

RIO RANCHO HIGH SCHOOL

BAND HANDBOOK

The following handbook has been developed to foster a sense of dedication, commitment and responsibility in each student, qualities that are essential to the success of the band program and the individual.

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Rio Rancho High School Band Handbook

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I. BASIC POLICIES *A positive, cooperative attitude is the most important quality for a band member. This attitude must become the collective spirit of the band.*

- 1) Depending on individual circumstances, the following rules may vary from situation to situation.
- 2) The Director of Bands retains the right to make exceptions from situation to situation.
- 3) Do not use band as an excuse to get behind in your regular class work, or to antagonize your teachers. Remember, low grades will make you ineligible (see section XII).
- 4) There will be no food, drinks, gum, horseplay, fighting, or screeching on instruments in the band room.
- 5) The room is not to be used as a throughway.
- 6) Because of safety and security concerns, only Band Members may “hang out” in the Band Room.
- 7) Your attitude should be one of cooperation no matter who is in front of the band.
- 8) The band room is for your benefit. Please do not damage the room with carelessness or immaturity.
- 9) Band is a yearlong, comprehensive activity. Students will not be allowed to drop out at semester. Students who quit band must audition to re-enroll, although auditioning is no guarantee the student will be re-admitted.
- 10) Parents are expected to keep their child(ren) enrolled in any band to which a commitment has been made. Marching Band carries an enrollment commitment of approximately 12 weeks in the fall. All other ensemble-classes carry a full year enrollment commitment.
- 11) Use or possession of alcohol, tobacco, or illicit drugs is prohibited during all band trips and functions, and will result in dismissal from the band program.

II. CODE OF CONDUCT *Students are expected to live up to certain standards of behavior that contribute to and foster a positive, constructive learning environment.*

- 1) Common Sense is the primary touchstone against which all actions will be judged.
- 2) Students are expected to be positive in both speech and actions.
- 3) Students are expected to follow instructions from the directors without question or discussion.
- 4) Behavior during rehearsals and performances should be exemplary.
- 5) Skipping rehearsals, ditching classes and missing performances are unacceptable and inexcusable behaviors.
- 6) Students are expected to respect all school equipment, the music rooms, and others’ property.
- 7) Attendance, attitude and behavior will be used as criteria for continuance in the band program. Students are expected to maintain certain standards in these areas in order to participate in band.
- 8) Failure to abide by proper code of conduct may lead to demotion within an ensemble, demotion to another ensemble, or removal from the band program.

III. LOCKERS

- 1) Students will be issued a personal locker. Leave instruments there (not in the main room or on the floor).
- 2) Students must use ONLY the lockers they were issued—no sharing unless assigned to share.
- 3) Only instruments, mutes, etc. are allowed in lockers.
- 4) Music is never to be stored in lockers.
- 5) Misuse of lockers will result in a loss of locker privileges.
- 6) Students MUST provide a combination lock (no keyed locks) for their locker. The lock’s serial number and combination must be submitted to Mr. Schmidt.

IV. BAND FEES

- 1) Each band student will pay a band class fee at the beginning of the school year. See chart for the fee structure.
- 2) Students will be charged for some marching band travel.
- 3) Band fees must be paid by the date announced at the beginning of the school year. Any student with an unpaid fee after the due date will not be allowed to participate in any band activity outside the school day, and will lose credit for any events missed as a result.
- 4) Students who may have trouble paying any band fee should contact Mr. Schmidt.
- 5) Money for any fee may be fundraised (see section XXIII).

Band	Fee	Items covered with fee
Concert Band Symphonic Band Wind Symphony	\$50.00	Entrance fees to festivals, miscellaneous supplies, some food and travel costs
Marching Band (including winds, percussion and colorguard)	\$30.00	Entrance fees to competitions, show tee-shirt, miscellaneous supplies, some food and travel costs
Marching Band Uniform Deposit	\$50.00	

V. MARCHING UNIFORMS

- 1) Marching uniforms will be issued to the student at the beginning of the season. Each student will be issued a complete uniform (except hats and plumes, which are to be kept at school) and accessories at the beginning of the school year. Students are responsible for proper care of all uniform parts assigned them, and will be charged for any damage or loss. Students responsible for causing any damage to any part of any the uniform will also be responsible for repair/replacement costs.
- 2) A set of cleaning guidelines will be provided at the time of uniform check-out and also posted online.
- 3) A \$50.00 deposit will be required at the time of uniform checkout. The deposit will be returned in full, minus any dry-cleaning charges, after the marching season.
- 4) Each student will be responsible for all cleaning. A schedule of cleanings will be made available at the time of uniform checkout. Failure to have uniforms cleaned by the scheduled dates may result in a deduction from the uniform deposit.
- 5) Uniforms must be turned in clean by the scheduled date at the end of the marching season. Students will be charged \$1 per day every day past the deadline, not to exceed the current replacement cost of the uniform.
- 6) Students need to furnish the following items to be worn with the marching uniform:
 - a) T-shirt with sleeves
 - b) Calf length black socks
 - c) Regulation black marching shoes
 - d) Black gloves (except percussion)

VI. CONCERT UNIFORMS

- 1) Girls are to have a black dress specifically chosen for concert attire. Dresses must be all black with no color trim. Dresses must reach down at least to mid-calf. Dresses must have sleeves. Girls will also need black dress shoes.
- 2) Boys will need to rent a black tux or purchase a black suit with a tux shirt (or white dress shirt), and black bow tie.

VII. SCHOOL-OWNED INSTRUMENTS

- 1) School-owned instruments are furnished free to the students chosen to play them. Students will assume full financial responsibility for the instrument(s) issued to them.
- 2) The school will issue instruments in proper working order.
- 3) The student will pay for any repair resulting from damages due to irresponsibility, misuse or neglect.
- 4) The student will pay for any minor repairs.
- 5) Students must supply their own mouthpieces.

VIII. SHEET MUSIC *The music that is distributed is part of our music library and should be treated as carefully as library books. Please take care of all parts so that future bands will be able to enjoy the same music.*

- 1) Take care of all music. This includes keeping the music in your folder when not using it, and keeping your folder in your cabinet slot.
- 2) Use only pencils when marking your music! No pens (even the erasable kind) are allowed.
- 3) Be sure not to fold, crumple or tear the sheet music.
- 4) Do not make any unnecessary marks on your music. Any marks should be made lightly (remember, you'll have to erase whatever you mark in).
- 5) Damaged or lost music will cost the student \$5 per piece. Damaged or lost etude books, solo & ensemble books, etc. will cost the student the current price of the item.

IX. ATTENDANCE-GENERAL *On-time attendance of all rehearsals and performances is necessary for the achievement of excellence within our band program.*

- 1) Because band participation is a matter of teamwork, attendance at after school rehearsals is required as part of all band classes. If you have transportation problems we will be glad to help.
- 2) If you have to miss a performance for any sudden reason please call and leave a message in the band office before the event begins. Mr. Schmidt (896-5840) Mr. Dubbs (896-5748)
- 3) Students who are excessively absent or tardy for any reason in the weeks prior to a performance may not be allowed to participate in that particular performance.
- 4) No ditching! Band students receive daily participation grades, therefore every unexcused absence from class will result in a lowering of the marking period grade one step (e.g., B+ to B). After one tardy a student will be referred and warned. After two tardies a student will again be referred and parents will be notified. After three tardies a student will be referred, a parent conference will be called.
- 5) An unexcused absence from a performance will result in loss of credit for the performance and the lowering of the class grade one whole letter grade (e.g., A- to B-). A second unexcused absence from a performance will result in a further loss of credit, lowering of the class grade by one whole letter grade and in immediate removal from the performing group for the remainder of the semester. At semester's end the student will either be reinstated or transferred out of the class.
- 6) An unexcused absence from a festival or competitive performance may result in that student's immediate removal from that ensemble.
- 7) An unexcused absence is defined as an absence not excused by a director prior to the event.
- 8) Out of courtesy to and support of all performers, students must remain for an entire performance in order to receive credit for that performance. Students may miss a portion of a performance or competitive event only with prior permission from a director, and only for extreme circumstances.

X. ATTENDANCE-MARCHING BAND

- 1) Marching Band students will be allowed three (3) absences from rehearsals for emergencies, appointments, etc.
- 2) Students need not submit an excuse for any of these three absences. However, their parents must still call them in absent as per school procedures.
- 3) If one of these three absences occurs two weeks prior to a competition, a written excuse from a parent must be submitted no later than the day following the absence.
- 4) After three (3) absences, a student will lose his or her spot and will be made an alternate with lowest seniority.
- 5) Students must attend all performances. Students who have an unexcused absence from a performance will lose their spots.
- 6) Any student arriving late for a football game will not be allowed to participate in that game's performance, but will be required to remain with the band in uniform for the entire game.
- 7) At marching competitions, students are expected to remain at the event with the band through finals, whether or not our band is a finals participant. Students who leave a competition before dismissed will not receive credit for that performance. Please see Section IX.
- 8) Students are expected to travel and stay with the band as a whole.
- 9) The director retains the right to make exceptions, at his discretion, for extenuating circumstances.

XI. GRADING

- 1) 40% of the marking period grade in Symphonic Band and Wind Symphony will be skill-based. Individual performance will be evaluated four to eight times a marking period. Required performances will consist of in-class and recorded demonstrations of assigned scales, etudes and repertoire. Written quizzes and assignments will be averaged into this grade.
- 2) 35% of the marking period grade in Symphonic Band and Wind Symphony will be participation-based and reflected in earning daily points. This grade will reflect your attendance, ability to work positively in a group environment and your general attitude regarding the class. Disruptive behavior, chewing gum, eating or drinking, and lack of proper materials will lower the student's daily grade. Disruptive behavior is defined as anything that impedes other students' right to learn or the directors' right to teach.
- 3) 25% of the marking period grade in Symphonic Band and Wind Symphony will be performance-based. Proper concert attire, concert etiquette and performance will be reflected in this grade.
- 4) 50% of the Marching Band grade will be based on music memorization, 50% on daily points (i.e., attendance, attitude, promptness, preparedness, etc.).
- 5) Students must maintain a passing grade in band for continued enrollment in the class.

XII. ELIGIBILITY

- 1) In order for a student to be eligible to participate with the band in festivals, competitions, trips, or any other activities, the following New Mexico Activities Association requirements must be met:
 - A) A student shall have passed a minimum of four (4) classes, not failed more than one (1), and had a grade point average of 2.0 or better for the immediate previous grading period, or cumulatively, beginning with and including the second semester of grade eight (8). The cumulative provision may only be applied to the beginning of a semester and only semester grades are to be used. During the current semester, the student must pass a minimum of four (4) classes, not fail more than one (1) class, and maintain a grade point average overall of 2.0 or better per grading period during the semester. (The grade point average is based on a 4.0 scale with an allowance for consideration of honors points and all class work counted for eligibility must be acceptable for graduation.)
 - B) A student may make up one (1) semester class during summer school by earning a passing grade in the class.
- 2) Students who show a history of eligibility problems may be removed from the band program for a period of no less than one semester. If during this time grades improve to an acceptable level, the student may be reevaluated for possible reinstatement.

XIII. LETTERING

- 1) Students may earn a band letter and/or jazz patch.
- 2) Students who meet lettering standards after receiving their letter or patch will receive a band bar or jazz bar.
- 3) Points for lettering may only be applied to the year in which they were earned.
- 4) Students must apply for a letter or bar. Students must fill out and submit the attached sheet by the date announced.
- 5) Jazz patches will be awarded for three years of participation in the jazz program, or as soon as a student makes Jazz All-State. Students will receive a jazz bar for a fourth year in the jazz program or after every time making Jazz All-State.
- 6) Colorguard lettering requirements will be made available in the spring.

XIV. DISTRICT VI HONOR BAND AND ALL-STATE

- 1) All members of the Symphonic Band and Wind Symphony are encouraged to audition for District VI Honor Band. Participation is expected if a student is selected. The school will cover participation fees if a student is selected for All-State.
- 2) Members of the Wind Symphony will be required to audition for All-State. The school will cover registration and participation fees. Participation is expected if a student is selected.

XV. AYS/AYO/SOLO & ENSEMBLE, ETC. *These activities are strictly voluntary, and are designed to encourage the student to set high goals in individual musicianship and achievement.*

- 1) Students are responsible for paying the entry fees for these events, and must do so by the deadline date in order to be entered.
- 2) Students who use piano accompaniments at solo and ensemble festival are responsible for the cost of paying the accompanist.
- 3) Ensemble members who do not learn their music, or who fail to attend rehearsals will be replaced. No refunds of money will be given if a student is removed from an ensemble.
- 4) AYS/AYO/All-State/Solo & Ensemble, etc. are considered commitments. No backing out at the last minute. You enter – you play.

XVI. COLORGUARD *Colorguard is visual enhancement of the Marching Band. Members should always consider themselves first and foremost members of the Rio Rancho High School Marching Band.*

- 1) Colorguard members will be chosen by audition.
- 2) Colorguard members will adhere to all policies of the RRHS Band.
- 3) Colorguard members will be responsible for the cost of their uniform.
- 4) Colorguard will rehearse after school with the Marching Band and may also have rehearsals one or two nights a week.

XVII. INDIVIDUAL REQUIREMENTS OF ENSEMBLES

- 1) Requirements and expectations for individual concert bands will be provided by the directors of those ensembles in their course syllabi.
- 2) From time to time, students may be required to purchase method books, equipment, etc. for class. Money for these items may be fundraised (see section XXIII).

XVIII. CHALLENGES

- 1) Challenges will be allowed only within bands.
- 2) In order challenge, a player must:
 - a. Obtain a challenge form
 - b. Have challengee sign the form.
 - c. Submit the form to the director of the ensemble in which the challenge will occur.
- 3) The director of the ensemble will pick the challenge music from either the All-State etudes or class literature.
- 4) Challenges will be blind.
- 5) A player may challenge a maximum of once a week.

- 6) Challenges will close two weeks before a band concert.
- 7) A challengee must accept a challenge or forfeit his or her chair.
- 8) Players may only challenge up one chair at a time.
- 9) Challenges will be heard on a first-come, first-served basis.

XIX. JAZZ BANDS

- 1) The Jazz Bands are voluntary organizations. Members will be selected by audition.
- 2) Concurrent enrollment in a concert band is requisite for participation in the Jazz Bands, with the exception of the rhythm section.
- 3) Jazz Bands will rehearse either during zero hour or 5th Block.
- 4) A class fee may be applied. Members must provide some uniform parts.
- 5) Jazz Band members who do not regularly attend rehearsals and performances will be replaced or dismissed.
- 6) Jazz Band is a class that carries with it an earned grade. Attendance and promptness will be major factors in determining grades.
- 7) Jazz Band is a yearlong, comprehensive activity. Students may not drop at semester.

XX. MARCHING BAND

- 1) Marching Band is a voluntary, competitive ensemble.
- 2) The Marching Band is open to all 9-12 graders who are concurrently enrolled a concert band at the Mid-High or High School.
- 3) Colorguard members do not need to be members of a concert band; however, any member of a concert band who fails to continue may not participate in colorguard.
- 4) Out-of-town travel to competitions is an integral part of Marching Band and is required of all members.

XXI. PEP BANDS

- 1) All High School Band members will be divided into two or more pep bands.
- 2) Each pep band will perform at boys' and girls' home basketball games.
- 3) Participation is mandatory. Pep band attendance will be averaged in to the student's concert band performance grade.

XXII. BAND COUNCIL

- 1) Band Council is comprised of the following members: President (senior), Vice President (junior, who will become President his or her senior year), Secretary, Treasurer, Historians, Senior Representatives, Junior Representatives, Sophomore Representatives.
- 2) Band Council members are selected by secret ballot vote of the band members. Class representatives are selected by a vote of their class members only.
- 3) Council members are expected to be model band students.
- 4) The Band Council, among other things, will serve as an advisory board to the band directors. Council members should be students who understand and can represent the varying viewpoints of the band at large.

XXIII. FUNDRAISING

- 1) There are two types of fundraising done with the Rio Rancho High School Band:
 - A) Fundraising for individual student accounts
 - B) Fundraising for the Band Booster General Fund.
- 2) Fundraising is totally voluntary.
- 3) Students cannot fundraise unless the Fundraiser Permission section is signed and on file with the directors.
- 4) Profits from Booster General Fund fundraisers go into the Booster account, and are used to benefit the band. Profits from individual student fundraisers are directly applied to individual student accounts.
- 5) Student account money may be used for band trips, equipment, books, etc.

XXIV. CONTACT PERSONS

- 1) “Rio Rancho High School adheres to a chain of command procedure that, when followed, greatly assists in creating solutions to interpersonal and/or educational problems.” (RRHS Staff Handbook)
- 2) If problems, questions or concerns arise, please contact either Mr. Schmidt or Mr. Dubbs first. If no solution is reached, then contact the Fine Arts Academy Assistant Principal (Sean Joyce 896-5623). If no resolution occurs, then and only then contact the School Principal (Richard Von Ancken 896-5601).

XXV. MEDICAL RELEASE FORMS

- 1) Medical release forms are used as permission slips for all band activities and trips.
- 2) Medical release forms must be notarized and returned to Mr. Schmidt by the date announced at the beginning of the school year.
- 3) Students with no notarized medical release form on file will not be allowed to participate in any band activity outside the school day, and will lose credit for any missed events, rehearsals, etc.

XXVI. WEB SITE

The Web site for the Rio Rancho High School band program is www.rrhs.net. Go to the District Web site and navigate to the RRHS Web site. Once there, please go to “Academies” and find “Fine Arts.” Under Fine Arts, click on “Check out the RRHS Band Program.” Please visit the site often for announcements, calendar information, etc.