of action considering other situations, and other relevant factors. All appeals must follow the "Chain of Command" listed below. Following discussion with a Director, appeals may then go to the Vice-Principal. Appeals to the Principal's office should be made only after the Band Directors and then the Vice-Principals have responded.

### **PARENT CONFERENCES**

The preferred method of contacting the Band Directors is by e-mail. Addresses can be found on the front page of the handbook as well as on the band website. Should a conference be necessary, parents/guardians may e-mail a band director to schedule a conference. Parents/guardians may not simply show up in the band hall and expect to have a conference with a band director, as we have classes to conduct and responsibilities throughout the day. We ask parents/guardians to use common courtesy by following the Chain of Command (listed below) if a question or concern should arise.

Chain of Command:

1. Director involved in question or concern
2. Head Band Director
3. Vice-principal for your child
4. Principal
5. Director of Fine Arts

### **TRAVEL GUIDELINES**

The band will frequently travel on both school and commercial busses. Student conduct is expected to be at the highest level on all trips.

1. Students must travel to events and return from events on the bus. Any student wishing to arrive or leave with their parent must notify a director in writing prior to the event. A decision will be rendered based on the circumstances provided. After being approved by a director, the student must inform the bus' parent chaperone of their intent to leave with their parent after the event.
2. Students must have all necessary forms completed and returned in order to travel on any trip with the band.
3. While on the bus, students will:
  - A. Remain seated at all times
  - B. Sit properly in a forward position
  - C. Keep the bus clear of food, drinks, and debris
  - D. Keep all body parts inside the bus
  - E. Remain silent when addressed by person in charge on the bus
  - F. Refrain from loud, boisterous talking, screaming, whistling, etc...

G. Refrain from public displays of affection

### CHAPERONES

Our chaperones bring together the finest volunteers at MacArthur High School to ensure the safety of our band students while on trips. Students should afford chaperones the same respect they would a Band Director or member of the MacArthur High School Administration. Chaperones will communicate with and follow the produces of the head chaperone, which will be a member of the Band Booster Board. This person will be the immediate source of communication to the band directors and will pass along any new policies and procedures.

### PERFORMANCE / REHEARSAL EXPECTATIONS FOR CONCERT ENSEMBLES

Each of the concert ensembles will perform at various times throughout the school year. Students are expected to participate in the performances of their assigned ensemble. Failure to participate in either rehearsals or performances will result in student removal from the organization at the discretion of the band directors. (See attendance polices as stated under “Unexcused absences”.)

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

- Fall Concert
- Winter Concert
- Fine Arts Festival
- Spring Concert
- Band Festivals / Pre UIL Contest
- UIL Contest

### INSTRUMENT SUPPLIES

The following is a list of supplies member must have at each rehearsal. This list is not all inclusive:

- A. All issued music
- B. Pencil
- C. Instrument
- D. All supplies relative to their instrument.
- E. All marching related equipment (during marching season)
  1. Band shoes
  2. Drill / chart book
  3. Lyre / plastic sheets
  4. All issued music in a flip folder
  5. Other marching equipment as needed.
- F. Tuner & Metronome
- G. Technique Book as required by student’s director

#### Flutes

- Tuning and cleaning rod
- Cleaning cloth
- Key oil
- Approved type instrument
- Screwdriver Set

#### Oboes / Bassoons

- Three good playable reeds
- Reed soaking container
- Reed holder
- Bocals (bassoon)
- Key oil (Case Storage)

- Bore oil (Home Storage)
- Cleaning swab
- Approved type instrument
- Cork grease

#### Clarinets

- Three good playable reeds (Vandoren or Rico Reserve – not the orange box)
- Reed guard
- Ligature (Rovner Dark preferred)
- Proper mouthpiece with cap (Vandoren 5 RV Lyre)
- Key oil (Case Storage)
- Bore oil (Home Storage)
- Cleaning swab
- Approved type instrument
- Cork grease

#### Saxes / Low Reeds as applicable

- Three good playable reeds (Vandoren or Rico Reserve – not the orange box)
- Reed guard
- Ligature (Rovner Dark preferred)
- Proper mouthpiece (Selmer C\*)
- Pad and neck saver
- Approved type instrument

#### Trumpet

- Valve oil
- Polishing cloth
- Slide grease (case storage)
- Mouthpiece (Bach 3C) or other director approved mouthpiece
- Approved type instrument
- BERP

#### French Horn

- Rotary / Valve oil
- Polishing cloth
- Slide grease (case storage)
- Approved mouthpiece (Holton Farkas)
- Approved type instrument
- BERP

#### Trombone

- Slide cream (for slide)
- Spray Water Bottle
- Polishing Cloth
- Slide grease (for tuning slides stored in case)
- Mouthpiece (Bach 4G or 5G) or other director approved mouthpiece
- Approved type instrument
- BERP

#### Baritone / Euphonium

- Valve oil (Al Cass)
- Mouthpiece (Bach 4G or 5G) or other director approved mouthpiece
- Polishing cloth
- Slide grease (case storage)
- Approved type instrument
- BERP

#### Tuba

- Rotary / Valve Oil (Al Cass)

- Mouthpiece (Schilke Helleberg)
- Polishing cloth
- Slide grease (case storage)
- Approved type instrument
- BERP

#### Percussion

- Snare sticks (concert/ marching/ drumset)
- Xylophone/ Bell mallets
- Vibes / Marimba mallet
- Timpani mallets
- Mallet bag
- List of approved equipment provided by the percussion director.

#### Color Guard

- Pole
- Flag
- Rifle or Sabre (if applicable)
- Electrical Tape
- Gloves

### **UNIFORMS**

Formal band uniforms are provided by NEISD for the musicians and will be kept at the school between events. The uniforms will be sent out together for cleaning several times during the year. Students are fitted for a uniform at the end of the summer, before school begins. Students are responsible for ensuring they have all appropriate parts of the uniform for the occasion as listed below:

#### Marching Performances (Summer Uniform)

Students will wear the following for the first few football game performances:

- Current year member shirt
- Black compression shorts (for under the uniform)
- Knee-high, solid black socks
- Marching shoes (included in band fees)
- Marching uniform bibbers
- Marching Jackets (if not too hot)
- Black gloves
- Shakos (Marching Hats)

#### Marching Performances

- Marching Jacket, Marching Bibbers, Shako (Hat)
- Black compression shorts (for under the uniform)
- Current year member shirt under the uniform
- Knee-high, solid black socks
- Marching shoes
- Black gloves
- Gauntlets

#### Pep Rally Performances

- School appropriate jeans
- Blue MacArthur Band Polo (Current year's)

Each incoming band student must purchase a pair of black marching shoes. The band shoes are purchased one time only through the Band Boosters (unless the student must re-order due to a size change, normal wear and tear, or loss).



*Marching shoes are worn with long, solid black socks at all performances. During concert season, with the formal uniform, ladies will wear closed-toe dress shoes with no more than a 1" heel.*

Students will order a T-shirt each year specifically designed for that season's marching show, called a "show shirt," which they will wear under the marching uniform. The show shirt is worn for competitions so everyone matches both in and out of uniform.

Additional, completely optional section shirts may be sold over the course of the season. It is up to the sections and section leaders what will be placed on each of the shirts, with all designs being approved by the band director.

### Uniform Guidelines

- No earrings may be worn during performances. This includes members of the color guard.
- No fingernail polish is allowed. Additionally, nails must be worn natural without attachments.
- No bracelets may be worn, as they may appear at the sleeves, however; a necklace of religious significance may be worn providing it cannot be seen from under the uniform. We have changed to allow any corps or marching organization necklace to also be allowed. No other jewelry will be accepted at any time.
- No make-up is allowed while wearing any marching uniform. Make-up may run onto the uniform, causing avoidable and extra cleaning costs. Additionally, make-up draws attention to the individual, which is the opposite goal of being in uniform. Make-up may be worn in the formal uniform in a conservative manner only (Discretion left with the band director). Make-up that draws attention is inappropriate.
- Color guard make-up restrictions will be defined by the color guard director based on the uniform for the current show. They should always default to the requirements of the color guard director in this instance.
- Black shoes and black socks are worn with the uniform (except for the ladies, who should wear black hose and low heel shoes while in the formal uniform). Black band shoes are a specific brand and model shoe and may be ordered during summer band each year.
- Shakos will be issued with the uniform. Students will be assigned a shako number and are responsible for taking their shako and shako box to and from events.
- Uniforms are stored at school. Students pick them up before each event and hang them up afterwards.
- Formal uniforms will be issued for ladies and gentleman. Further guidelines for concert attire will be given prior to performances.
- When in full marching uniform - ladies and gentlemen with hair that extends beyond the ears must have a tight, high bun in order to fit the hair inside the shako when worn correctly. Hair must be gelled or sprayed in order to hold form for the duration of the performance. Hair is to be left up from before the time the uniform is worn, until the directors specify it is okay to take it down. Gentlemen or ladies with short hair must make sure that it is neat to match the formal wearing of the uniform.

### Uniform "DO's" and "DON'Ts"

#### DO's

- Inspect your uniform completely. Report any torn seams, hems or broken snaps immediately to parent volunteers or the uniform crew so the uniform can be repaired before the next performance.
- Keep track of all the uniform parts. Report any missing parts immediately. Very often they show up, but we need to know to start looking.
- Always check to see that you are indeed putting on your uniform. If for some reason the numbers get mixed up, it is very difficult to find the right uniform once everyone is already dressed and on the buses!
- Hang your uniform properly and completely on the appropriate rack every time. Also make sure to hang your uniform in numerical order.
- Put your name IN your band shoes with permanent ink. We have a big problem with shoes being misplaced. Don't mark the soles of your shoes for ID – it shows when you march.
- Remember to bring YOUR shoes for every performance.
- Wear the CURRENT YEAR member shirt, compression shorts, and knee high solid black socks under your uniform. If your seams rip (and it DOES happen), we want only black to show. If needed, black socks can be purchased from the uniform closet.
- Clean out your hat and hat box. Never store anything in your hat box! NO FOOD IN YOUR HAT BOX EVER!

- Respect the uniforms we have and understand they are a huge financial investment that must last us more than one year. Parent volunteers and the uniform crew spend a lot of time making sure the uniforms are ready to go for the next performance.

### DON'T's

- Do not wear headgear or covers of any sort with the uniform. Nothing, other than the official band hat, is allowed to be worn on the head while representing the MacArthur Band. No bandanas or any other headgear will be allowed.
- Do not drag your uniform on the ground.
- Do not wad up your uniform and stuff it in your locker, backpack, garment bag or car trunk.
- Do not touch the plume feather with your hands. Carefully remove the plume from the shako by the base and hand the plume to the band parents that collect them.
- Do not put on or take off your bibbers with your shoes on. Pant hems get torn out easily this way and the bibbers get dirty. Always put on your shoes AFTER your bibbers and always take off your shoes BEFORE your bibbers.
- Do not hang your jacket hanger (with the jacket on it) on the front or back of your bibbers while walking to/from the bus. This can damage the bibbers.
- Do not switch uniform parts with any other student without permission from a parent volunteer. For example, if you switch hats with someone and the hat is lost or damaged, YOU will be charged because that piece of equipment is YOUR responsibility.
- DON'T USE YOUR CELL PHONE while in public when in uniform (concert or marching). You may use your cell phone once back on a bus, or in the band hall.
- Do not run when in uniform unless told by the directors to do so in an emergency.

### Inspections

Prior to student departure for a marching band performance, students must pass a uniform inspection. In order to board the bus, students must have complete uniform, music, flip folder, water bottle, and other components for the marching performance. Students who do not pass the uniform inspection will not be allowed to attend the event. Students that miss an event due to a failed inspection will be treated as an unexcused absence.

## WATER JUGS

Each band member will be provided with one MacArthur Band water bottle (half gallon). Students are expected to have this with them at all times during rehearsals and events (except for the actual performance).

### Frequently Asked Questions

When will my band member use their water jugs?

Members are expected to have their water jug for all rehearsals, football games, competitions, and any other events where the need for hydration exists.

What about re-fills?

Chaperones and/or student leaders will help with re-filling water jugs during games, and band members themselves will have the opportunity to re-fill periodically during rehearsals and contest days. We will provide ice-cooled water for re-fills as it is available.

What if my band member loses their water jug?

Band members will be provided a water jug and sleeve with their name written on the sleeve. However, members **MUST CLEARLY PRINT THEIR FULL NAME** on all components of the water jug once they receive it to ensure that it does not get mixed up with other student's equipment.

What if my band member forgets their water jug?

Bummer. The days are long and hot! Do not forget your water jug. The key here is individual responsibility! Students will be issued and charged for a new water jug if any are available.

Will water be available in case of medical emergency?

Of course! We will continue to carry a supply of water for medical emergencies, staff, and chaperones.

Can band members share water jugs?

No. Each band member will be issued his or her own water jug with their name on it. Water jugs should not be shared in order to prevent the spread of illness.

What about washing the water jugs?

Water jugs should be washed with BLEACH each week by band members at home - please ensure this happens to prevent illness.

Can I wash the water jug in the dish washer?

Yes, our jugs are dishwasher safe.

Can I purchase an additional water jug?

Yes, water jugs are available through the band boosters.

# MacArthur High School Band Member Handbook Agreement

By signing this document, I agree that I have received and understand the guidelines set forth in the MacArthur High School Band Parent/Student Handbook. Without signature, I understand that the policies and procedures set forth for the band will still apply.

Parent signature\_\_\_\_\_

Parent printed name\_\_\_\_\_

Student signature\_\_\_\_\_

Student printed name\_\_\_\_\_

**RETURN BY *Monday, September 11, 2017.***